

# GATEHOUSE AWARDS



# TEFL

Teaching  
English as a  
Foreign  
Language  
(TEFL) -  
Online  
Courses and  
Qualifications

*The world's leading TEFL qualifications*



TEFL means 'Teaching English as a Foreign Language'

## Your passport to a career in English language teaching...

Here at Gatehouse Awards ('GA'), we're experts in English language teaching, learning and assessment and we're proud to say we've awarded TEFL qualifications to thousands of TEFL graduates all over the world!

Our qualifications are Ofqual-regulated – preferred by employers and internationally recognised.

So if you're wanting to swap your Monday morning blues for a constant Friday feeling, read on and discover how you can qualify as an English language teacher and make it happen!

### Our accreditations and affiliates



- ✓ 200,000+ graduates
- ✓ Ofqual-regulated qualifications
- ✓ Boost your career with a GA TEFL certificate today!

# 5 top reasons to choose TEFL with GA...

*...to be honest, we struggled to list just 5!*

- 1.** Ofqual-regulated qualifications, recognised and respected by employers around the world
- 2.** Dedicated support and detailed feedback from DELTA-qualified expert tutors based in the UK
- 3.** Online TEFL training: choose an online package that suits you - study at your own pace AND there is an option to undertake classroom training, if you want to
- 4.** Available at UK Levels 3, 4 and 5 (Level 5 is equivalent to CELTA / Trinity Cert TESOL / foundation degree)
- 5.** Perfect content for teachers of both adults and children, packed full of videos, real-life classroom scenarios and interactive quizzes

***Jump on board and make a difference  
– start your TEFL training today!***

# How does it work?

You'll have access to virtual learning, videos, classroom scenarios, plus our expert tutor support. Perfect!



## Online only or with additional classroom-based training? The choice is yours...

We have quite a few courses to choose from, depending on your level of study.

Our courses give you all the training you need to become a top TEFL teacher.

### 100% online option:

- ✓ study online from anywhere in the world
- ✓ accessible from any device, 24/7
- ✓ get TEFL qualified flexibly
- ✓ no in-person training required

### Optional classroom-based training:

- ✓ to complement online learning
- ✓ offering classroom-based teaching practice
- ✓ available at selected venues

## What you'll receive

- ✓ Useful tools, tips and resources
- ✓ Practical examples, activities and ideas for your lessons
- ✓ Simple and easy online format
- ✓ Expert support & comprehensive feedback from a dedicated tutor
- ✓ Internationally-recognised qualification certificate
- ✓ Boosted career prospects!





# Which course is for me?

We've got your perfect Online TEFL course match - by the time you're done, you'll have the skills, confidence and qualification to teach English - anywhere in the world!

## Level 3 Certificate

- Level 3 Certificate in TEFL (120 hours)

*Level 3 Courses*

## Level 3 Subject Specialisms

- Level 3 Teaching English to Young Learners (40 hours)
- Level 3 Teaching English One-to-One (40 hours)
- Level 3 Awareness of Grammar (40 hours)
- Level 3 Teaching English Online (40 hours)
- Level 3 Principles & Practices of Lesson Planning (40 hours)
- Level 3 Teaching Business English (70 hours)

*Level 4 Courses*

## Level 4 Subject Specialisms

- Level 4 Business Skills for TEFL (60 hours)
- Level 4 Digital Marketing for TEFL (60 hours)
- Level 4 TEFL Business Start-Up (120 hours)

## Level 5 Certificate and Diploma

- Level 5 Certificate in TEFL (180 hours)
- Level 5 Diploma in TEFL (300 hours)

*Level 5 Courses*

## Level 5 Subject Specialisms

- Level 5 Teaching English One-to-One and Online (60 hours)
- Level 5 Teaching Business English (60 hours)
- Level 5 Teaching Other Subjects in English (CLIL) (60 hours)



# Entry requirements



You must have an awareness of the basic concepts of language teaching



You must have a native or near-native level of English speaking and the ability to read and understand English language materials (C1 level)



You must have an ability to take advice from both tutors and peers, and the capability to improve as a result



We also ask that you are enthusiastic, motivated and determined – and have a desire to learn



You also need to be prepared to put aside the time to work through the course properly

## Prior attainment

- There are no academic prior attainment requirements for the Level 3 Certificate in TEFL (120 hour), the Level 5 Certificate in TEFL (180 hour) or the Level 5 Diploma in TEFL (300 hour).
- To enrol on a Level 3 or Level 4 Subject Specialist course, you must have already achieved the Level 3 Certificate in TEFL (120 hours) (or an equivalent or higher level qualification, e.g. CELTA)
- To enrol onto a Level 5 Subject Specialist course, you must have already achieved the Level 5 Certificate in TEFL (180 hours) (or an equivalent qualification, e.g. CELTA)

**If you are not sure if you meet these entry and prior attainment requirements, please seek advice from an approved GA centre.**

# GA Level 3 Certificate in Teaching English as a Foreign Language



120 hours

Get all the starter knowledge and confidence you need to become a great TEFL teacher - learn everything from planning effective lessons to classroom management.

This course covers the following:

The theory of TEFL

Planning effective lessons

Classroom management

Practical teaching tips

Teaching vocabulary and grammar

Creating a great learning environment



40 hours

## GA Level 3 Award in Teaching English to Young Learners

Teaching children can be a uniquely rewarding experience but brings with it new challenges. Give yourself a head start on how to teach effective classes for younger students.

This course covers the following:

Language awareness

Current methodology for teaching children

Classroom management & effective lesson planning

Term planning & creating a syllabus

Assessing your students

Task-based learning and project-based learning



# GA Level 3 Award in Teaching English One-to-One



40 hours

Whether you're teaching teenagers or business English, our One-to-One course will prepare you for classes with a single (lucky!) student.

This course covers the following:

- One to one teaching contexts
- Resources, materials and aids for one-to-one teaching
- Planning effective lessons for individual students
- Discipline and behaviour in one-to-one lessons
- Practical lesson planning for one-to-one lessons
- Designing a programme of learning



40 hours

# GA Level 3 Award in Awareness of Grammar for TEFL Teachers

What comes naturally to native speakers is usually most difficult to teach, so brush up with our easy-to digest principles.

This course covers the following:

- The 'nuts and bolts' of English
- The tenses of English
- The functions of English
- The sounds of English
- Researching grammar
- Resources for teaching grammar



# GA Level 3 Award in Teaching English Online



40 hours

With more learners than ever before now logging into lessons from work, home or wherever, teaching from home is now a very real TEFL career option!

This course covers the following:

- Online teaching contexts and careers
- Establishing the online learner's needs and motivation
- Practical lesson planning and materials for online lessons
- Teaching groups online
- The challenges of online teaching
- The use of 'flipped' learning



40 hours

# GA Level 3 Award in the Principles and Practices of Lesson Planning

Want to develop your lesson planning skills? All you need to plan and create imaginative, effective lessons for learners of all ages...

This course covers the following:

- The importance of lesson planning
- What makes a good lesson?
- Lesson plan criteria
- Putting it into practice & reflection
- Creating a syllabus for your students
- Assessing progress





## GA Level 3 Award in Teaching Business English



70 hours

Teaching Business English can be a tricky specialism, especially when it comes to business terminology and corporate culture. A perfect introduction to teaching Business English, this course will make sure you're the most prepared you can be!

This course covers the following:

Business English language teaching in context

Factors affecting business English teaching and learning

Designing a programme of business English

Reading and writing skills in business English

Speaking and listening skills in business English

Grammar and vocabulary skills in business English

## GA Level 4 Award in Business Skills for TEFL



60 hours

Core aspects of setting up and running a successful freelance TEFL business, building the business and how to thrive as a freelance teacher.

This course covers the following:

Setting up a TEFL business

Business planning and setting objectives

Understanding finance

Marketing your TEFL business

*This course contains specific information about business requirements in the United Kingdom, the USA and South Africa. Candidates in other countries must research and apply the relevant business requirements in their own locations.*



60 hours

## GA Level 4 Award in Digital Marketing for TEFL

One of the biggest challenges of working freelance can be building your client list. Discover how to grow your business and increase your earning potential.

This course covers the following:

Creating your own digital marketing strategy

Creating and building a website

Using social media

Using search engine optimisation (SEO)

Using paid advertising (PPC)

Using email marketing

## GA Level 4 Award in Business Start-Up

Combine the Business Skills and Digital Marketing courses into one Business Start-Up programme – covering everything you need to set up, build and market your own TEFL business.



120 hours

# GA Level 5 Certificate in Teaching English as a Foreign Language



180 hours

---

Our most popular and comprehensive TEFL course, the GA Level 5 Certificate is CELTA-equivalent (Foundation Degree level) and teaches you everything you need to know...

---

This course covers the following:

- Introduction to TEFL
- Initial lesson planning
- Structuring your lesson
- Making it work in the classroom
- Teaching vocabulary
- Teaching pronunciation
- Teaching grammar
- Teaching young learners
- Teaching the four skills
- External resources and next steps

---



# GA Level 5 Award in Teaching English One-to-One and Online



60 hours

Create personalised, appropriate materials and lesson plans by thinking creatively and adapting existing materials. Possibly the most rewarding lessons you'll ever teach!

This course covers the following:

How to teach online

Teaching students one-to-one

Discipline and behaviour

Successful lesson planning & content

Creating a syllabus for your student & assessing progress

Reflection and professional development



60 hours

# GA Level 5 Award in Teaching Business English

English is the international language of business - you don't need to have a business background or be an industry expert, so what better time to upgrade your TEFL skills?

This course covers the following:

Differences between TEFL and teaching Business English

Identifying the needs of Business English students

Using authentic business materials

Language for meetings, negotiations and networking

English as an International Language

Teaching methodology and assessment methods



# GA Level 5 Diploma in Teaching English as a Foreign Language



300 hours

---

Our biggest TEFL course, the GA Level 5 Diploma combines the Level 5 Certificate with the Level 5 Award in Teaching One-to-One and Online AND the Level 5 Award in Teaching Business English to create a comprehensive 300-hour Diploma!

---

This course covers the following:

**All** modules from the Level 5 Certificate in TEFL course (180 hours)

**All** modules from the Level 5 Award in Teaching One-to-One and Online course (60 hours)

**All** modules from the Level 5 Award in Teaching Business English course (60 hours)

---

Our **BIGGEST** TEFL Course. Jam-packed, just for you!





## GA Level 5 Award in Teaching Other Subjects in English (CLIL)



60 hours

You may have heard of **CLIL** (Content and Language Integrated Learning, or Content Teaching) – teaching primary and secondary school subjects like science, maths or geography in English.

This course covers the following:

Concepts of teaching other subjects in English

The 4Cs: content, communication, cognition & culture

Teaching techniques, scaffolding and the structure of lessons

Planning and examples of primary school lessons

Planning and examples of secondary school lessons

Challenges you may be faced with & solutions to them

# Assessment

## End of module tests

At the end of each module, there is a test. They are designed to check that you have understood the points we have covered before you move on. You must achieve a minimum of 75% to pass these tests and unlock the next unit.

Look back at your notes if you need to. These tests are in the same format as the quizzes - sometimes you need to choose more than one answer!

## Written assignments

You will write assignments as part of your course assessment. For example, in the Subject Specialist courses there is an assignment at the end and in the Level 5 Certificate course there are three assignments at different points in the course.

You will be provided with full details about course assessment at each assignment stage.

Once you have submitted your work and it has been passed by a tutor, you will be able to move on to the next module. Your tutor will also provide detailed feedback on your work. We aim to mark your work within seven days of submission. Please be patient, we mark as quickly as we can!

You must pass all course assessments to gain your certificate.

---

## When you pass the course

After you have completed and passed the course, you will receive an email confirming your achievement. Your e-certificate will be issued shortly afterwards.

## If you fail an assignment

If you fail an assignment, a tutor will contact you and you can take this opportunity to make improvements to your submission. It is possible to resubmit each assignment up to a maximum of three times. If you are unsuccessful on the third attempt, you will not be able to continue with the course.



## Course duration

The average number of hours per course is displayed alongside the course details. Some people may complete the course quicker, or need more time to complete.

The maximum length of time you have is:

- Level 3, 4 or 5 Award-sized courses: 6 months
- Level 3 and 5 Certificate-sized courses: 1 year
- Level 5 Diploma course: 2 years



If you do not complete in the maximum time provided, you will not be able to continue on the course. You are able to re-enrol, but will need to start the course again.

## Frequently asked questions...

### How do I get started?

It's pretty simple. Complete the application form and pre-enrolment tasks and submit these along with your ID and payment to your approved centre. Once you are registered with GA, you will be sent your log in details by email. Our support team are on hand to help if you need any assistance.

### Do I need any equipment for the course?

For all online courses, you need to have an internet connection and a suitable device to study on (laptop, desktop, tablet or phone). You will also need to have a media player on the device, as the course includes a number of short films and tutorials. If you are enrolling on a practical lesson delivery course, your centre will provide details of any specific requirements.

### I'm already a teacher – can I still to do a course?

Yes, you can. The courses are open to both trainee teachers who are yet to start teaching, teachers with a little experience and also teachers with more experience.

### Where can I take a practical TEFL course?

Selected GA centres are approved as Teaching Centres for GA TEFL qualifications. This means that they are able to provide a classroom-based course in Practical Lesson Delivery. Please enquire at your local GA centre for more detailed information.

# GA Level 3 Practical Lesson Delivery

---

This (1-2 day) short programme is a practical in-person TEFL training course, giving you the opportunity to gain real-life experience in a classroom. Try out teaching methods and activities alongside other teachers, putting your TEFL skills into practice in a supportive and nurturing environment!

---

Teaching an engaging lesson: lesson activities, resources and aids, using appropriate teacher talking time and different modes of interaction

---

This course covers the following:

Teaching an effective lesson: using instructions, eliciting language, concept-checking, monitoring, feedback and error correction

---

You will deliver a 'micro' teaching session, assessed by a specialist tutor.



# Here's what people are saying about us

We've supported thousands of happy TEFL Graduates. Here's what a few of our customers had to say...

## Teaching English to Young Learners:

This specialist course was wonderful! It covered the basics of how to work with young learners and gave me great ideas that I could implement into my personal teaching style. I wholly recommend this course to anyone who is interested in learning how to best work with children.

*Mary Robinson*

## Teaching English Online:

The world is moving online, with the internet the new classroom, and this course showed me how to meet students around the world from the comfort of my own home.

Additionally, it provides you with help and guidance for Teaching English Online, which is great as there are lots of online schools waiting for teachers like us!

*Bradley Colson*

"Although the venue was already comfortable, my tutor did a great job at creating a welcoming and encouraging atmosphere where I felt at ease learning and making mistakes which I could then learn from. Having this class time to explore and experience some of the practicality of lesson planning and execution was invaluable."

*Kristy, USA* ★★★★★



# GATEHOUSE AWARDS

## Gatehouse Awards Ltd

Unit 1A Bizspace Business Centre, Knowles Lane,  
Bradford, BD4 9SW, United Kingdom

[www.gatehouseawards.org](http://www.gatehouseawards.org)

Every effort has been made to ensure that the information contained in this publication is true and correct at time of going to press. However, Gatehouse Awards' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. Gatehouse Awards cannot accept responsibility for any loss or damage arising from the use of information in this publication.

©2021 Gatehouse Awards Ltd. All rights reserved.