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**Cambridge ESOL CELTA**  
**Certificate in Teaching English to Speakers of Other Languages**

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# 1. General Information

## 1.1 What is CELTA?

CELTA is the Cambridge ESOL Certificate in Teaching English to Speakers of Other Languages, one of the world's foremost entry-level qualifications for people who wish to become professional teachers of the English language. It is recognised and accepted throughout the world by organisations that employ English language teachers. CELTA is also recognised by the British Institute of English Language Teaching (BIELT). Cambridge ESOL Teaching Awards have been accredited by the UK Qualifications and Curriculum Authority (QCA) at level 4 on the National Qualification Framework.

More than 10,000 candidates complete a CELTA course each year. The course is offered at over 200 approved centres in 38 countries. Between them these centres run well over 600 courses per year. The course itself combines methodology and teaching practice; it is therefore not possible to take CELTA as a distance learning programme.

For further information, please see the Cambridge ESOL website:

<http://www.cambridgeesol.org/teaching/celta.htm>

## 1.2 Who is CELTA for?

Candidates come from all walks of life. Many are recent university graduates and others are professionals or teachers in other areas interested in a career change or break. CELTA is suitable for people who wish to teach English as a foreign language in any country, whether the candidate wishes to do that as a long-term career choice, or has short-term motives, for example, gap year programmes.

Applicants must:

- be at least 18 years of age. Candidates are normally recommended to be aged 20 or over. However, candidates aged between 18 and 20 may be accepted on to the course at the centre's discretion.
- have an awareness of language and a competence in both spoken and written English which will enable them to undertake the course and prepare for teaching a range of levels. This includes being able to use written and spoken English that is clear, coherent and essentially free of mistakes in spelling, punctuation and grammar. This applies to language used in the classroom and in assignments.
- have the potential to develop the necessary skills to become effective teachers and to complete the written assignments and the assessment of practice teaching.

In addition, all candidates should be in good physical and mental health and should not have any medical conditions which may affect their ability to complete the course successfully. If you have a medical condition and are unsure how you might cope with the course or if you have any special needs (e.g. dyslexia, mobility, sight or hearing difficulties), please inform us so we can discuss your suitability for the course; particularly whether you have successful management strategies in place to complete the course successfully.

CELTA is not only for native English speakers. Many successful CELTA candidates are speakers of other languages with a high level of proficiency in English.

All potential CELTA candidates, whether native speakers of English or not, are required to complete an application task and interview prior to acceptance on the course.

Many potential candidates ask us if they need to be able to speak German to be accepted on the course. The answer is "NO". The CELTA certificate should equip you with the necessary skills to be able to teach a range of levels using English as the medium of instruction in a variety of settings. Knowledge of German, however, is useful when planning lessons and identifying problems that students may have. Please also note that the students that you will be teaching in Teaching Practice come from a variety of backgrounds and are not all necessarily German speakers.

### **1.3 Standards**

Cambridge ESOL has rigorous requirements about course content, grading standards and especially staffing of CELTA courses.

All centres which offer CELTA courses are required to submit a training plan, timetable, details of assessment and assignments to Cambridge ESOL in order to become validated. All CELTA tutors must have the minimum qualification of the Cambridge DELTA or a Master of Arts in English Language Teaching and be approved and trained by Cambridge ESOL.

The standard of every CELTA course is scrutinised by a Cambridge appointed assessor during a one- or two-day assessment visit towards the end of each running course.

### **1.4 Equal Opportunities Statement**

The HAMBURG SCHOOL OF ENGLISH (HSE) and the HAMBURG SCHOOL OF ENGLISH Teacher Training Centre (HSETTC) are committed to developing, maintaining and supporting a policy of equal opportunities regardless of age, race, colour, nationality, ethnic origin, creed, disability, staff category, sexual orientation, gender, marital or parental status, political belief or social or economic class, or any other criteria which can not be shown to be properly justifiable. This commitment applies to all aspects of CELTA and includes:

- the eligibility of candidates for entry on CELTA teacher training courses at HSETTC (Acceptance on a course is based solely on professionally relevant criteria)
- trainees already attending CELTA courses at HSE
- recruitment and selection, briefing and training of all employees and freelancers actively involved in all aspects of CELTA at HSE
- criteria used to assess language competence based on use of English in ESOL classrooms world-wide

## **2. The HAMBURG SCHOOL OF ENGLISH (HSE)**

### **2.1 Background**

The HAMBURG SCHOOL OF ENGLISH is a privately owned English school for adults situated in Eppendorf, one of the greenest and most beautiful districts of Hamburg, just four underground stops from the city centre. The school was founded in 1987 and enjoys an excellent reputation for high quality teaching standards, both within the school and in many local, national and international companies. The HSE Teacher Training Centre was founded in 2001 to support our commitment to training new and experienced teachers of English as a foreign language (TEFL). Since 2002, we have been an approved centre (DE634) for the Cambridge ESOL CELTA course and offer full-time courses.

## 2.2 Qualified and experienced training team

Each CELTA course at the HAMBURG SCHOOL OF ENGLISH (HSE) has a minimum of two designated CELTA tutors, one of whom acts as the course leader. When not involved in a CELTA course, all of our tutors are busy teaching English in the school, and training and directing the team of 60 English teachers who work at the school. In addition to their experience as language teachers and teacher trainers, all members of the training team have experience in educational management in language schools. This means they combine pedagogical expertise in both General and Business English teaching with awareness of what employers expect from newly trained teachers.

Our permanent trainers are:

**Bill Cope** has been working as a full-time teacher of EFL since 1989, beginning his career at Berlitz, London and joining HSE in 1990, teaching both in the school and in companies around Hamburg.

On completing the Trinity College Licentiate Diploma in TESOL, he became Director of Studies in July 1992, leading a team of over 60 teachers.

He joined the teacher training team in 2001 as a tutor for the in-house Basic Teaching Certificate and became an approved CELTA tutor in 2002.

**Anthony Gaughan** is the Head of CELTA Teacher Training and is a Cambridge ESOL approved Assessor as well as Tutor for the CELTA award. He has worked in English Language Teaching for over 17 years. He holds Qualified Teacher Status within the UK state education system as well as the Cambridge ESOL DELTA and a BA in English Language and Literature.

He has been an approved CELTA tutor since 2004 and an appointed Assessor for the award since 2006. He was also an approved tutor for the [English UK](#) Certificate in Teaching English for Business (CertTEB) until the discontinuation of the award in 2008.

Anthony is a member of several professional organisations, including [IATEFL](#), and is Social Media Manager and coordinator-elect of the Teacher Development Special Interest Group ([www.tdsig.org](http://www.tdsig.org)). He presents talks and workshops internationally as well as online about teaching and teacher education and writes at <http://teachertrainingunplugged.com>. He also contributes articles and reviews to professional journals. He is currently pursuing an MA in Applied Linguistics and ELT.

In addition, we work with experienced colleagues from our sister school in Berlin as well as select trainers from around the world.

## 2.3 Why take the CELTA with us?

### **An innovative approach to initial teacher training**

In 2009 we radically reconsidered what becoming and being an excellent English Language Teacher meant for us and correspondingly reworked our teacher training course to make sure it was in line with these beliefs. In brief, our approach in Hamburg differs from other centres worldwide in the extent to which we try to work with you and your own emergent ideas about teaching and learning, and the extent to which we try to help you develop from the very beginning into independent, self-sufficient, critically-thinking professionals.

We do this by encouraging you from the outset to explore and develop your own ideas for lessons and materials – with our guidance and support. You will become familiar with the principles of materials design and lesson planning by taking it into your own hands from the earliest possible stage; later, as you discover and grasp these concepts and principles in your own terms, we introduce you to the materials and work of others, which by then you are in the best possible position to engage with critically and flexibly.

The result: teachers who are less intimidated by the prospect of “flying solo” at the end of the course than they were in the past, and a higher percentage of candidates who finish the course with one of the possible higher grades offered by Cambridge ESOL.

### **Thorough pre-course task to help you prepare for the course**

To help you develop your knowledge of English language systems (grammar, vocabulary, functions and phonology) and teaching methodology you will receive a comprehensive self-study *CELTA Pre-Course Task* designed by Cambridge ESOL with answer key. The cost of this booklet is included in the course fees. You will also receive a complimentary copy of *A Grammar Development Course for Teachers of EFL/ESL* by Jeff Mohamed (English International Publications, revised 2009). Completing this pre-course work will certainly benefit you during the course but you will not be tested on it. If you would like to discuss any aspects of it, feel free to contact a tutor.

### **Support throughout the course**

Each training course will involve three members of our training team. This and the maximum size of 5 trainees per teaching practice group mean that our trainers have time for each participant and that we can offer the personal support and guidance which is essential on a course of this type.

### **Well-equipped and resourced training centre and classrooms**

Participants on the CELTA course at the HAMBURG SCHOOL OF ENGLISH have exclusive use of the Training Centre Resource Room with its own collection of up to date teaching resources, computing facility with internet access, a photocopier and space and equipment for preparing materials. CD players, MP3 players, a video player and an overhead projector, as well as notebooks and data projector, are available.

### **Study in a pleasant environment**

The CELTA course is very intensive and can be perceived as stressful. We therefore believe it is very important to make the study environment pleasant, comfortable and convenient. The trainee resource room (indeed the whole school) is a non-smoking area. The classrooms are attractively furnished and hot drinks are available at all times.

### **Observation of experienced teachers at work**

Due to the limited group size we choose to have (we have cohorts of 5/10/15 maximum; cohorts of 6/12/18/24 are typical elsewhere), we can allow space in our teaching practice schedule for your tutors to work alongside you with the same students you teach as part of your teaching practice. In this way, you can see your tutors trying to “practise (or practice, for readers from the US!) what they preach” under the same conditions you will be working under. You will also have the opportunity to watch specific examples of teaching on video which your tutors consider illustrative of good practice or which has particular critical value. All of this observation feeds into the content of our input sessions as the course proceeds, so no benefit from observation is wasted.

## 2.3 Course dates & cost

We are offering the following full-time (4-week) courses in 2018 and 2019.

COURSE DATES	DAYS	TYPE	COST
<b>2018</b>			
26th February – 23rd March	Mon – Fri	Full-time	EUR 1595
04th June – 29 <sup>th</sup> June	Mon – Fri	Full-time	EUR 1595
08th October – 02nd November	Mon – Fri	Full-time	EUR 1595
19 <sup>th</sup> November – 14 <sup>th</sup> December	Mon – Fri	Full-time	EUR 1595

COURSE DATES	DAYS	TYPE	COST
<b>2019</b>			
04th February – 01st March	Mon – Fri	Full-time	EUR 1595
29th April – 24 <sup>th</sup> May	Mon – Fri	Full-time	EUR 1595
25 <sup>th</sup> November – 20 <sup>th</sup> December	Mon – Fri	Full-time	EUR 1595

Please note that whilst there is no final registration date, courses do fill up quickly and that places are offered on a “first **registered** first served” (not “first come/applied, first served”) basis.

As we may have to cancel courses in advance where registration numbers are too low or uncertain, and as the pre-course tasks and other arrangements require time, we strongly recommend completing the application and registration/payment process **at least 2 weeks**, and preferably 4 weeks, prior to course commencement.

## 3 Course Overview

### 3.1 Total Course Hours

There are over 120 contact hours on the course, and in addition to this trainees can expect to spend an additional 120 hours working on lesson planning, assignments, other course related work, including on the pre-course tasks.

### 3.2 Course Structure

All courses contain the following five integrated elements:

**Guided, supervised and evaluated teaching practice (approximately 70 hours, including 6 hours of assessed teaching practice per trainee and 30 hours observation of peers)**

Teaching practice forms the heart of the course. It takes place every afternoon (Monday – Friday) with feedback on the lessons on the following day. During the course, trainees teach groups of adult learners at two different levels. Trainees are given guidance at the planning stage and detailed feedback, both oral and written, following their lessons. The course is structured so that the amount of pre-lesson guidance is gradually reduced and the trainees become more independent. When they are not teaching, trainees are observing their colleagues. In the feedback sessions trainees are expected to reflect on their own lessons and to comment constructively on those of their colleagues. This reflection on direct experience is a very important aspect of the course.

### **Input sessions (approximately 50 hours)**

The input sessions cover both language teaching methodology and language awareness. The approaches used by the trainers in these sessions are varied and interactive and include

demonstration and analysis of techniques and lesson types, workshops on materials evaluation and design, viewing and discussion of lessons on video, analysis of learner's problems, reflection on personal learning experiences and exploration of features of English grammar and pronunciation.

### **Observation of experienced teachers and tutors (6 hours)**

During the course trainees observe experienced teachers from the Hamburg School of English teaching general or business English classes and a number of recorded classes where the group has the opportunity to discuss the classes observed.

### **Written assignments**

You will complete four written assignments during the course; these assignments are practical in nature and linked to course input and real teaching skills.

- Language Related Tasks – this involves the analysis of a number of grammatical and vocabulary items for teaching purposes.
- Language Skills – this involves the production of materials to develop learners' listening or reading skills.
- Focus on the Learner – this involves evaluating the needs of an individual learner of English, or of a group.
- Lessons from the Classroom – this involves reflecting on your development as a teacher.

The assignments are marked “pass”, “pass on resubmission” or “fail” by the centre and scrutinised by the external assessor on his/her visit to the course. Candidates receive one opportunity to resubmit each assignment which does not meet the required standard. Cambridge ESOL does not award pass grades to candidates who fail more than one assignment.

### **3.3 Tutorial Support and Group Size**

Throughout the course, you are kept up-to-date on your progress through stage progress reports at the end of week one, two and (occasionally) three. At stage two (after week two) there is a tutorial in which the candidate and a course tutor jointly evaluate progress in all aspects of the course and set out recommendations for the remainder of the course. The stage three progress report may also be accompanied by a tutorial. There are a maximum of fifteen trainees on the course, divided into groups of a maximum of five for the teaching practice.

### **3.4 Attendance and Workload**

Please note that 100% attendance is expected throughout the course except in the event of unforeseen circumstances (e.g. sickness or personal emergency). Candidates should note that completion of the CELTA course requires a minimum of 80 additional learning hours for lesson preparation, assignment writing, reading and research (excluding the pre-course work). On the full-time programme, this means most evenings and weekends are taken up with CELTA work. This makes the full-time course very hard work and some candidates find it stressful.

### **3.5 Course Materials**

The HSE has a teacher training and development library for use of teacher trainees which includes a wide range of published teaching materials and reference materials.

All course materials are included in the cost of the course with the exception of the three books on the required reading list. These are:

- *Longman Dictionary of Contemporary English* for Advanced Learners, new ed.
- *An A – Z of English Grammar and Usage, new edition* by Geoffrey Leech (Longman)
- *The Practice of English Language Teaching*, 5<sup>th</sup> edition by Jeremy Harmer, (Pearson)



### 3.6 Course timetable

A sample timetable is included below. Please note that all courses take place at Isekai 19, 20249 Hamburg and that the timetable for individual course may vary.

#### The full-time course

	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>10.30 – 12.00</b>	Input session	Input session	Input session	Input session	Input session
<b>12.00 – 13.30</b>	Input session	Input session	Input session	Input session	Input session
<b>13.30 – 14.15</b>	Break	Break	Break	Break	Break
<b>14.15 – 15.00</b>	Input / Self-directed study	Teaching Practice Feedback	Teaching Practice Feedback	Teaching Practice Feedback	Teaching Practice Feedback
<b>15.00 – 15.30</b>	Teaching practice consultation	Teaching practice consultation	Teaching practice consultation	Teaching practice consultation	Teaching practice consultation
<b>15.30 – 16.30</b>	Break	Break	Break	Break	Break
<b>16.30 – 18.30</b>	Teaching Practice	Teaching Practice	Teaching Practice	Teaching Practice	Teaching Practice
<b>18.30 – 19.30</b>					Teaching Practice Feedback

## 4. Assessment

### 4.1 How are trainees assessed?

Trainees are continuously assessed by the tutors during the course and there is no final examination. A Cambridge ESOL appointed assessor visits the course towards the end to ensure that the course has been run in accordance with Cambridge requirements and that CELTA standards are maintained.

There are two components of assessment:

**Assessed teaching practice:** The assessment is based on the trainees overall performance by the end of the six hours of teaching practice.

**Written assignments:** Full details of the assessment criteria are provided at the beginning of the course. The Cambridge ESOL syllabus can also be found on the Cambridge ESOL website:

[http://www.cambridgeesol.org/teaching/celta8\\_251103.pdf](http://www.cambridgeesol.org/teaching/celta8_251103.pdf)

To be successful candidates must pass both components.

### 4.2 Grades and Certificates

There are three pass grades – Pass, Pass 'B' and Pass 'A'. Successful candidates receive a Certificate awarded by the University of Cambridge ESOL. The vast majority of trainees obtain 'Pass' and 'Pass B' grades, which is more than sufficient to obtain employment, while only around 4% of trainees worldwide receive a 'Pass A' (see Cambridge ESOL Grade statistics below).

**Cambridge ESOL CELTA Grade statistics from 2000\*:**

PASS "A"	PASS "B"	PASS	FAIL	WITHDRAWN
4 %	25%	63%	3%	5%

**HAMBURG SCHOOL OF ENGLISH Grade statistics from 2009\*:**

PASS "A"	PASS "B"	PASS	FAIL	WITHDRAWN
5 %	27%	62%	3%	3%

\* = results have been rounded up or down to nearest round number

You will also receive a report on performance and achievement from the Hamburg School of English Teacher Training Centre.

## 5. Applications

### 5.1 Application Procedure

1) Make sure that you have read and understood the entry requirements listed below and that you are eligible to apply.

The Cambridge ESOL regulations state that all candidates must:

- be at least 18 years of age. Candidates are normally recommended to be aged 20 or over. However, candidates aged between 18 and 20 may be accepted on to the course at the centre's discretion.
- have an awareness of language and a competence in both spoken and written English which will enable them to undertake the course and prepare for teaching a range of levels. This includes being able to use written and spoken English that is clear, coherent and essentially free of mistakes in spelling, punctuation and grammar. This applies to language used in the classroom and in assignments.
- have the potential to develop the necessary skills to become effective teachers and to complete the written assignments and the assessment of practice teaching

Like any time- and labour-intensive process, the CELTA course is unsuitable for those suffering, or who have recently suffered, serious illness or injury; in such cases it would be wiser to take the course later.

Applicants should also bear in mind that as the course places heavy demands on time, they should ensure that they do not have significant other demands on their time during their foreseen period of study.

Please note that whilst there is no final registration date, courses do fill up quickly and that places are offered on a "first **registered** first served" (not "first come/applied, first served") basis.

As we may have to cancel courses in advance where registration numbers are too low or uncertain, and as the pre-course tasks and other arrangements require time, we strongly recommend completing the application and registration/payment process **at least** 2 weeks, and preferably 4 weeks, prior to course commencement.

**Short-notice and late applications will be dealt with on a discretionary basis.**

2) Complete (by hand or word processed) and return the **Application form** and the **Pre-Interview Task**.

Please note that the Pre-interview Task is an integral part of the selection process and no application can be considered without it. Completed Pre-interview Tasks may be returned to the CELTA centre via post or fax or you can attach it in an email as a Word or pdf document. **Please mark the envelope or fax cover page clearly with CELTA.**

3) On receipt of the Pre-interview Task and Application Form, we will contact short listed candidates to arrange an interview. Those living outside Hamburg may arrange a telephone interview. All other candidates will be notified.

### 5.2 Deposit

The total cost for CELTA tuition is EUR 1595.00, which includes the Cambridge ESOL fee. Candidates accepted on the CELTA course should complete the CELTA registration form sent out after acceptance on the course and **pay a deposit (EUR 395) within two weeks of receiving the letter of acceptance.** This deposit is non-refundable and serves to cover the costs of the Cambridge ESOL fee and administration costs. Places can only be guaranteed to those who have paid a deposit. Payment can be made by bank transfer or in cash at the main school in Hamburg (see p 21 for address). Please note that we cannot accept credit cards and that you should retain a copy of the transfer details.

After payment has been received, we will send you confirmation of both your payment and place on the course. The remaining course fees need to be paid by two weeks before course commencement at the latest. Failure to do so may result in your place being offered to another applicant if you have not requested and had approved an extension to the payment deadline.

### 5.3 Cancellations

In the event that you need to cancel your place on the course, the following cancellation charges apply:

Cancellation more than 2 weeks prior to course commencement:	Deposit
Cancellation within 2 weeks of course commencement:	Full course fee
Cancellation on or after start date of course:	Full course fee

The HAMBURG SCHOOL OF ENGLISH reserves the right to cancel the course if a course is under-subscribed. In this event, the school will refund the full course fees including the deposit.

**IMPORTANT NOTE: our preferred means of communication is via e-mail. Therefore, please make sure that you include a current e-mail address on your application form.**

### 5.4 Course preparation

Throughout the CELTA course candidates are expected to demonstrate a practical awareness of the English language system, specifically:

- English grammatical structures & their functions
- Lexis, pronunciation & discourse

With this in mind, the HSE Teacher Training Centre provides a CELTA Pre-course Learning Task and a Language Development Course with answer key which aim to support candidates in the learning process. This task, although not assessed, should be completed before the start of the course.

## 6. Information Sheets

The following information sheets were compiled to help trainees settle into life in Hamburg and to answer questions on the branch TEFL as a whole.

### 6.1 Terminology

The English teaching industry has a large number of acronyms and abbreviations that are often confusing for people first entering the field. Most of the terms are used interchangeably.

#### Overall terms

- TESOL: Teaching English to Speakers of Second or Other Languages
- TEFL: Teaching English as a Foreign Language
- EFL: English as a foreign language usually referring to English language instruction
- ESL: English as a second language usually referring to English language instruction
- ELT: English Language Teaching

TESOL and TEFL are synonymous terms that refer to English language instruction worldwide. They are used interchangeably and refer to the field of teaching English. EFL is often used in the UK and ESL more in North America.

#### Certificates

- TEFL certificate
- CELTA
- Cert TESOL

TEFL Certificate: this is an overall term which is used to describe initial English language teacher training courses which aim to equip teachers with the basic knowledge & skills to teach English effectively in a variety of settings. They may differ, however, in specific content, number of hours, cost, accreditation, teaching practice, formal written assignments and qualifications / experience of the tutors. They are offered full-time / part-time as taught courses or on-line / distance.

#### Types of TEFL certificate

The CELTA (Certificate in Teaching English to Speakers of Other Languages formerly Certificate in English Language Teaching to Adults) is the brand name of the TEFL certificate validated by Cambridge ESOL a department of the University of Cambridge (<http://www.cambridgeesol.org>).

The Cert TESOL is a course similar in content to the CELTA but is validated by Trinity College London (see <http://www.trinitycollege.co.uk>)

The SIT TESOL is also similar in content to the CELTA / Cert TESOL and is validated by the School for International Training in Vermont, USA (<http://www.sit.edu/tesolcert>)

A number of private language schools, colleges & universities offer their own initial teacher training courses and use their own specific brand names.

## 6.2 Career Development in ELT

Within the industry itself, there is a clear professional structure which enables you to progress within your school (e.g. Senior Teacher / Director of Studies) and develop an interest in a specific area (e.g. examination classes, Business English) or even start up your own school:

### Initial English Language Teaching Certificate

Types of course: CELTA, Cert TESOL, SIT TESOL, own brand courses offered by schools and universities

Career opportunities: Teaching General English, Business English, Young Learners, English Language Examination courses, English for Specific Purposes (e.g. Medical or Technical English), Business English etc. Teaching-related areas – private tuition, language travel agent, publisher's representative



### In-Service Development (often named INSET)

Types of course: INSET provided by own school or organization, INSET provided by local teaching organizations e.g. HELTA (Hamburg English Language Teacher's Association). ICALT (In-service Certificate in English Language Teaching) validated by Cambridge ESOL. Specialized and refresher courses e.g. teaching British culture, teaching examination classes, teaching young learners, teaching writing skills effectively, using multimedia in the classroom.

Career opportunities: specialization in one or more of the above areas.



### Diploma in ELT

Types of course: DELTA (Diploma in English Language Teaching to Adults) validated by Cambridge ESOL. Licentiate Diploma in TESOL validated by Trinity College. Various university diplomas.

Career opportunities: All the above teaching areas plus materials design, teacher training and INSET, curriculum design, school management. Teaching-related areas – examining for internationally-recognized organizations e.g. ETS (TOEFL), Cambridge ESOL (FCE, IELTS etc.), conference presenter, starting own school.



### Master's degrees

Types of course: MA TESOL, MA in Applied Linguistics, MA in ELT, MA in Teaching Young Learners, MSc in Curriculum Design, and MSc in Management etc.

Career opportunities: Senior management positions (e.g. Academic Director, School Manager, Director of Studies, Educational consultancy), educational research etc.



### Management Diplomas

Types of course: IDTLM (International Diploma in Language Teaching Management) validated by Cambridge ESOL, Diploma in Educational Management offered by International House. Various university management courses.

Career opportunities: Senior management positions (e.g. Academic Director, School Manager, Director of Studies, Educational consultancy).

## 6.3 Living and Working in Hamburg and Germany

### Health and travel insurance

The HSE cannot arrange health or travel insurance for CELTA trainees, so it the responsibility of each candidate to ensure that they have adequate insurance to cover their stay in Germany before leaving their country of residence.

### Visas

**N.B Due to the high work-load on the full-time course, we would strongly advise you to organise your paperwork before the course starts. It is also strongly recommended that you do not work during these four weeks. German authorities do not issue student visas in connection with the Cambridge ESOL CELTA course.**

### EU citizens

Citizens of member countries of the European Union can travel to, study and work in Germany. If you are staying for more than 3 months, you must register with the German authorities as soon as possible after arriving. If you plan to work in Germany before, during or after your CELTA course, you must apply for a residency permit. This can be done in Hamburg.

### Non-EU citizens

Nationals of most other countries can travel to Germany as a visitor for a period of up to 3 months. Stays longer than 3 months must be covered by a valid visa. Non-EU citizens wishing to work in Germany must apply for the relevant work permit. In most cases this should be done at the German embassy in the country of residence before coming to Germany. It should be noted that acceptance on to the HSE CELTA course does not in any way reduce your responsibility to ensure you have the relevant papers to cover your stay in Germany. Please remember that a permit to stay in Germany to complete the CELTA course does not cover permission to remain here and work following the course.

### Job assistance

We do not offer a job placement service and can not guarantee that you will find a position on completing the course, but we can offer tips on how to maximise your chances of finding the sort of job you are looking for.

### Finding work in Hamburg

Hamburg boasts a wealth of language teaching establishments both in the state and private sector. Many trainees who successfully complete a CELTA course find that there are plenty of work opportunities in Hamburg mostly on a free-lance basis.

EU members are subject to the same employment law as German citizens. As such a work permit is not required. However, you will need to produce some proof of earnings to apply for a residency permit (after 3 months).

For those trainees who come from outside the EU, both a residency and work permit are required. In this case, a minimum of two offers from schools is required to work on a free-lance basis or a full-time contract. Whilst the process can sometimes be lengthy, many non-Europeans are successful in their applications for the relevant permits.

## 6.4 Useful Links

### Visa and Work Regulations

- [www.usembassy.de/consular/hamburg/index.htm](http://www.usembassy.de/consular/hamburg/index.htm)

This website has visa & labour regulations for both EU and non-EU citizens:

- [http://www.german-embassy.org.uk/working\\_\\_\\_living.html](http://www.german-embassy.org.uk/working___living.html)

Good information about living and working in Germany:

- <http://www.englishjobmaze.com/countries@aglance-main.htm>

### Books

Travel guides: <http://www.lonelyplanet.com>

Moving to Germany: Living & Working in Germany by Dan Finlay.  
ISBN: 1-901130-57-6  
<http://www.survivalbooks.com>

### Websites for finding English Language teaching positions in Germany

#### General Websites

- TEFL Professional Network <http://www.tefl.com>
- ESL Worldwide <http://www.eslworldwide.com>
- ELT Job Centre <http://www.jobs.edufind.com>
- Global ESL <http://www.globalesl.net>
- Transitions abroad <http://www.goteach.ca/links.html>

#### Chain schools

- Language Link <http://www.languagelink.co.uk>
- British Council <http://www.britcouncil.org>
- International House <http://ihworld.com>
- Bell Language Schools <http://www.bell-centres.com>
- EF <http://www.ef.com>
- Linguarama <http://www.linguarama.com>

#### Publications

- English Language Teaching Guide (comprehensive guide to TEFL with addresses of schools worldwide).
- EL Gazette (EL Newspaper) <http://www.elgazette.com>



## English Language Teachers' Associations: (ELTAs) in Germany

The following list is provided as a public service to teachers of English looking for contact to professional organizations. Generally, the listed associations are officially registered, non-profit organizations which present professional development workshops and seminars on a regular basis, and publish newsletters for their members, who are native and non-native speakers of English from a wide variety of teaching and training fields. For more detailed information about an individual association's activities and membership details, get in touch with the local contact person listed below. Check out the websites for discussion lists and contact to other teachers in the area.

ELTAB-B  
**Berlin-Brandenburg**  
<http://www.eltabb.com>

ELTAU  
**Ulm, Neu-Ulm**  
[paul.east@t-online.de](mailto:paul.east@t-online.de)

RELTA e.V. (*currently inactive*)  
Frank.Avril.Soecknick@t-online.de

ELTAF e.V.  
**Frankfurt/Rhine-Main-Neckar**  
[ELTAF@gmx.de](mailto:ELTAF@gmx.de)  
<http://www.eltaf.de>

HELTA e.V.  
**Hamburg**  
<http://www.helta.de>

Also: TEA  
**Austria**  
<http://www.tea-austria.org>

ELTA-Rhine e.V.  
**Bonn-Cologne-Düsseldorf**  
<http://www.elta-rhine.de>

MELTA  
**Munich**  
[meltanews@gmx.de](mailto:meltanews@gmx.de)  
<http://www.melta.de>

ETAS  
**Switzerland**  
[admin@e-tas.ch](mailto:admin@e-tas.ch)  
<http://www.e-tas.ch/>

ELTAS e.V.  
**Stuttgart**  
<http://www.eltas.de>

## 6.5 Hamburg

### About Hamburg

Hamburg is situated in the north of Germany on the banks of the river Elbe. This busy harbour city with a tradition of industry and shipbuilding is also well known for its vistas and greenery. In the very heart of the city centre lies the Alster – a breathtakingly beautiful lake bringing the beauty of the German countryside into the middle of the city.

The Free and Hanseatic City of Hamburg, one of the 16 states of the federation, is the second largest city in Germany with 1.7 million inhabitants. Hamburg is also culturally and commercially the centre of all of Northern Germany. The metropolitan region consists of 3.5 million people.

The municipal area with its 755 km<sup>2</sup> is seven times the size of Paris and 2 ½ times that of London. With 30 m<sup>2</sup> living space per person, Hamburg enjoys the largest average personal living space of all big cities in the world. In fact, 14% of the city is made up of green and recreation areas.

Hamburg boasts 2302 bridges, more than the total of all bridges that Venice and Amsterdam have to offer. With more than 90 consulates, Hamburg ranks only second to New York as the city with the most consulates in the world.

Hamburg has always been a cosmopolitan commercial centre, which is reflected in the mentality of the people living here.

### Going out in Hamburg

Culturally, Hamburg offers anything and everything from the Great Hall of Art and the State Opera to the famous music clubs of the Reeperbahn. As Hamburg is a major international centre for studying, boasting a total of no less than 11 universities, the city is well equipped to cater for students.

NB. Participating on a Cambridge ESOL CELTA course in Germany **does not** entitle you to student status benefits e.g. reduced price travel. That said, public transport in Hamburg is very reasonably priced and reliable. So if you are coming from somewhere like London, it will feel like you are paying student fares!

As well as the many pubs, clubs and bars, Hamburg is renowned for its international music scene and many small music clubs catering to all tastes. There are 31 theatres in Hamburg, 6 musical performing theatres, 10 cabarets as well as 50 public and private museums. Of the 4000 restaurants to choose from, 2400 offer a wide range of international cuisine.

### Useful internet links

About Hamburg

- <http://www.hamburg-magazin.de>
- <http://www.hamburg-guide.de>
- <http://www.hamburger-cityguide.de>
- <http://www.hamburg-tourism.de>

### What's on in Hamburg:

The two addresses below are also available in print version in local shops.

- Oxmox <http://www.oxmoxhh.de/>
- Szene <http://www.szene-hamburg-online.de/>

## 6.6 Accommodation

The HAMBURG SCHOOL OF ENGLISH has limited onsite accommodation available for CELTA trainees for the duration of the course. Rooms will be allocated on a first come, first served basis.

All rooms are equipped with a desk for studying and trainees will have the use of shared bathroom facilities (incl. washing machine) and kitchen niche. There is also a communal living-/dining-room. The price includes utility bills (gas, water, electricity) but not telephone or food.

Unfortunately we cannot offer single flats. If you would prefer a flat, please use the contact information on the following page to arrange your own accommodation. Please also note that if you register for a course within two weeks of the course start date, we cannot guarantee accommodation. We will, however, give you as much help as possible to find something suitable.

ROOMS AT TRAINING CENTRE		
<b>3 single rooms</b>	approx. EUR100 per room per week. Plus €50 deposit.	self-catering
<b>1 double room</b>	Please contact for details.	self-catering

\* Please note that accommodation is normally arranged on a monthly basis.

### General notes:

- Accommodation prices are for one week from Saturday – Saturday, but rooms are usually booked for the entire duration of the course (i.e. 4 weeks).
- Payment should be made in cash directly on arrival. **Please do not transfer the rent to the school.**

### General Conditions

1. Rent should be paid in advance on arrival to the host in cash.
2. A damage deposit of EUR 50.00 is payable on arrival to the host. This will be returned in full at the end of the rent period if no breakages occur. If the amount of breakage / damage exceeds EUR 50.00, the tenant is liable for the full amount.
3. Guests are generally allowed until 22.00. Overnight guests are not permitted.
4. Accommodation should be kept clean and tidy and must be cleaned thoroughly before final departure.
5. Accommodation is non-smoking. There are no exceptions.
6. A period of one week's notice is required by either party in the event of the cancellation of the accommodation. One week's payment in lieu of notice is also accepted.

## Accommodation in Hamburg: Contact Information

For those trainees who wish to arrange their own accommodation, the list below outlines a number of companies in Hamburg which arrange short and long-term furnished accommodation. Please contact these companies directly.

Areas of Hamburg which are near the school i.e. within 30 mins travel time on foot or by public transport:

Eppendorf, Hoheluft, Lokstedt, Eimsbüttel, Alsterdorf, Winterhude, Rotherbaum, St Pauli, Harvestehude

Other areas to consider: Altona, Niendorf, Ottensen, Eilbek, Uhlenhorst

Plan of Hamburg: try using following websites to locate accommodation and work out travel time:

Maps of hamburg: <http://www.stadtplandienst.de>

Local transport: <http://www.hvv.de>

### Wencke & Partner

Contact details: Tel.: 040 – 19430  
Address: Lobuschstrasse 22, 22765 Hamburg  
Website: <http://www.wencke-partner.de/>

### Home Company

Contact details: Tel.: 040 – 19445  
Address: Schulterblatt 112, 20357 Hamburg  
Website: <http://www.HomeCompany.de>

### Ihre Mitwohnzentrale

Contact details: Tel.: 040 – 2207178  
Address: Graumannsweg 6, 22087 Hamburg  
Website: <http://www.ihremitwohnenzrale.de>

### Hamburger Mitwohnzentrale

Contact details: Tel.: 040 – 4206619  
Fax: 040 – 88779230  
E-mail: [info@hwmz.de](mailto:info@hwmz.de)  
Address: Hemmingstedter Weg 117c, 22609 Hamburg  
Website: <http://www.hmwz.de>

## USEFUL WEBSITES

Both these websites contain ads and you can also post an ad.

Immobilien Scout: <http://www.immobilienscout24.de/>  
WG-Gesucht (free): <http://www.wg-gesucht.de/>

Newspapers with additional on-line ads

Immobilien Avis: <http://www.avis-verlag.de/>  
Hard copy edition on Fridays

Hamburger Abendblatt: <http://www.abendblatt.de/>  
Hard copy edition for accommodation on Wednesdays & Fridays

[www.airbnb.com](http://www.airbnb.com)

## 6.7 School Contact Information

For all CELTA-related enquiries, please contact a CELTA Tutor teaching on your course at the main school:

### **TEACHER TRAINING CENTRE – please send all CELTA-related correspondence here**

#### **Teacher Training Centre Administration**

Isekai 19  
20249 Hamburg

Tel.: + 49 (0)40 4326 1686  
Fax: + 49 (0)40 43 26 16 87  
E-mail: [info@hamburg.school-of-english.de](mailto:info@hamburg.school-of-english.de)

Website: <http://hamburg.school-of-english.de/pages/celta>

#### **Teacher Training Centre opening times**

These vary depending on whether a course is running or not. Please make an appointment by email if you would like to meet a tutor.

## **MAIN SCHOOL**

#### **Director – Martin Payant**

Eppendorfer Landstrasse 93  
20249 Hamburg  
Germany

Tel.: + 49 (40) 480 2116  
Fax: + 49 (40) 46 06 90 76  
E-Mail: [info@hamburg.school-of-english.de](mailto:info@hamburg.school-of-english.de)

Website: <http://hamburg.school-of-english.de>

#### Main School opening times:

08.00 – 19.30	Monday – Thursday
08.00 – 17.30	Friday
11.00 – 14.00	Saturday

The HAMBURG SCHOOL OF ENGLISH **Main school** and **Teacher Training Centre** are situated in Eppendorf, in the heart of Hamburg. The Teacher Training Centre is within a short walking distance from the U1 U-Bahn station U1/U3 U-Bahn station "Kellinghusenstrasse" or from the bus stop "Streekbrücke" (bus no. 109 – Marie-Louisen-Strasse).

## 6.8 HAMBURG SCHOOL OF ENGLISH Sites

Eppendorfer Landstrasse 93  
(Main Office)

Eppendorfer Landstrasse 112a  
(Teaching Rooms)



Isekai 19  
(Corporate Centre / Teacher Training)