

## **CELTA: Candidate Agreement**

Please read carefully and sign at the end

Oxford School of English is an equal opportunities employer and does not discriminate on the basis of race, colour, age, gender, religion or physical disability. However, applicants should be aware of the intensive nature of the course and the fact that it is possible to fail.

Oxford School of English srl cannot be held responsible for failure if details of illness or physical disability are not declared at the application stage.

Upon acceptance to the course, candidates are required to pay a 30% non-refundable deposit to confirm their place. The remainder of the fee is due two weeks before the start of the course. In the event of cancellation by the candidate less than two weeks before the start of the course no money will be refunded. This includes cancellation for medical reasons. In exceptional cases your place may be transferred to another course subject to availability and at the school's discretion.

Please read all the following points carefully:

### **The Course, the Centre and Candidate Responsibilities**

- The course is extremely intensive, and I should keep other commitments to an absolute minimum, as there will be a considerable amount of work to do at home outside of course hours.
- Acceptance onto the course is based on the application form and interview but does not guarantee passing the course.
- I will work cooperatively, collaboratively, and respectfully with my peers, tutors, and Centre staff. I will conduct myself in a professional manner and respect opinions, feedback and personal attributes of my peers, tutors and Centre staff, as well as the students I will teach.
- Language analysis skills are an important component of the course and therefore I commit to working on them from the tasks / texts recommended / provided prior to the commencement of the course. I accept that if I fail to do so, this may have an impact on my successful completion of the course.
- For non-native English speakers: my English has been judged suitable for the CELTA based on the application process, so my tutors will expect accuracy and appropriacy of both my written work and spoken language which is also a Cambridge criteria for the course.
- Assessment criteria for teaching practice becomes more rigorous over the course, so what is satisfactory at the beginning may not be so at the end. Similarly, this means that getting the same grade every lesson does not mean I am not improving.
- Tutors have been trained to assess us as objectively as possible, using the official Cambridge criteria. For this reason, the only lesson grades on this course are *To Standard*, *Above Standard* and *Not To Standard* as related to the Cambridge course criteria points. To judge the overall effectiveness of my lesson I should carefully consider the oral and written feedback provided.
- Tutors expect more independence as the course proceeds, especially towards the end, and this should not be interpreted as one tutor being more supportive than another.

- If I am in danger of failing, Cambridge English Language Assessment require my tutors inform me of this.
- I will receive feedback on my performance from both my tutor and my peers. I understand that some of this may be constructive criticism and I will be expected to apply it in future lessons and/or assignments. I will also give constructive criticism to my peers.
- I understand the best way to improve my teaching is to apply the feedback I have received, and that 'Improving my teaching' is a more important goal than 'Getting a good grade'. Previous experience and/or qualifications do not guarantee a higher grade.
- The final grade is ultimately based on my efforts, and is assigned based on my teaching, planning, assignments, language awareness, reflective skills, independence, overall behavior, and professionalism.
- The ratio of trainees to tutors is six to one, and the tutors will try their best to give everyone the appropriate amount of time and support when they need it, but I accept that sometimes I may have to be patient and understand that I am not being ignored. I am encouraged to contact tutors at any point during the course if I need help.

### **Acceptance and Payment**

- There is a limited number of spaces available on the course. Once the application process has been successfully completed, spaces are awarded based on when the deposit is received by the school. Any delays on the part of the bank or myself cannot be taken into consideration.
- The deposit is nonrefundable, unless it is received by the school after all the spaces on the course have been filled, in which case it will be returned to me.
- The balance is due at least two weeks before the start of the course. I understand that failure to make the balance payment by the agreed date may result in my losing the place offered to me.
- If I withdraw between 15 and 29 days before the start of the course, I am required to pay 80% of the balance, and if I withdraw 14 days or fewer before the start of the course, I am required to pay the full amount of the course.
- It is possible to fail the course (either by below standard teaching or a minimum of two failed assignments), and that in such an event no money can be returned.
- On the first day of the course, I will be asked to show identification and proof of my education (high school or university certificate).
- Oxford School of English srl reserves the right not to start a course. All deposits and fees will be refunded in the event of a course being cancelled and if subsequent courses are not suitable for the candidate.
- Attendance is compulsory, and I have informed Oxford School of English srl of any unavoidable absences. Any work missed must be made up, and attendance on the course does not in itself guarantee I will reach the standard to pass the course. If minimum attendance requirements are not met, I will be unable to pass the course.

If your only reasons for doing the CELTA are that you speak English and you need a job, it may be less likely that you will enjoy and/or do well on the course. Some kind of passion for languages, people, teaching or learning is important.

### **Signature**

I hereby declare that I have read and understood all the above conditions.

Signed: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_