



# GUIDE TO STAFF DEVELOPMENT COURSES

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*Towards your future*

# **BUILD YOUR RESUME DEVELOP YOUR SKILLS ADVANCE YOUR CAREER**

## **New teacher starting out?**

You'll want to check out the Foundation TEFL and the EF Trinity Certificate in TESOL.

## **Experienced teacher looking for the next step?**

You'll need to take our in-house courses and the EF Trinity Diploma in TESOL.

## **Management, the next step or needing some inspiration?**

You definitely need to look at our in-house courses and the International Diploma in Language Teaching Management.

We're confident these courses will help you develop your career.

Apply at [ef-teachers.com/qualifications](https://ef-teachers.com/qualifications)

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# QUALIFICATIONS FOR NEW TEACHERS

*Part I*

# QUALIFICATIONS FOR NEW TEACHERS

## New Teachers: Development Time-Line

<b>Foundation TEFL 40hr</b> <ul style="list-style-type: none"><li>• Pre-arrival</li></ul>	<b>Teacher Onboarding Certificate</b> <ul style="list-style-type: none"><li>• Month 1</li></ul>	<b>TKT 1/LY Foundation TEFL 120hr</b> <ul style="list-style-type: none"><li>• Month 3</li></ul>	<b>TKT module 2</b> <ul style="list-style-type: none"><li>• Month 6</li></ul>	<b>TKT module 3</b> <ul style="list-style-type: none"><li>• Month 9</li></ul>	<b>TKT practical</b> <ul style="list-style-type: none"><li>• Month 12</li></ul>	<b>EF Trinity CertTESOL</b> <ul style="list-style-type: none"><li>• Month 15-24</li></ul>
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**TRINITY**  
COLLEGE LONDON  
Registered Examination Centre

## 40 HOUR FOUNDATION TEFL

(in conjunction with Foundation TEFL)



You should take this course if you are a new teacher or a teacher who needs a TEFL qualification.



During this course you will watch videos of teachers teaching classes in a variety of different contexts, view interactive presentations, listen to podcasts, read articles, take interactive quizzes and complete a lesson planning assignment. You will learn strategies to engage students, help students understand by grading your language, help students learn through feedback and discover more about the needs of your learners.

- Entry requirements: N/A
- Assessment: Lesson planning assignment and modular multiple choice tests
- Time: 40 hours online

*“After nearly a decade of studying the English language, teaching professionally in a myriad of venues, and being taught how to teach at the graduate level, I went into the Foundation TEFL course questioning what more I could possibly learn. The answer? Practical, immediately applicable language-teaching techniques and skills that no amount of theoretical knowledge or experience could have provided.”*

*Kevin Craig, Teacher*

# TEACHER ONBOARDING CERTIFICATE



You will take this course if you are a new EF teacher, to introduce you to teaching, working and learning at EF.



You will practice how to engage students, help students understand and help students learn. You will gain a better understanding of your learners' needs and increase your intercultural awareness. You will role play teaching with your peers, take part in discussions, analyze intercultural case studies, interview students about their motivation for studying English and finally team teach a lesson using EF materials to real students.

- Entry requirements: High level of competence in written and spoken English
- Assessment: Participation and team taught lesson
- Time: 20 hours over one week face to face

*“As a former recruiter and human resource manager, I understand how important it is to have proper training for employees. Teacher onboarding provided me with a good understanding of EF’s values, goals, and expectations through various lessons and team building activities including a tour of Shanghai’s famous Bund. Upon arrival, EF had prepared everything for me from transportation, daily schedule, to housing assistance. It set a foundation for my continued training with EF and helped me get acclimated to the company and local culture.”*

*Christina Nguyen, Teacher*

# 120 HOUR FOUNDATION TEFL

(in conjunction with Foundation TEFL)



You should apply for this certification if you are a new teacher and want a 120 hour TEFL qualification.



You will further build on the strategies to engage students, help students understand and help students learn through observation, team teaching and being observed. You will discover more about the needs of your learners through online learning, face to face training and guided discovery tasks in your center.

- Entry requirements: 40 hour Foundation TEFL, EF Teacher Onboarding Certificate
- Assessment: Lesson planning assignment, modular multiple choice tests, team taught and individually taught lessons
- Time: 120 hours over three months, online and face to face

*“The positives of this certification were threefold for me. I learned what I needed to do to be a better teacher, I reflected on my strengths and weaknesses, and I made and carried out plans to improve my skills.”*

*Vince Tweddell, Teacher*

# TEACHING KNOWLEDGE TESTS

(in conjunction with Cambridge)



You should take the Cambridge Teaching Knowledge Tests (TKT) if you are a teacher who wants internationally recognized teaching qualifications or to prepare to take the Trinity CertTESOL.



You will take written tests, each assessing different aspects of your teaching knowledge. These qualifications are highly flexible as they do not require any commitment to an intensive training program. Assessment emphasizes teaching relevant to any context, meaning it takes into consideration your ability to work in your center, with your student groups, using your center's tools and methodology.

- Entry requirements: High level of competence in written English. Foundation TEFL (or equivalent) required.
- Assessment: multiple choice tests with a band score ranging from 1 to 4
- Time: N/A

*“The TKT course reminded me about the basics of teaching English. New and experienced teachers will benefit from this course because it includes all the necessary tools and practice to help new teachers find their way, as well as to remind experienced teachers, like myself, about the basics which are often forgotten. For me, going back to basics was like a ‘reset’ button, which refreshed my thinking and my teaching approach.”*

*Carmen Bodrick, Teacher*

## CERTIFICATE IN TESOL

(in conjunction with Trinity College London)



You will want to take this course if you are a teacher with less than two years prior TEFL experience or if you want a practical and widely recognized TEFL qualification.



You will attend face to face input sessions as part of a group of up to 15 peers. You will learn about aspects of language, teaching and learning, phonological theory, teach six hours of observed lessons and create a highly personalized learner profile for a student of your choosing.

- Entry requirements: High level of competence in written and spoken English. Foundation TEFL (or equivalent) required.
- Assessment: Written paper, portfolio submission, interview and assessed teaching practice
- Time: 130 hours face to face

*“The CertTESOL was by far the most beneficial thing I have done to further my teaching career. During the course we learnt not only to plan lessons quickly and effectively, but also to deliver them, manage the students and create and implement a wide range of activities and strategies in the classroom.”*

*Rhys Apgwyn, Teacher*





# QUALIFICATIONS FOR EXPERIENCED TEACHERS AND TRAINERS

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*Part II*

# QUALIFICATIONS FOR EXPERIENCED TEACHERS

## Experienced Teachers: Development Time-Line



# QUALIFICATIONS FOR TRAINERS

## Trainers: Development Time-Line



## EF CERTIFICATE IN TEACHING PHONOLOGY



You should consider enrolling in this course if you are interested in incorporating phonology in the classroom or want to prepare to study the EF Trinity Diploma in TESOL.



You will learn how to offer students the most engaging and interactive ways to teach pronunciation and gain an understanding of theoretical knowledge and terminology to allow you to discuss features of pronunciation with other experienced teachers. With up to 16 peers, you will share your experiences, reflections and materials and observe each other teaching via the use of self-created online training videos.

- Entry requirements: Minimum six months TEFL experience. Foundation TEFL (or equivalent).
- Assessment: 5 minute phonology training video
- Time: 30 hours over 10 weeks online

*"I have more than I can say to compliment this phonology course. I found the materials very useful and our tutor did a wonderful job guiding us through the course. As well, it was absolutely a great chance to learn from my peers and work with them! I got so much out of the course and really enjoy applying the skills and techniques in my classes!"*

*Moon Deng, Teacher*

## EF CERTIFICATE IN TEACHING GRAMMAR



This course is highly recommended if you are interested in learning more about teaching grammar or you need to prepare to take the EF Trinity Diploma in TESOL.



You will learn about the differences between deductive and inductive grammar teaching, sentence constituents, second language acquisition and debate the pros and cons of prescriptivist and descriptivist views of grammar. By the end of the course you will have a greater understanding of the systems of grammar, have attempted different methods of engaging students in learning grammar and understand how grammar is acquired. You will also have created a video showing a grammar activity in a class of your choosing and shared this with up to 16 of your peers online.

- Entry requirements: Minimum six months TEFL experience. Foundation TEFL (or equivalent).
- Assessment: 5 minute grammar training video
- Time: 30 hours over 10 weeks online

*“The EF Certificate in Teaching Grammar gave me the opportunity to take a deeper look into grammar by debating and sharing experiences and materials among the members of the course. I have learnt a lot from my peers and it was definitely helpful to receive constructive feedback from other experienced teachers as well as our tutor.”*

*Azahara Soler, Teacher*

## EF CERTIFICATE IN TEACHING LEXIS



You will want to apply to take this course if you are interested in exploring the meaning of words or in preparing for the EF Trinity Diploma in TESOL



You will learn about the linguistic aspect of language, experiment with different techniques in planning, presenting and practicing a range of vocabulary activities to engage, support and challenge your learners. You will complete weekly tasks which involve giving and receiving feedback from up to 16 peers on the course. By the end of the course you will have produced a video detailing a lexical activity that you use with your students and share this online.

- Entry requirements: Minimum six months TEFL experience. Foundation TEFL (or equivalent).
- Assessment: 5 minute lexis training video
- Time: 30 hours over 10 weeks online

*“As a teacher it is essential to have a solid understanding of the lexical approach in order to best deliver classes. Enrolling onto this course not only helped my teaching skills improve but also allowed me to share useful techniques and tips with my colleagues and raise the standard of teaching and learning in my center.”*

*Steve Mayers, International Teacher*

## REFLECTIVE PRACTICE

You should enroll in this course if you enjoy reflecting on or investigating your own teaching or if you are interested in preparing to study the EF Trinity Diploma in TESOL.



You will develop your teaching skills through self-reflection by keeping a reflective journal on your own development in a specific area of your classroom teaching. You will learn to use different techniques which can be used to reflect and to collect data in your lessons. By the end of the course you will have produced a final report based on the data collected and analyzed in your journal which you can use as a stepping stone towards writing your EF Trinity Diploma portfolio or towards publication and will have shared this with up to 16 peers on the course.

- Entry requirements: Minimum six months TEFL experience. Foundation TEFL (or equivalent).
- Assessment: 2000 word reflective journal
- Time: 30 hours over 10 weeks

*“I feel my teaching has taken a step forward with the Reflective Practice course. The course has been really useful for me. Previously, I had taken a tentative step into writing a journal, however never really understood how I could use it effectively. That’s changed now.”*

*Ed Sutton, Senior Teacher*

## DIPLOMA IN TESOL

(in conjunction with Trinity College London)



This course is highly recommended if you are an experienced teacher who wants to develop your professional knowledge and expertise, refine your practical teaching skills and receive an internationally recognized advanced teaching certification or become a trainer.



You will create a teaching portfolio focusing on observation, developmental teaching practice and independent research. Each week you will give and receive feedback with up to 15 peers on the course. You will have the opportunity to focus on specific areas of teaching which you are engaged in (e.g. teaching young learners, business English, teacher development) and develop an understanding of current and historical developments in language learning theory and teaching methodology. Finally, you will take part in practical teaching with five observed and assessed lessons.

- Entry requirements: Minimum two years' TEFL experience; CertTESOL (or equivalent required); at least one of the following: EF Certificate in Teaching Phonology / Grammar / Lexis / Reflective Practice required.
- Assessment: A written paper, portfolio submission, phonology interview and assessed teaching practice
- Time: 600 hours over 9 months, online followed by a face to face component

*“Having taught English as a foreign language for four years, I had reached a point where I needed a new challenge to take my skills and understanding to the next level. This was my main motivation for studying the DipTESOL. The collaborative culture among teachers on the course pushed me to analyze my teaching from different angles and try new approaches. This was reinforced by feedback from tutors during weekly discussions and the practical teaching block.”*

*Laura Wilkes, Regional Trainer*

# TRAIN THE TRAINER



Consider this course if you are responsible for training staff or if you are interested in becoming a trainer.



You will develop, implement and evaluate a training course of your choosing for a group of learners. You will learn about principles of adult learning, conduct a training needs analysis, design an engaging course, practice facilitation skills, learn about online education and finally conduct a training evaluation. You will also read about and comment on training courses developed by up to 16 peers on the course. This course will benefit you by equipping you with the skills necessary to plan, deliver and evaluate effective training programs.

- Entry requirements: Minimum 1 year's TEFL experience; CertTESOL (or equivalent)
- Assessment: Submission of a final project
- Time: 30 hours over 10 weeks

A young woman with brown hair tied back, wearing a white button-down shirt, is sitting at a light-colored table. She is smiling broadly and looking towards another person whose back is to the camera. On the table in front of her is a clear plastic water bottle with a blue cap, a stack of papers, and a blue folder. The background is a bright, out-of-focus indoor setting.

# QUALIFICATIONS FOR MANAGERS

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*Part III*

# QUALIFICATIONS FOR MANAGERS

## Managers: Development Time-Line

EF Certificate in Introduction to Management • Month 3-6	EF Certificate in Motivation Managers • Month 9-12	University of Queensland IDLTM • Month 15-24
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# INTRODUCTION TO MANAGEMENT



You will want to take this course if you are a new manager or looking to step into a management position in the near future.



You will learn the most up to date theories on communication, motivation, culture, performance management and time management and discuss these with up to 16 peers on the course. You will be introduced to tools and frameworks which you will apply to your work each week which will assist you in making better and more informed decisions. You will reflect on your performance at work and develop a journal to track your development.

- Entry requirements: Currently in a managerial position (e.g. Center Education Manager, Director of Studies or Senior Teacher)
- Assessment: 2000 word reflective journal
- Time: 30 hours over 10 weeks

*“I had a great opportunity to reflect on my experience as a manager and identify gaps where I needed to improve, including time management, running effective meetings and maintaining motivation in my team. Working directly with other managers only added value as a chance to guide as well as learn.”*

*Gregory Orton,  
Academic Product Developer*

## MOTIVATION FOR MANAGERS



You should enroll on this course if you are a manager who is interested in creating conditions which will motivate your staff and improve team performance or preparing for the IDLTM.



You will learn and discuss the application of various theories of motivation in the workplace and discuss these with up to 16 peers on the course. You will complete weekly assignments to apply different approaches to motivation with your team to better engage your staff. You will reflect on the success of these and create a report on your new understanding of motivation in your managerial context.

- Entry requirements: At least six months experience in a managerial role; Introduction to Management course recommended.
- Assessment: 2000 word reflective journal
- Time: 30 hours over 10 weeks

*“Motivation for Managers is a course that I would recommend to any manager, regardless of their experience. The course combined theoretical knowledge with personal understanding, and was a great opportunity to reflect on daily practices and look at how we as leaders can make a difference- however subtle or grand!”*

*Amy Advani,  
Center Education Manager*

# INTERNATIONAL DIPLOMA IN LANGUAGE TEACHING MANAGEMENT

(in conjunction with The University of Queensland)



INSTITUTE OF CONTINUING & TESOL EDUCATION

Apply for this course if you are a language teaching manager (Director of Studies, Center Education Manager, Center General Manager, etc.)



You will learn about organizational management, managing financial resources, human resource management and communication, marketing, client and customer service, academic management, project management, performance reviews and employee recognition. Each month you will complete an assignment on one of these topics. The IDLTM will enable you to apply insights and skills derived from management theory and practice to your own work as a language teaching manager.

- Entry requirements: Minimum three years TEFL experience or 5 years' experience working in a language-teaching context. Introduction to Management required.
- Assessment: Eight assignments
- Time: 325 hours over 6 months, face to face and online

*“After taking the practical block for the IDTLM, I felt it gave me a more comprehensive and strategic overview of the job I’m currently doing. After managing center level teams to regional level teams for the last 7 years, the IDTLM helped theoretically validate and clarify management decisions I’ve made and allow me to make even better decisions for the future.”*

*Jake Whiddon, Regional Manager*



## APPENDIX: COURSE COMPARISON CHART

Name	Course hours	Delivery
Certificate in Reflective Practice	30	Online
Certificate in Teaching Grammar	30	Online
Certificate in Teaching Lexis	30	Online
Certificate in Teaching Phonology	30	Online
Certificate in TESOL	130	Face to face
Diploma in TESOL	600	Blended
Foundation TEFL 120 hour	120	Blended
Foundation 40 hour	40	Online
IDLTM	360	Blended
Introduction to Management	30	Online
Motivation for Managers	30	Online
Teacher Onboarding Certificate	20	Face to face
TKT	N/A	Test
Training of Trainers	30	Online

<b>Number of participants per course</b>	<b>Certifying body</b>	<b>Audience</b>
8 to 16	Education First	Experienced teachers
8 to 16	Education First	Experienced teachers
8 to 16	Education First	Experienced teachers
8 to 16	Education First	Experienced teachers
12	Trinity College London	Experienced teachers
12	Trinity College London	Experienced teachers or trainers
N/A	Foundation TEFL	Teachers
N/A	Foundation TEFL	New teachers
12	University of Queensland	Managers
8 to 16	Education First	Managers or trainers
8 to 16	Education First	Managers
1 to 30	Education First	New teachers
N/A	Cambridge	New teachers
8 to 16	Education First	Trainers

*TOWARDS YOUR FUTURE*

TRT



CELEBRATING FIFTY YEARS