



the ONLINE DELTA

from BELL

Bell Courses for Cambridge ESOL Delta Modules One, Two and Three

Detailed Information Pack including **Frequently Asked Questions**

Information correct as at 25/11/2009

Basic Information about Cambridge Delta qualifications

What is the Delta?

- Delta is the umbrella name for three separately-certificated modular qualifications from the University of Cambridge ESOL Examinations (also known by their old name UCLES). When you have passed all three modules you are considered to have passed the full Delta.

Why take the Delta modules?

- Delta is considered by many people to be the professional level qualification.
- If you plan to make a career in language teaching, especially in the private language school sector, you will usually need the Delta.
- Many jobs will specify Delta as a requirement.
- If you want to get promotion you may find that many higher level jobs (e.g. Director of Studies, Teacher Trainer) will require that you have Delta.

What Certificates can I get?

- Each Delta Module you complete and pass has a separate Certificate.
- Candidates passing Module One, Module Two and Module Three will therefore get three certificates.
- If you pass all three modules you will have passed the full Delta and are considered formally qualified to teach English (formerly known as “TEFLQ”). You can apply to Cambridge ESOL to get a certificate for this.

Can I take Delta if I have no previous ELT teaching experience?

- No. The Delta modules are in-service qualifications and presume that you have some knowledge of methodology and language and personal experience of what happens in classrooms.
- For Module One, you usually need to have a minimum of one year - and preferably at least two years - of ELT teaching experience, at a range of levels and in different contexts including at least one year post CELTA or other initial training.
- For Module Two and Three, please see the later sections on these modules.

How is Delta different from CELTA?

- CELTA is the initial entry-level qualification. CELTA is a very practical course in basic teaching methodology. Delta is more theoretical, looking at background theory and looking deeper into your practice. – though this too has a strong practical element.

Can I take Delta if I haven't done the CELTA?

- If you do not have CELTA or an equivalent practical qualification (i.e. one that includes 6 hours or more of observed and assessed Teaching Practice) then we strongly recommend that you take that first. Candidates who have not had initial practical training will find the courses much harder and will be more likely to fail.
- Many schools will require that you have both CELTA and Delta. If you only have the Delta on its own, employers may question whether you have the basic teaching techniques you need.

Is it true that Delta is only for teaching General English to Adults?

- It used to be but you can now also work with Young Learners or Teenagers. It is also possible to specialise in your Module Two teaching and your Module Three Assignment e.g. on English for Specific Purposes, English for Academic Purposes, Business English etc.

Delta, CELTA, TEFL, TESOL .. I'm confused!

- ELT stands for "English Language Teaching". TEFL is another very general term meaning "Teaching English as a Foreign Language".
- Some schools offer introductory "TEFL" courses - but take care to check whether these courses are accredited and recognised by any potential school where you might want to work. Some courses are a bit "cowboy" and not worth the paper their certificates are printed on. The only qualifications for new teachers fully recognised in most countries internationally are the Cambridge CELTA (which we offer) and the Trinity Cert. TESOL (which we don't) - though NB some national regulations require that teachers also have a degree. You would be strongly advised to take one of these two courses if you are new to ELT and want to pursue a career in this area.
- Delta is a higher-level qualification for teachers that have already taught for at least a year or two. You should not apply for the Delta if you have not already got experience in teaching ELT.

Where can I find out more about the Delta syllabus and assessment?

<http://www.cambridgeesol.org/exams/teaching-awards/Delta.html>

The Modular Syllabus

What does Delta stand for?

It doesn't stand for anything! Under the old syllabus DELTA (note capital letters) used to mean Diploma in English Language Teaching to Adults. In the new syllabus, Delta is no longer an acronym. The new course is no longer only for teachers of adults.

What is the structure of the Delta Modules?

The Delta is divided into three modules, known as Module One, Module Two and Module Three. You can take these modules at different times and in different places, even over a long period of time, if you wish. It is also possible to take the modules in different orders, but we strongly recommend that you start with Module One as the study that you do in Module One provides crucial input that will help you do Module Two and Three more successfully.

What are the three Modules and how are they assessed?

- **Module One** focuses on your understanding of the background to teaching and learning in a range of contexts. It is tested by one exam (taken as two one and a half hour papers on the same day).
- **Module Two** is about Practical Teaching. It focuses on your awareness and expertise in professional practice in a range of contexts and is tested by practical assignments that involve written work and observation by a tutor of your teaching on a number of occasions. The lessons you teach could be with your own students – but could be with specially arranged classes.
- **Module Three** focuses on a chosen specialism and includes a focus on syllabus design, testing and assessment. It is tested by an extended written assignment which is submitted for assessment.

	Module One	Module Two	Module Three
Credits	20	20	20
Focus	Understanding language, methodology and resources for teaching	Developing professional practice	Extending practice and ELT specialism
Tested by	Three hour written exam taken as two papers on the same day (with a break)	Teaching Practice Portfolio: (1) Four assignments (two skills and two systems) that include a written element and assessed teaching practice, one of which is externally assessed (2) A Professional Development assignment that involves identification of developmental needs and focus on these through the course along with an experimental teaching practice component.	Research-based project on a selected specialism.

Is it possible to take a Module with Bell even if I have taken another Module elsewhere?

Yes, but we recommend taking all three modules with Bell.

Online course – is that a “lite” version?

- The Bell Online Delta courses are full Delta courses. The workload is high and demanding – and we aim to get you to a level where you can achieve your best possible result.
- Please do not apply if you are not able to give a substantial amount of commitment and time to the course. You will be wasting your money.

How much work am I letting myself in for?

- **Module One:** We estimate a minimum of about 14 hours a week.
- **Module Two:** We estimate a minimum of about 25 hours for each of the 4 LSA assignments and around 30 hours for the PDA assignment.
- **Module Three:** We estimate a minimum of about 70 hours work over the whole course.
- Please look at the detailed breakdowns in sections on the separate Modules (below)

Do I need to be actually teaching “real students” at the time I take the courses?

- For Module One, you do not need to have a current class. The work is all based on writing, reading, study and doing practice exam tasks.
- For the blended Module Two (i.e. Online with local Teaching Practice) you must be teaching a class or have access to a class you can observe and then teach for the required lessons.
- For the Face-to-face Module Two course, Bell will provide classes of students for you to teach.
- For Module Three, you need to have access to a class (or individual - if you choose one-to-one as your specialism) to undertake a Needs Analysis and Diagnostic Test with. This does not have to be your own class – but you will need to have a minimum of about three hours with them to collect all the data you need. This is the only contact you need with students as the rest of the assignment is based on analysing the data and writing up your conclusions. You do not need to actually teach the course you plan as part of the Module Three assignment.

Should I take the Modules in order?

- In theory the modules could be taken in any order. However, Module One is the natural and highly recommended starting point. It provides the theoretical underpinning of Modules Two and Three and candidates would find it very hard to pass Modules Two and Three without that knowledge. A candidate should only consider starting with Modules Two or Three if they are absolutely sure that they have a very sound understanding of the theoretical and practical issues addressed in Module One.
- The Module Two and Three courses are not in-depth courses on the background to ELT. That is provided by Module One. They presume that you already know the Module One content. Do not consider starting Module Two or Three unless you are confident that you are already comfortable with applied linguistics sources on the main principles and practices of English Language Teaching ...
 - for Module Two especially on practical theory and methodology needed for teaching a range of systems and skills lessons
 - for Module Three especially on (1) Needs Analysis (2) Testing and assessment (3) Course planning

Can I take the Modules simultaneously?

- Some candidates feel that they need to get the Delta quickly and wonder if taking simultaneous modules is the best way. We would strongly advise you not to do so. We feel that you will dramatically reduce your chances of success if you try and study more than one module at once. Most people who attempt this have only done so because they have seriously underestimated the workload involved.

Can I apply for two or three Modules at once?

- If you are applying to do simultaneous or overlapping modules we can look at an application for more than one Module, but the advice is very likely to be as in the point above, other than in exceptional circumstances.
- If applying for non-simultaneous courses, please apply first for the first course you wish to take. Once that course is underway and you are clear about the workload and the demands (which may be more than you anticipated) then apply for the next course.

What is the time limit for completing the Delta?

You can take the different modules over a number of years. There is no time limit for completing the Delta.

Can I specialise as part of the Delta?

- **Module One:** No
- **Module Two:** Yes. The new syllabus includes an opportunity to focus on specialist teaching and to do your assessed teaching practice with, for example, Business English students or Young learners.
- **Module Three:** Yes – there is a list of specialist areas you can focus your assignment on. (see Module Three information – below)

Does successful passing of a Delta Module have any credit transfer value?

- Yes. Each Module is worth 20 credits (=200 learning hours). These credits may (at the discretion of course providers) be transferrable to other courses, such as MA programmes. See the Cambridge ESOL website for current information about course providers that accept Delta transfer credits.

Do I need to have an interview or entry test?

- We aim to accept only people who we consider have a very good chance of being successful in the qualification. We will advise you if we feel that your entry is problematic in any way and may decline to accept you for a course.
- For Module One and Three, you will need to submit an application and an entry task. We may follow this up with an email discussion or a personal interview.
- For Module Two, you need to submit the application and tasks after which you may be interviewed either in person or by telephone, when a tutor will advise you whether they feel it advisable to proceed with your application.

Will I need to attend an orientation course in the UK or elsewhere for the online modules?

- No, there is no requirement to attend an orientation course.

Why is the application deadline for Module Two so long before the course start date?

- Because we need to approve and train up your Regional Delta Trainer.

Is there a Cambridge Exam Registration Fee – and how much is it?

- Each module is entered for separately, and each will have a separate Cambridge exam or registration fee.
- Important: These fees are not included in the course fees. You will need to pay these when you register the course.
- For Module 1 the exam fee is payable to the centre where you sit the exam – who will probably also charge you an administrative fee for running and invigilating the exam.
- **IMPORTANT:** Please note that this Module One administrative fee can be a significant extra expense, especially if you are the only candidate taking the exam in your region – and you may need to allow for a figure of between £20 and £200 for this. Local centres set their own fees and we cannot control this. If you are concerned about availability or possible costs, you must check these before you start the course (see section on Local Centres – below)
- When you start your Module 1 course, you will apply directly to your local centre to take the exam. NB It is the candidate's responsibility to book their own exam. Do not leave it too late; there are cut-off dates for registration. Of course, we will remind you on the course.
- If you take the Module 1 exam with Bell in the UK the exam fee is listed in our dates and fees. You will be invoiced for this by Bell if you take the exam at a Bell centre.
- For Module 2 the registration fee is listed in our dates and fees and you will be invoiced for this by Bell if you take Module 2 with Bell.
- For Module 3, the registration fee is listed in our dates and fees and you will be invoiced for this by Bell if you take Module 3 with Bell.

How can I find a Cambridge ESOL Local Centre for the Module One exam?

- For Module One you will need to book and sit an exam at a Cambridge ESOL Local Centre.
- To find out if there is a local centre near you – and to get a contact address to find out what they charge for the exam – go to this website for teaching exam centres:
 - <http://cambridgeesol-centres.org/centres/teaching/index.do>
- If no centre near you is listed, you can also look at the list of centres that run English Language exams. You can contact them and ask them if they are willing to also run the Delta exam:
 - <http://cambridgeesol-centres.org/centres/index.do>
- NB This is only an issue for Module One. For Module Two and Three we can enter you directly.
- **IMPORTANT:** Ensure that you have a nearby Local Centre where you can take the exam – and make an initial enquiry about cost (see section on Cambridge Exam Registration Fee – above) before booking the course. We cannot refund your course fee if you later find that your nearest centre is too far away to use or too expensive.

If I change my mind and can't complete the course, can I get a refund or change my booking to a later course?

- No. Once you have booked your course you are committed to it. We will employ trainers on the basis of the bookings that we have and are contracted to pay them for their work. We do not offer refunds or course changes under any circumstances.
- We recommend that you take out insurance to cover the possibility that illness or other circumstance may prevent you from completing the course.
- The course fee and Cambridge fee represent a sizable investment in your future. Please be 100% sure that you are ready and able to benefit from the course.

What access to books will I need?

- Although a useful “Study Guide” and reading list will be provided for each topic area, candidates will also need to read original texts (in books and on the internet).
- Please note that this online course programme does not provide the reading and research materials candidates will need. You will either need to have access to a good ELT library (e.g. a Bell Learning Centre) or to have your own copies of a minimum selection of books.
- You should not consider doing an Online Delta course if you do not have access to a reasonably well-stocked Diploma level library of ELT titles.

What technical equipment, software or expertise will I need?

- The courses have a substantial online component. Candidates will therefore need:
 - regular and reasonably unrestricted access to an up-to-date laptop or PC running Word or Word compatible word-processing software. (As there is so much work online and using word-processors, you will almost certainly need your own computer rather than time-sharing one in a Learning Centre etc)
 - a reliable internet service (preferably Broadband). If your internet service is unavailable for hours or days at a time, this would make the courses very problematic.

Why should I choose Bell’s Delta course rather than any other?

- Bell has a long and outstanding reputation as a Teacher Training Centre.
- Our online course has the possibility of letting you take Delta *wherever* you are in the world.
- Bell offers flexible options including multiple start dates, and a blended or face-to-face option for Module 2.
- Our tutors are very experienced trainers and assessors with long experience of Delta level training.
- We have an outstanding results record with many Merit and Distinction grades, far above the average for Delta.
- Our course team includes some well-known ELT names:
 - The designer and academic director of the Bell Online course is Jim Scrivener, Head of Teacher Development at Bell, and author of Learning Teaching, Basics: Teaching Grammar and many other titles
 - Our tutor team includes:
 - Silvana Richardson (Delta expert)
 - Tim Bowen (author of Build Your Business Grammar, The Pronunciation Book and Inside Teaching)
 - Kate Evans (Delta expert),
 - Jonathan Marks (author of Bridges I, A Pronunciation Course for Polish Learners, Inside Teaching and The Pronunciation Book)
 - Tim Hazell (Delta expert)

When are the courses, how long do they take and how much do they cost?

- Please see our Dates and Fees section on the website. This page is regularly updated to show all current information.

What else should I check?

- Read the Bell Terms and Conditions for the Delta course so that you are clear about Bell’s and your own responsibilities and requirements and for information about what happens if you cannot complete the course for any reason.
- Check our guidelines on plagiarism and ways of avoiding your work being misused by others.
- Check our guidelines on Netiquette i.e. how it is appropriate to behave online.

Module One at Bell

What is the focus of Module One?

Module One focuses on: Understanding language, methodology and resources for teaching

How is Module One tested?

There is an exam made up of two 1½ hour papers taken on the same day.

When is the exam?

You can take it in either December or June each year. The exam is always held on the first Wednesday of June and December.

Why are some Module One courses longer than others?

- The course content is the same, no matter which version you take. The longer courses include “study weeks” without course input – for you to catch up on reading and work.

What actually happens on the online course?

- There is an initial orientation period. This includes work to introduce the whole course and to help participants get to know each other.
- The course is designed around a series of units spaced through the course.
- In most of the units there is:
 - **A Study Topic** You will study one topic area, write a short assignment, read and respond to other people’s assignments and get tutor feedback.
 - **An Exam Practice Task** You will do an Exam practice task, read and respond to other people’s tasks and get tutor feedback and guidance. You will find that this support and ideas from other people provides a major benefit of the online course. You will get a chance to see a large number of different approaches to tasks and be able to read tutors’ feedback on these – all of which can help you improve your own work.
- The final units include a revision focus and two mock exams.

What is the workload?

Obviously this will vary for specific tasks and for different individuals. We estimate that in each week you will probably need a minimum of about 14 hours, as follows:

Study Topic	Exam Practice Task
Reading and note-making: 3 hours	Preparation for task: 2 hours
Writing assignment: 3 hours	Writing Practice Task: 2 hours
Reading and responding to other people’s assignments: 2 hours	Reading and responding to other people’s assignments: 2 hours
Total: 8 hours	Total: 6 hours

Please note that this is a *minimum*. You may well find that you need more time.

Can I work at my own pace and do tasks whenever I want to?

- Not really. This is a fully taught course and follows an intensive weekly timetable. There are weekly deadlines for work and we cannot look at material handed in after the set dates.
- All course task requirements are published at the start of the course – so you can “get ahead” on as many assignments as you wish.
- As the entire assessment is via the final exam, it will not harm your final grade if you miss or cannot complete any or all course assignments – but, of course, missing out on work is likely to impact on your ability to pass the exam successfully.

Is there an entry task, test or interview?

There is a written task to submit with your application form.

You are advised that it is likely to be very hard to pass the exam if:

- you have not undertaken an earlier initial teacher training course
- you have not had a minimum of about two years of ELT teaching experience

Do I need to be actually teaching “real students” at the time I take the course?

- For Module One, you do not need to have a current class. The work is all based on writing, reading, study and doing practice exam tasks.

How can I apply?

- To apply fill in a registration form and an application task. All applicants are asked to do this task.
- After receipt of the task by Bell, you may also be asked to take part in an interview, either personally or by phone before a place on the course can be reserved.
- If your application is successful, you will need to pay a deposit of £150.00 within 7 days of being notified to reserve your place.

Module Two at Bell

What is Module Two of the Delta about?

- Module Two is the practical course and includes ongoing assessment of your teaching.
- We offer a choice of:
 - an online distance Teaching Practice-driven programme with teaching, observation and feedback alongside an online study programme

OR

- a face-to-face Teaching Practice Programme at the Bell Bedgebury Campus in Kent, UK

Is Module Two appropriate for me?

- Acceptance onto Bell's Module Two course is via an application process. Before you apply for the Delta Module Two at Bell, have a look at this checklist:
 - Do you have a standard of English which would enable you to
 1. teach at all levels up to Level C1 (Advanced)?
 2. research and prepare well-written assignments at a level similar to that required at a UK University?
 - Have you passed an initial ELT teaching course that included observed teaching practice (such as the Cambridge CELTA, the Trinity Cert TESOL or a Graduate or Post-graduate TESOL qualification) that enables you to teach English in your own local context?
 - Have you had at least two years' full time (1,200 hours) experience of teaching English to adults within the past five years? (In certain circumstances an absolute minimum of one year's post-initial training teaching experience may be acceptable, at our discretion)
 - Have you taught a range of different lesson types to a range of different levels (from Beginner to Advanced) in a number of different types of classes? Have you had experience in teaching both language systems and language skills lessons?
 - Have you already taken a Delta Module One course (either with Bell or elsewhere)?
- If all five statements are true, then there is a strong chance that the Diploma Module Two course will be appropriate and suitable for you. If not all of them are true, you may still consider applying and we may accept you at our discretion – though we will take care to only admit you to the course if we consider there is a good chance of you being successful on it.
- Please note that the Delta Module Two is unlikely to be appropriate for you if you have never received any practical methodology training that included regular teaching practice with observation and feedback.
- If you have any concerns, questions, doubts, whatever, regarding the course, don't hesitate to discuss them with us. If you would like to talk about your possible application, please contact us by email for personal advice.

Do I need to have a current class?

For the blended Module Two (i.e. Online with local Teaching Practice) you must be teaching a class or have access to a class you can observe and then teach for the required lessons. If you do not have a class you can use, apply for the face-to-face course.

How can I apply?

- To apply fill in a registration form and an application task. All applicants are asked to do this task.
- After receipt of the task by Bell, you may also be asked to take part in an interview, either personally or by phone before a place on the course can be reserved.
- If your application is successful, you will need to pay a deposit within 7 days of being notified to reserve your place.

How is the course assessed?

Delta Module Two assessment is both by Bell-Accredited Regional Delta Trainers (RDT) and by an external assessor. There are 5 assessed practical assignments:

<p>2 Systems Assignments</p>	<p>Each of these includes:</p> <ul style="list-style-type: none"> • (1) a background essay (2,000-2,500 words) • (2) the planning, teaching and evaluation of an observed lesson related to the chosen area. 	<p>Internally Assessed Three of the Systems/Skills Assignments are assessed by a Bell-Accredited RDT at the centre. These assignments are known as “internally assessed” assignments. One of these internally assessed assignments is sent on to Cambridge ESOL for moderation.</p>
<p>2 Skills Assignments</p>		<p>Externally Assessed One Systems or Skills Assignment is assessed by a Cambridge approved external assessor who will visit your school to watch you teach a lesson. This is known as the “externally assessed” assignment.</p> <p>NB Your two Skills assignments should include one productive and one receptive skill.</p>
<p>1 Professional Development Assignment</p>	<p>This includes:</p> <ul style="list-style-type: none"> • (Part 1) Reflection and Action (including one diagnostic lesson observation) (2,000-2,500 words) • (Part 2) Experimental Practice. (2,000-2,500 words) 	<p>Internally Assessed This assignment is assessed by a Bell-Accredited RDT at the centre. This assignment includes one diagnostic lesson observation.</p>

Thus, there are four internally observed assignments including 4 observed lessons (3 Systems/Skills lessons and 1 Diagnostic observation). (There may also be other developmental, non-assessed observations on the course).

For detailed information about Assessment requirements, please see the full Delta syllabus.

How is Module 2 graded?

- For each LSA assignment, results will be awarded: Pass with Distinction; Pass with Merit; Pass; Fail.
- All assignments are internally graded – except: (1) One of the systems or skills assignments is assessed by a visiting external assessor. (2) One other systems / skills assignment will be sent to Cambridge for moderation.

How does the online Module Two course work?

The course is made up of five main components:

- Online Study Guides, focussing on key topics. These guides help you to look at important theoretical and practical issues and relate them to your own lesson planning and teaching.
- An online discussion and study group focussed on a series of practical topics
- Guidance towards what is required for the practical teaching assignments
- Assessment of the practical teaching assignments

How long is the online Module 2 course?

- All observed and assessed lessons and assignments must be completed during the period that the course is running.

How will Bell observe lessons on the Online course?

- Lessons will be observed by a Bell-Accredited Regional Delta Trainer (RDT). It is the candidates' responsibility to find and nominate a Bell-Accredited RDT, who, if not already a Cambridge ESOL or Bell-Accredited RDT can apply to Bell for approval by Bell Teacher Training.

How do I find an RDT (a Regional Delta Trainer)?

- When you take the Bell Online Delta, you can teach lessons at your normal workplace and they will be observed and assessed by a local Cambridge ESOL or Bell-Accredited Regional Delta Trainer (RDT). All classes must meet the assessment requirements of Cambridge ESOL.
- As part of your application to participate in the Bell Module 2 course you will be asked to nominate a trainer who can observe and assess your teaching practice. This can be one of these:
 - An already approved, experienced Cambridge Delta tutor
 - Someone who is already a Bell-Accredited RDT
- In some circumstances we may – at our discretion - accept very experienced trainers who do not fit either of these categories.
- Please note that the responsibility for finding and contacting a possible Bell-Accredited RDT rests with the candidates. If you are unable to find an acceptable Bell-Accredited RDT, it will normally be impossible to take the Module 2 course.
- The candidate should fill out the first part of the “Nomination for Bell-Accredited Regional Delta trainer” (see Appendix A) well in advance of the Module 2 start date and then email it on to the tutor. They must then apply to Bell for acceptance and admission into the list of Bell-Accredited Regional Delta trainers.

Are RDTs paid or is it voluntary?

- RDTs are paid at full Bell Delta Trainer rate for their work. This is paid as a fixed fee to include approximately 24 hours of work plus an allowance for travel and expenses (including scanning and postage where required) involved in working with one local candidate. No additional costs or expenses will be covered.

Is an online Delta Module course recognised in the same way as a face-to-face course?

- The qualification has exactly the same weight as taking it on a face-to-face course.
- You receive exactly the same Delta certificates as all other candidates. There is nothing in the certificate that states that you took the qualification online.
- All distance elements of the course are fully approved by Cambridge ESOL.
- All Bell-Accredited RDTs are checked and approved by Bell.
- Bell has a long tradition of effective and successful teacher training, which is now being taken to a new level with the online Delta.

What is the alternative to the online distance Module 2 course?

- You can take Module 2 as a 5 week intensive face-to-face course at Bell Bedgebury School in Kent, UK. During the course you will receive seminars on relevant practical teaching-related topics, tutorials and lesson-planning advice as well as guidance on reading and study. You will teach all your practical observed lessons on site with classes of foreign students and will get detailed feedback and support from the tutors. Your externally assessed lesson will be organised while you are here – so that all the course requirements may be completed in one go.

Do I have to do my assessed lessons at certain times or with certain levels?

- The precise timing of lessons is largely down to agreement between the individual candidate and their RDT. You will need to do one lesson “early on” in the course and the externally assessed lesson should be towards the end of the course. The other lessons will usually be spaced out through the course – but exactly how this pans out will be your own arrangement. In total you will teach one “diagnostic” lesson (the “early on” lesson), one unobserved experimental practice lesson plus four observed assessed assignment lessons (one of which is an external).
- You can do the lessons with any age range, level or specialisation.

What are the Study guides?

- Each study guide is a downloadable printable document. Study guides provide readable and interesting look at key areas relevant to the Module Two syllabus and assessment. Each guide includes practical tasks which should be responded to on the discussion forums.
- All guides are available to download and read from the beginning of the Module 2 course – although the individual tasks are only required on specific dates during the programme.

What is the workload for Module Two?

- Module Two comprises a nominal figure of about 200 “learning hours”. However, it is very hard to advise on the actual workload for Module Two as different people take very different amounts of time to complete tasks.
- The main work of the course is studying for and writing the four LSA (Language / Skills) assignments plus one PDA (Professional Developmental Assignment)– along with all the associated lesson planning and teaching.
- The estimated work time for Module Two breaks down as below – but NB that every course participant will have a different experience and these figures are offered as guidance only:
 - Reading and study in preparation for writing assignments: 5 -10 hours for each of 5 assignments = 50 hours
 - Writing assignment plans, drafts and final versions of assignments: 5 -10 hours for each of 5 assignments = 50 hours
 - Reading and responding to emails and tutorials with OPT tutor = 5 -10 hours
 - Participating in online discussion forums = 5 -15 hours
 - Preparing lessons, lesson plans, teaching materials and written elements related to taught lessons. Teaching the lessons. Pre and post-lesson discussion and feedback with RDT: 5 -15 hours for each of 5 lessons = 75 hours
 - Total time = 200 hours

How does tutorial support and guidance work on Module 2?

- Your Bell-Accredited Regional Delta Trainer (RDT) will offer you regular support and guidance in preparation for each assignment. In addition, each course participant will be assigned an OPT (Online Personal Tutor) for the course.
- This OPT will advise you on your assignments and lesson preparation before you make your final submissions. For each assignment the OPT will offer to read one outline plan and initial notes and one first draft. In each case you will get detailed advice notes and feedback with clear guidelines as to what you need to do to improve it. This advice will be given privately by email.
- In addition, the OPT will offer you a mid-course tutorial to discuss general progress, performance in teaching and written assignments, action plans for the rest of the course. This tutorial can be given privately by email exchange, or – technology and timing allowing - using a live Skype call, Microsoft messenger or Yahoo Messenger exchange.
- A shorter concluding tutorial can be held at the end of the course to review achievements and clarify future intentions.

How will I be assessed on Module Two?

- Your Bell-Accredited RDT will observe your teaching and grade your assignments. These grades will form part of your official assessment for the Delta Module 2.
- In addition to your Trainer’s grading:
 - one systems or skills assignment will be externally assessed by a visiting assessor
 - one systems or skills assignment will be moderated by Cambridge
- Where possible – i.e. when there is another appropriate Bell-Accredited RDT within one hour’s travel time of where you are teaching – one of the assessed lessons that you teach will be observed, assessed and graded by this second tutor.
- If there is no available second tutor in your area, your progress and assessment in the assignments will be monitored by your OPT throughout the course. The OPT is available to discuss any problems that may occur.
- Where this observation by a second tutor is not possible, at least one assignment will be fully moderated off-site by the online course tutors.

Module Three at Bell

What is Module Three about?

- Module Three allows you to select a specialism (e.g. 1 to 1, Business English, Teenagers, Younger Learners) and includes a focus on syllabus design, testing and assessment. It is tested by an extended written assignment.

Is the Module Three course 100% online?

- Yes. There is no requirement for any on-site course.

Will there be fixed start dates?

- There are two options: (1) Fixed start dates (2) On demand

How will it work?

- You will be assigned a personal tutor who will guide you through the task requirements of Module Three. The tutor will give you feedback and help you reach the right level.

What is involved?

- Our distance-learning programme offers:
 - A clear introduction to the course programme
 - Ongoing personal tutorial support, marking and research guidance via internet and email up to the time you make your Module Three submission.
 - Discussion groups and peer support

What are the specialist areas of Module Three?

In Module Three you need to choose one of the following areas for your assignment:

- Business English (BE)
- Teaching young learners/young adults (specified age group required with 5-year range e.g. 8–13, 14–19) (YL)
- English for Special Purposes (ESP)
- English for Academic Purposes (EAP)
- Teaching examination classes (EX)
- Teaching one-to-one (1to1)
- ESOL learners with literacy needs (ESOL)
- CLIL/Embedded ESOL (teaching English through subject/work-based learning) (CLIL)
- Teaching monolingual classes (MON)
- Teaching multilingual classes (MUL)
- Teaching in an English-speaking environment (ESE)
- Teaching in a non-English-speaking environment. (NESE)
- Teaching learners online, through distance/blended learning (DL)
- Teaching English to learners with special requirements e.g. visual/hearing impairment, dyslexia, ASD (SR)
- Language development for teachers (LDT)
- Language Support (e.g. EAL on mainstream teaching programmes; specialist skills support such as supporting writing needs) (LS)

I have a great idea for a research assignment on one of those areas. Am I free to write it?

- Probably not! The Module Three assignment is NOT a free choice of assignment. There are very specific requirements for what you must do. It is not a personally-chosen piece of research.

So what do we have to do?

- Module Three is very precisely specified. In summary the Module Three assignment works like this:
 - Choose your specialist area and group of students (or your one-to-one student)
 - Design a Needs Analysis to find out what the class (or student) needs
 - Select, adapt or design a Diagnostic test to find out their current knowledge and skills.
 - Analyse the data from the Needs Analysis and Diagnostic test.
 - Plan a course based on their needs.
 - Plan how you will assess their progress on that course.
 - Write up your assignment.
- You have to do these things to pass Module Three. It is essentially an exercise in course planning based on needs. Please note that the starting point is the specialist area and the Needs Analysis / Diagnostic test of a specific group of students. This means, for example, that you cannot write an assignment about a methodology of your choice or a teaching idea you like.

Does the course provide all the input that I need to pass Module Three?

- The Bell course provides detailed Study Guides that help you to prepare your assignment successfully. However, please note that this is not an in-depth course on ELT. That is provided by Module One.
- This course presumes that you already know the Module One content and provides structured feedback on the preparation of this assignment as it grows and develops. There is no “teaching” of new content (as in Module One). Your main contact is with a personal tutor who reads your work and advises you on what needs to be done. Thus, the course is based almost entirely on giving you feedback. In other words you are the starting point, more than the tutor (who will mainly respond to what you do).
- Do not consider starting Module Three unless you are confident that you are already comfortable with applied linguistics sources on the main principles and practices of English Language Teaching and especially on (1) Needs Analysis (2) Testing and assessment (3) Course planning

Do I need to be actually teaching “real students” at the time I take the courses?

- For Module Three, you need to have access to a class (or individual - if you choose one-to-one as your specialism) to undertake a Needs Analysis and Diagnostic Test with. This does not have to be your own class – but you will need to have a minimum of about three hours with them to collect all the data you need. You will need to do this near the start of the course. This is the only contact you need with students as the rest of the assignment is based on analysing the data and writing up your conclusions.
- You do not need to actually teach the course you plan as part of the Module Three assignment.
- Do not apply for Module Three if you are not certain that you will have a class you can use for the Needs Analysis and Diagnostic Test.

How much work is involved?

- We estimate a minimum of about 70 hours work, divided up as you wish over the course period:
 - 20 hours reading and research
 - 15 hours selecting, designing, preparing & running Needs Analysis and Diagnostic Tests with students
 - 5 hours analysing results and drawing conclusion
 - 10 hours designing course plan
 - 13 hours writing up assignment
 - 2 hours collating materials, appendices etc

How is the On-Demand Module Three course different?

- It is the same course. The only difference is that you can choose your start date (subject to tutor availability – which we would confirm before you paid!). The knock-on effect from choosing your own date is that there may be fewer other people studying at the same stage of their assignment as you – which reduces your possibilities for peer support.
- In terms of time - please note that for the On Demand course you are entitled to access your tutor for either:
 - (Option A) Ten weeks consecutively from your chosen course start date or
 - (Option B) Eight weeks consecutively from the course start date plus two further consecutive weeks at an agreed later time (subject to agreement of availability of suitable times for tutor and candidate). This option allows you more time to work on and write your final assignment.
- You will be asked to agree which option and which dates you are working to at the start of the course. Please note that because tutors have many commitments and responsibilities on different courses, it is not feasible to offer unlimited, open-ended access to their services. We ask you to make sure that you make use of their skills within the agreed time-frame of the course as they will not be able to respond or offer help outside this period.

When do I need to submit the assignment?

- Assignments must be submitted to Bell by the course close date. We will then upload them to Cambridge in time for their deadlines in June and December.

If I have entered can I choose to submit my entry at a later date?

- Once you have paid your entry fee to Cambridge you are committed to that entry date. If you decide not to enter, you will lose your Cambridge entry fee. You will need to pay again if you decide to enter at a later date.

How can I apply?

- To apply fill in a registration form and an application task. All applicants are asked to do this task.
- After receipt of the task by Bell, you may also be asked to take part in an interview, either personally or by phone before a place on the course can be reserved.