



Southeast Asian Ministers of Education Organization
Regional Language Centre
Centre of Choice

COURSE INFORMATION 2018

C112

**Advanced Specialist Certificate (I) in
Teaching Reading and Writing**

**23 Jan –
9 Feb 2018**

(Important: This document should be read by all applicants prior to completing the application form for admission.)

Course Overview

Rationale	<ul style="list-style-type: none"> ▪ This course deals with the principles, design and procedures in the teaching of reading and writing in ESL/EFL situations as well as in a multimodal world. ▪ The integration of theory and classroom practice will be achieved via journal writing, sample lesson plans and micro-teaching sessions. ▪ Key reading theories and writing approaches will be explored and discussed vis-à-vis the course participants' teaching and learning contexts. ▪ There will be a special focus on helping participants to make the transition from the traditional print-based literacy to multimodal-based literacy (reading and viewing, writing and representing) involving more than one mode of conveying meaning – spoken, written, visual, gestural and spatial.
Duration	3 weeks (54 hours)
Aims	<p>By the end of the course, participants will be able to:</p> <ul style="list-style-type: none"> ▪ Acquire an up-to-date knowledge of theories, principles and practices in the teaching of reading and writing; and ▪ Discuss and develop lessons in teaching different types and levels of reading and writing skills.
Components	<ol style="list-style-type: none"> 5. Teaching Reading 6. Teaching Writing
Delivery	Lectures, task-based workshops, discussions of prescribed readings, and evaluative analysis conducted at RELC.

Course Requirements

To complete the course successfully, a candidate must:

- a) Satisfy class attendance requirements;
- b) Attain a satisfactory standard in required course work; and
- c) Complete all assignments and an exam.

A course participant whose progress has not been satisfactory may be required to terminate his/her candidature.

Course Award

The course will lead to the award of an Advanced Specialist Certificate (I) in Teaching Reading and Writing.

Entry Requirements

The requirements for admission to the course are:

- a) An approved bachelor's degree (or equivalent qualifications) in Linguistics, English Language, TESOL or Education;
- b) At least two years of full-time English language teaching experience or experience in English language/curriculum planning and language development programmes; and
- c) Candidates must meet the minimum language scores for any of the following:
 - o IELTS: 6.5;
 - o TOEFL: 550 paper-based; 213 computer-based; 79 internet based;
 - o GCE O Level English: B3 and above;
 - o GCE A Level General Paper: C6 and above; or
 - o Cambridge Advanced English (CAE): C and above
 - o SPM 1119 English: B and above (GPK/PNG 3.00 and above)/Kepujian Tinggi and above
 - o STPM General Paper/English Literature: B- and above (CGPA/HGMP 2.67 and above)
 - o Malaysian University English test (MUET): Band 4 and above
 - o CU TEP with a score of 65 (equivalent to IELTS 6.5) and above
 - o APTIS (all four macro skills) B2 and above

Without meeting any of the above, applicants are required to pass the RELC English selection test.

Fees

a) Fee components

Description	Amount (in Singapore dollars)
Registration fee	\$64.20 (inclusive of GST)
Tuition fee	\$1,300.00 (inclusive of GST)

Students from outside Singapore are advised to subscribe to the Group Health Insurance Scheme at S\$53.50 per month (inclusive of GST), as medical costs in the event of illness can be very high.

Note:

- All fees are subject to change without notice;
- RELC does not accept any responsibility for accidents on journeys to and from Singapore or in Singapore, or for the loss of baggage and other personal belongings in transit or in Singapore;
- RELC will also not be responsible for taking out air, travel and personal accident insurance for students; and
- Students are expected to incur additional costs for miscellaneous learning materials.

b) Payment of fees

- The Registration Fee must be submitted together with the Application Form and supporting documents;
- Fees are payable before the commencement of the course;
- Cheques should be crossed and made payable to the **SEAMEO Regional Language Centre**; and
- An administration fee of S\$50.00 (inclusive of GST) will be imposed for cheques which are dishonoured.

c) Refund of fees

- The registration fee is strictly non-refundable;
- Cancellation of enrolment must be made in writing;
- An Administration Fee of S\$160.50 (inclusive of GST) will be charged if the notice of cancellation / withdrawal is made less than 5 calendar days from the date on which the payment is received;
- Full course fees paid is non-refundable if the notice cancellation / withdrawal is made after 5 calendar days from the date on which the payment was received; and
- Withdrawals after the course has commenced will not be eligible for refund.

Application

Two copies of each of the following documents must be submitted:

- Application Form A238 (completed and endorsed)
- Medical Examination Form A228 (1 original and 1 copy)
- Copies of your certificates of degrees/diplomas, certified by your institution
- Copies of your transcripts, certified by your institution. Where a transcript is in a language other than English, it should be accompanied by a certified translation into English. (In the absence of a transcript, a certified statement on the degrees/academic qualifications achieved with a listing of subjects studied and subject examination results is required.)
- Reference letters (The two reference letters can be from an academic staff who has supervised you or a current/previous employer.)
- Copies of current/valid IELTS or official TOEFL results certified by your institution (for applicants from non-English medium education systems)

The above documents should be returned to RELC by:

- (1) Email : sce@relc.org.sg ; and
- (2) Registered mail : Scholarships and Corporate Enterprise
SEAMEO Regional Language Centre (RELC)
30 Orange Grove Road
Singapore 258352
Republic of Singapore

Closing Date

The closing date for application is **4 October 2017**.