



Southeast Asian Ministers of Education Organization

Regional Language Centre

Centre of Choice

COURSE INFORMATION 2020

C419

**Specialist Certificate in the Professional
Development of Teacher Leaders /
Supervisors**

**13 – 30
Oct 2020**

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

Course Overview

<p>Rationale</p>	<ul style="list-style-type: none"> ▪ In most educational contexts, teacher educators, supervisors and ELT Heads of Language Departments are often drawn from the ranks of experienced teachers or supervisors and thrust into the job of developing others with themselves having little professional knowledge of how that professional development and in-service training should be managed. ▪ This course is meant for teacher leaders and supervisors who are engaged in the planning of language professional development programmes for in-service ELT teachers.
<p>Duration</p>	<p>3 weeks (54 hours)</p>
<p>Aims</p>	<p>By the end of the course, participants will be able to:</p> <ul style="list-style-type: none"> ▪ enable participants to be aware of the different models and practices in the area of Continuous Professional Development for language teachers ▪ enable participants to articulate the principles which underpin in-service training decisions for language education ▪ raise awareness of best practices and key principles of training for the purpose of professional development and training of in-service teachers of English ▪ give participants an opportunity to design, plan and resource professional development programmes suited to their work contexts ▪ equip participants with the knowledge and skills needed for classroom observation and holding pre and post-observation conferencing with teachers about language teaching and learning
<p>Components</p>	<p>1. Approaches to Language Teacher Education and Professional Development (18 hours)</p> <p>This component will examine approaches to professional development for language teachers and explore models of in-service training. It will review factors affecting the design of language education courses and look at</p>

	<p>contextualising Professional Development for language teachers in different contexts.</p> <p>2. Designing, Planning, Resourcing and Evaluating Language Training (18 hours) This component will examine the skills and qualities needed by teacher leaders in carrying out their roles. Amongst the skills that will be reviewed are facilitation and mentoring skills. Participants will also be introduced to Training Methodology for language teacher education and how to use the methodology in planning language training sessions- linking content and process.</p> <p>3. Observation and Feedback of Language Teaching-Learning (18 hours) This component will examine the value of classroom observation and conferencing. It will review models of teaching supervision and evaluate their suitability to the language classroom. It will look at the skills needed for effective supervision of language teachers. Amongst the skills that will be reviewed are feedback skills and skills in managing conflict.</p>
Delivery	The training strategies used in this course are highly interactive. They include lectures, task-based workshops, role plays and discussions.

Course Requirements

To complete the course successfully, a candidate must:

- s) Satisfy class attendance requirements;
- t) Attain a satisfactory standard in required course work; and
- u) Complete all assignments.

Course Award

The course will lead to the award of a Specialist Certificate on the Professional Development of Teacher Leaders/Supervisors.

Entry Requirements

The course accepts a wide range of qualifications for entry into the programme. The requirements for admission to the course are:

- p) A bachelor's degree (or equivalent qualifications) in Linguistics, English Language, TESOL, or Education;
- q) At least 2 years of teaching experience; preference will be given to candidates who are teacher leaders (i.e. senior teachers/master teachers) or supervisors or heads of department and
- r) 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

- Cambridge Advanced English (CAE): C and above
- SPM 1119 English: B and above (GPK/PNG 3.00 and above)/Kepujian Tinggi and above
- STPM General Paper/English Literature: B- and above (CGPA/HGMP 2.67 and above)
- Malaysian University English test (MUET): Band 4 and above
- CU TEP with a score of 65 (equivalent to IELTS 6.5) and above
- APTIS (all four macro skills) B2 and above

Application _____

Interested applicants must submit the following documents:

- Application Form A238 (completed and endorsed)
- Medical Examination Form A228
- 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)

Closing Date _____

The closing date for application is **28 February 2020**.