



Cambridge CELTA Course Application Form 2019/2020

Please fill in this form by hand and return it to us by email or mail the completed application form and application task to the address below. You do not need to attach a CV.

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The English Language Academy
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E: celta@ela.auckland.ac.nz

Date of Application: _____

Please select which course you would like to apply for:

- 18 November - 13 December 2019 (Full time)
- 8 January - 5 February 2020 (Full time)
- 2 June - 26 June 2020 (Full time)
- 4 July - 10 September 2020 (Part time)
- 14 September - 9 October 2020 (Full time)
- 16 November - 11 December 2020 (Full time)

2019 Course Fee: \$3,300

2020 Course Fee: \$3,400 (Full time) / \$3,500 (Part time)

Note: An early-bird discount of \$100 applies if the application is received at least 8 weeks in advance. The deadline for applications and full payment is 2 weeks before the course starts.

Insurance for International Students

All international students are required to have approved insurance while studying in New Zealand. International students will be charged automatically one of the amounts below for insurance upon enrolment. If you already have an approved insurance policy, you will need to provide the ELA with details to waive this fee. Please see www.ela.auckland.ac.nz/insurance

Full-time Course (\$55)

Part-time Course (\$155)

Please attach a
recent photo

(Write your name
on the back in case
it becomes
detached)

Family Name: _____

First Name(s): _____
(Names must be the same as shown on your passport)

Nationality: _____

Visa Type: _____
(International students need to submit copy of visa)

Date of Birth: ____/____/____
 day month year

First Language: _____

Visa Expiry: ____/____/____
 day month year

Contact Address: _____

Phone Number: _____

Mobile: _____

Email: _____

Present Occupation: _____

Present Employer: _____

How did you hear about the ELA?

Referral:

Friends/ Family

Auckland Kindergarten Association

Daycare/Kindergarten, please specify _____

Primary/High School, please specify _____

Other, please specify _____

ELA Social Media Page, please specify which platform:

Flyer/Poster, please specify location:

Other, please specify:

Google Search

Google Ad

Education Agent

Education Fair

Do you have any health issues or learning difficulties we need to know about? (eg. diabetes, dyslexia, heart conditions).

If so, please give details: _____



My Education

Secondary Education

High / Secondary School / Junior College / Polytechnic attended			
Dates	Qualifications	Subjects	Qualification received?
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Tertiary Education (e.g. Diploma, Degree, Masters)

Dates	Institutions	Degree / Diploma etc	Subjects

Other

Dates	Institutions	Qualifications	Subjects



My Training and Teaching Experience

Training:

My record of formal training as a teacher or trainer.

Institution	Length of Course (No. of hours)	Was any teaching practice included?

Teaching:

My experience of teaching English as a foreign/second language.

Please give dates, schools, details of levels and ages.

Dates	Institution	Details

My experience of teaching or training other subjects:

Please give dates, schools, companies, details of subjects, levels and ages.

Dates	Institution/Company	Details



My Work Experience

Dates	Institution/Company	Details

Other information which I think is relevant to my application

Languages I Speak

Languages other than first language. Please comment on your level of proficiency in both spoken and written language:

My Hobbies and Interests



My reasons for wanting to do the course

Please handwrite **at least 200 words** on how you heard about the Cambridge CELTA and why you wish to attend. Also, tell us what you intend to do upon completion of the course.

A large, empty rectangular box with a thin black border, occupying the upper half of the page. It is intended for the applicant to provide details about two referees.

Referees

Give the names, positions, addresses and phone numbers (if known) of two referees who would be prepared to give relevant support to this application and to say whether you would be suitable for this course. These people should not be related to you.

Name: _____ Address: _____ _____ Tel no: _____ E-mail: _____ How is this person known to you and what is the relevance to your application? <i>Eg. Academic referee, past or present employer, representative of voluntary organisation</i> _____	Name: _____ Address: _____ _____ Tel no: _____ E-mail: _____ How is this person known to you and what is the relevance to your application? <i>Eg. Academic referee, past or present employer, representative of voluntary organisation</i> _____
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Conditions of Application

Acceptance onto the Cambridge CELTA course at the English Language Academy is not automatic or guaranteed. Applicants must satisfactorily complete 'Language Awareness and Teaching Ideas' tasks, a free writing task and pass a subsequent interview to be accepted. Non-native speakers of English must be able to demonstrate that their level of English, both spoken and written, is suitable for the demands of the course. The decision of the centre is final. If you are offered a place, you will need to pay a deposit of \$1000. This is not refundable if the course runs. The course balance fee of \$2300 is due for payment two weeks prior to course start date. **Once the course has commenced, no refund will be issued.**

I have read and understood the conditions of application and agree to abide by them.

Signed: _____ Date: _____



**LANGUAGE AWARENESS TASK
VERSION B**

Name: _____ Date of Application: _____

Please complete the tasks as *neatly*, as *carefully* and as *fully* as you can **by hand**. You may refer to a dictionary and a grammar. Recommended grammar reference books and dictionaries:

English Grammar in Use – Raymond Murphy (Cambridge University Press)

Practical English Usage – Michael Swan (Oxford University Press)

How English Works – Michael Swan and Catherine Walter (Oxford University Press)

Please make and keep a copy of this task as you may be asked to discuss some of your answers during the interview.

SECTION ONE: Language Awareness

Task 1: Focus on Parts of Speech

Read the following sentences and categorise the words into their correct parts of speech:

Nouns	Verbs	Adjectives	Adverbs	Articles	Conjunctions	Pronouns	Prepositions
<i>dog</i>							

A small dog ran quickly down the road. It rounded the corner and vanished from my sight.

Task 2: Focus on Tenses

- a) In each of the following sentences underline the verb(s) and identify the tense(s)

Example:

I spoke to him yesterday.

I spoke to him yesterday. = past simple

1. At the station I realised I'd left the tickets at home. _____
2. I've been to Paris. _____
3. As soon as he got home, he rang his parents. _____
4. He'll have finished his homework by Sunday night. _____
5. John's been working very long hours at work. _____
6. I think I'll order the vegetarian dish. _____

b) Form Analysis

Example form analysis for the present continuous:

She is reading a good book at the moment.

Positive sentence	She is reading a good book at the moment. Subject + <u>verb "to be" (is, am or are)</u> + <u>verb-ing</u>
Negative sentence	She isn't reading a good book at the moment. Subject + <u>verb "to be" (isn't, 'm not, or aren't)</u> + <u>verb-ing</u>
Question	Is she reading a good book at the moment? <u>Verb "to be" (is, am or are)</u> + <u>subject</u> + <u>verb-ing</u>

Task: Analyse the form for sentence #5.

John's been working very long hours at work.

1. Write the negative and question form of sentence #5 in the table below.
2. Label each word of the tense for the positive, negative and question form of the tense. (see the table above for an example)

Positive sentence	John's been working very long hours at work. Subject+ _____ + _____ + _____
Negative sentence	_____ Subject+ _____ + _____ + _____
Question	_____? _____ +subject+ _____ + _____

Task 3: Grammar Transformation

Complete the sentences at (b) so that they give the same meaning as the sentences at (a), as in the example:

(a) The book was written by my brother in 1976.

(b) My brother wrote the book in 1976.

1. (a) I suggest we get to work.

(b) Let's _____

2. (a) He arrived at the party at 8. She left at 7.45.

(b) When he arrived at the party _____

3. (a) I rewarded him with \$20 for finding my wallet.

(b) He was _____

4. (a) "Who is Diana?" he asked.

(b) He asked _____

5. (a) He can only pass if he studies harder.

(b) Studying harder is _____

Task 4: Meaning**a) Grammar**

What would you say to a student who asked you to explain the difference in meaning between these pairs of sentences?

1. a) He's been to Paris.

b) He's gone to Paris.

-
2. a) I mustn't speak so fast.
b) I don't have to speak so fast.

3. a) If I go to Australia, I'll stay in Sydney.
b) If I went to Australia, I'd stay in Sydney.

b) **Vocabulary**

The following pairs of words often cause confusion among students. Give an example sentence for each item. The context should make the meaning of the items clear.

1. hinder/prevent

High interest rates will hinder economic growth. (X hinders Y)

The police prevented the demonstrators from approaching the entrance to the embassy.

(X prevents Y from doing something)

2. stay/live

3. boring/bored

Task 5: Spot the Error, Correct and Explain

Read the following sentences

- i) Underline the errors – they can be errors of grammar or vocabulary.
- ii) Correct the sentence
- iii) How would you explain the nature of the error to the student?

Example

- i) How much people does he know?
- ii) How *many* people does he know?
- ii) 'much' is used with uncountable nouns such as *water, sugar etc.*
'many' is used with countable nouns such as *pencils, children etc.*

1. i) I've lived here since three years.

ii) _____

iii) _____

2. i) I'll send you to the airport.

ii) _____

iii) _____

3. i) I would come and see you tomorrow. See you at 10 o'clock.

ii) _____

iii) _____

4. i) She asked me where did I come from.

ii) _____

iii) _____

5. i) The coffee machine is spoilt.

ii) _____

iii) _____

Task 6: Register and Appropriacy

Look at the conversation between friends. Rewrite it as though it were **2 people who don't know each other**.

Anna: Hey Sal.

Sally: What?

Anna: Turn that TV down would you? I'm trying to work.

Sally: Ok, ok, how was I supposed to know?

Anna: Thanks.

Sally: Any time.

Speaker A: _____

Speaker B: _____

Speaker A: _____

Speaker B: _____

Speaker A: _____

Speaker B: _____

Task 7: Focus on pronunciation

1. Match the words with the correct stress patterns -- 1 to 6 -- below.

1. 0 0

4. 0 0 0 0

2. 0 0 0

5. 0 0 0 0

3. 0 0 0

6. 0 0 0

e.g. *policeman* 2

artist __ analysis __ engineer __ accountant __

musician __ academic __ librarian __ photograph __

secretary __ father __ amazing __ architect __

SECTION TWO: TEACHING

Task 1:

You want your group of adult **beginner** students to be able to talk about their hobbies and what they do in their free time. What would you, the teacher, do to help them? Think about the vocabulary and grammatical structures the students would need. How would you teach them the new language? How would you give the students practice in using the language? Be prepared to elaborate on or clarify your ideas at interview.

Task 2: Read and answer the following questions.

How would you establish and keep rapport with a group of adult learners? Think of at least 4 ways.

What are the benefits of having the learners work in pairs or groups in class?

Terms and Conditions of Enrolment

1. **Application for Study Programme at ELA**
 - 1.1. English Language Academy is a division of Auckland UniServices Limited, a New Zealand company (ELA). ELA is wholly owned by the University of Auckland.
 - 1.2. Students wishing to study at ELA may apply for one or a combination of the courses offered by ELA (Study Programme).
 - 1.3. ELA has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students (Code) made under the Education Act 1989 published by the Ministry of Education, which affords international students' rights and obligations in relation to receiving educational instruction from ELA. A copy of the Code is available at ELA reception or www.ela.auckland.ac.nz.
2. **Offer of Place**
 - 2.1. Students who apply for a Study Programme may be provided with a letter offering the student a place from ELA (Offer of Place), which will include details of the Study Programme, an invoice for the tuition fees payable and other important information. An Offer of Place does not guarantee the student's enrolment at the ELA. The Offer of Place is subject to these Terms and Conditions of Enrolment and any other conditions of enrolment specified by ELA.
3. **Minimum Age Requirement**
 - 3.1. It is a condition of enrolment that students must be 18 years or older prior to commencing a Study Programme at ELA.
4. **Minimum English Language Requirements**
 - 4.1. It is a condition of enrolment that international students meet the minimum English language requirements of their chosen course(s), as advised by ELA. The minimum English language requirements can be found on ELA's website (www.ela.auckland.ac.nz).
5. **Student Permits/Visa**
 - 5.1. It is a condition of enrolment that international students obtain valid visas from Immigration New Zealand (INZ) to live and study in New Zealand. ELA is a registered Students Online partner of INZ and can process student visa applications for existing students on campus. The Offer of Place does not guarantee that students will be issued with a student visa.
 - 5.2. International students must maintain valid visas throughout the duration of their Study Programme at the ELA.
6. **Travel and Health Insurance**
 - 6.1. International students must have travel and health insurance for the entire duration of their Study Programme. Students will be invoiced automatically by ELA for such insurance, subject to a waiver in the event that the student can provide evidence of adequate insurance from an ELA approved insurer. A list of approved insurance providers is available at www.ela.auckland.ac.nz.
7. **Payment of Tuition Fees**
 - 7.1. Students must pay the tuition fees for their Study Programme to ELA at least four (4) weeks prior to the commencement of their Study Programme, except in the following cases:
 - (a) Students from the People's Republic of China are not permitted to pay the tuition fees before INZ has granted "Student Visa Approval in Principle"; and
 - (b) CELTA students must pay the tuition fees for their Study Programme to ELA at least two (2) weeks prior to the commencement of their Study Programme.
 - 7.2. The tuition fee/s are stated in the student invoice included with the Offer of Place. Tuition fees include ELA tuition fees, government taxes and in some cases programme materials. They do not include the following: registration fees, accommodation costs, airport transfers, travel and medical insurance, activities and other expenses the Student may incur. Please refer to the invoice for the total amount due. Fee security is guaranteed by the University of Auckland.
 - 7.3. Places in each course will be allocated to students as they pay their tuition fees to ELA in full on a first come first served basis, until all places have been filled. ELA reserves the right to return the tuition fees paid by the student if all places have been filled at its sole discretion.
8. **Enrolment**
 - 8.1. A student's place at ELA will be confirmed by ELA issuing the student with a Certificate of Enrolment or emailing an enrolment confirmation letter to the student except in the case of IELTS Preparation and CELTA. (Certificate of Enrolment).
 - 8.2. These Terms and Conditions of Enrolment are to be read in conjunction with the Application Form and Offer of Place. These form part of the agreement between ELA and the student named in the Offer of Place upon the issue of the Certificate of Enrolment to the student (together the Agreement).
9. **Start Date**
 - 9.1. Students enrolled in a Study Programme at ELA must commence their study on the date stated in their Certificate of Enrolment (Start Date). No late starts are permitted. All students must participate in ELA's orientation programme on the start date.
10. **Accommodation**
 - 10.1. ELA can arrange accommodation for students upon request from the student subject to availability and the student entering into a further accommodation agreement with ELA. For more information go to www.ela.auckland.ac.nz/accommodation.
 - 10.2. Students are permitted to arrange their own accommodation. ELA can direct those students to relevant advice and information to enable the student to understand their rights as a tenant in New Zealand.
11. **Alteration of Study Dates**
 - 11.1. If students wish to change their start date they must make a written request to ELA at least two (2) weeks prior to the Start Date for all courses offered by ELA. Students who fail to do so must either complete their

- Study Programme or forfeit all tuition fees paid. Students are permitted to change their Start Date once only and only after all tuition fees have been paid.
12. **Extensions of Study Programmes**
- 12.1. If students wish to extend their Study Programme they must make a written request to ELA at least two (2) weeks prior to the Start Date for all courses offered by ELA. The minimum extension period is one (1) full block more in the case of General English, Academic English, FCertEAP, EPUS and EPPS.
- 12.2. If the student's extension request is accepted by ELA, the student will be provided with a Letter of Offer and an invoice for the tuition fees of the extended Study Programme, which must be paid to ELA prior to the student commencing their next programme of study.
13. **Study Programme Withdrawal or Reduction**
- 13.1. Students who withdraw from their Study Programme or apply for a reduction of their Study Programme within five (5) working days of the Start Date of the beginning of their enrolment will receive a refund of the unused portion of the tuition fees less:
- (a) a non-refundable registration fee of \$285 (**Registration Fee**); and
 - (b) any other fees stated in their Offer of Place to be non-refundable relating to that Study Programme; and
 - (c) in the case of Study Programmes of 20 weeks or less, a cancellation fee of 25% of the tuition fee payable for that Study Programme; or
 - (d) in the case of Study Programmes of 21 weeks or more a cancellation fee of 40% of the tuition fee payable for that Study Programme.
- 13.2. Students who withdraw five (5) working days after the start date of their initial enrolment will not receive a refund of the tuition fees, except as provided in ELA's refund policy (set out in clause 14 below).
14. **Refund Policy**
- 14.1. A refund of the unused portion of the tuition fees paid by the student less:
- the Registration Fee, and
 - a \$20 international bank transfer fee (if applicable)
- will be reimbursed to the student in the following circumstances:
- (a) INZ has refused to grant a student visa to study in New Zealand;
 - (b) If a student requires a visa extension to attend all or part of a Study Programme and that visa extension is refused by the INZ, other than on the grounds of a student's failure to comply with ELA Study Programme requirements (for example attendance);
 - (c) In the event of serious illness or disability of the student, the death of the student or the student's close family member (parent, legal guardian, sibling, child) or political, civil or natural event that prevents the arrival of the student;
 - (d) If ELA declines the student's enrolment in a Study Programme under clause 7.3;
- (e) ELA ceasing to provide a Course in the student's Study Programme;
 - (f) ELA ceasing to be a Signatory to the Code or a Provider (within the meaning of the Code).
- 14.2. A student has twelve (12) months from the date of Study Programme withdrawal to request refund of any remaining tuition fees or such fees shall be forfeited.
15. **Transfers**
- 15.1. Students may apply to ELA to transfer to a different Study Programme offered by ELA. Students enrolled in General English or Academic English may not transfer to another course once the course has commenced.
- 15.2. If the transfer application is accepted, the student will be notified by email and must confirm the transfer by completing a Change of Study Programme Form. Transfer to a different Study Programme is subject to availability of the course(s), payment of the full tuition fees, the student meeting the transfer requirements contained in the Offer of Place, these Terms and Conditions of Enrolment and any other conditions specified by ELA.
- 15.3. Where a student transfers to a degree programme at the University of Auckland (**University**) ELA will refund the unused portion of the tuition fees for the Study Programme (if any) when:
- (a) ELA is provided with the original acceptance letter from the University and receipt of tuition fees; and
 - (b) The course withdrawal period at the University has passed; and
 - (c) ELA has received confirmation from the International Office of the University, that the student has not withdrawn their enrolment from the University.
- 15.4. A student has twelve (12) months from the date the student transfers to a degree programme at the University (in accordance with clause 15.3) to request refund of any remaining tuition fees or such fees shall be forfeited.
16. **Behaviour**
- 16.1. All students must abide by the laws of New Zealand, this Agreement, ELA policies and ELA's Code of Conduct advised from time to time. Failure to do so may result in suspension or expulsion of the student with forfeiture of tuition fees.
- 16.2. For more information regarding behaviour or the Code of Conduct, refer to the Student Handbook.
17. **Attendance**
- 17.1. The student must attend one hundred (100) percent of their classes in their Study Programme in a punctual manner. Disciplinary procedures will apply in the event of a failure to do so, such as suspension or expulsion of the student with forfeiture of tuition fees.
- 17.2. For more information regarding attendance, refer to the Attendance Policy in the Student Handbook.
18. **Absences**

- 18.1. If the student is absent for medical or personal reasons, the student must advise ELA Reception by 9am on the day and if the student is absent for two (2) school days or more the student must provide ELA with a recognised doctor's certificate written in English. The certificate must be produced when the student returns to ELA. Post-dated certificates will not be accepted. Students are not entitled to attend additional classes or receive refunds for missed classes.
19. **Emergency Leave Applications**
- 19.1. Special leave requests are subject to the discretion of ELA's Director of Studies whose decision is final.
- 19.2. Students are not entitled to refunds of tuition fees for the time they are on leave. Further ELA will not provide compensation for closures due to any public holidays or other necessary closures.
- 19.3. For more information regarding Leave, refer to the Student Handbook.
20. **Personal Information of Students**
- 20.1. The student agrees that their Personal Information (as defined in the Privacy Act 1993) on the Application Form and collected by ELA from time to time will be held by ELA and may be used by any staff of ELA for purposes of monitoring students' education, academic progress, health and wellbeing, the calculation of fees, administration of examinations and assessment, maintenance of order and discipline, providing student support services and support and welfare of students in urgent situations. The student has the right to access and correct information held by ELA.
- 20.2. The student consents to the disclosure of any Personal Information held by ELA to the University, INZ, and the student's agent, accommodation provider, parents or legal guardians and emergency contacts for the purposes set out in clause 20.1.
21. **Use of agents to enrol in the ELA**
- 21.1. Students who use agents to enrol in ELA are encouraged to use an ELA approved agent listed on ELA's website. The student is responsible when changing agents to notify their original agent and ELA.
22. **Term and Termination**
- 22.1. The student's enrolment at ELA will end when their Study Programme ends.
- 22.2. The student's enrolment will be terminated by ELA and tuition fees will be forfeited if:
- the student's breaches this Agreement;
 - the student has been provided with a final written warning letter by the Student Services Manager of ELA to give them an opportunity to correct attendance (including punctuality) or behaviour, and the student's attendance or behaviour does not improve immediately following issue of the final written warning letter;
 - the student is absent from a Study Programme for more than ten (10) consecutive class days without notification to ELA in writing will be considered abandonment of the student's Study Programme.
- 22.3. ELA must immediately report any student's termination of enrolment to INZ.
23. **Complaints**
- 23.1. All ELA staff will apply the rules in a fair and reasonable manner. In the first instance, the student should direct a complaint to the relevant staff member, a teacher or the Student Support Advisor. If a student considers that the complaint has not been dealt with in a fair or reasonable manner, they may make a complaint in writing to ELA's Student Services Manager who will confer with the parties in the dispute. All information will be presented to the Director of ELA who will make a final decision and convey the decision in writing to the student. If the student considers that the issue has not been resolved fairly, the student may then refer their complaint to the New Zealand Qualifications Authority:
- New Zealand Qualifications Authority (NZQA)**
 Website: www.nzqa.govt.nz
 Phone: 0800 697 296
 Email: gadrisk@nzqa.govt.nz
24. **Third party tour operators**
- 24.1. Students must advise ELA reception the date of the tour and name of the third party tour operator prior to attending any tour. Students who take part in such tours organised by third party tour operators do so that their own risk and ELA accepts no liability for such third party organised activities.
25. **Limitation of Liability**
- 25.1. ELA shall not be liable to the student in any circumstances for any consequential loss, indirect loss, loss of income, profits, or loss or damage to persons or property relating to this Agreement, the student's Study Programme, ELA organised activities or accommodation organised through ELA. In the event the liability cannot be excluded, the maximum liability of ELA to the student shall be limited to the return of the fees paid to ELA for that Study Programme or accommodation.
- 25.2. To the extent permitted by law, the liability to the student of ELA whether under contract, tort (including negligence), breach of statutory duty or other actionable wrong of any kind relating to this Agreement, the student's Study Programme, ELA organised activities or accommodation shall be limited to return of the fees paid to ELA for that Study Programme or accommodation.
- 25.3. To the extent permitted by law, the University of Auckland shall not be liable to the student for any loss or damage whatsoever and howsoever caused arising directly or indirectly out of relating to this Agreement, the student's Study Programme, ELA organised activities or accommodation organised through ELA. This exclusion of liability applies to liability in contract, negligence (or any other tort), statute or any other source or principle of legal liability. This clause is enforceable by the University of Auckland in terms of the Contracts (Privity) Act 1982.
26. **Governing Law and Jurisdiction**

26.1. The Agreement is governed by the laws of New Zealand and the student and ELA agree to submit to the exclusive jurisdiction of the New Zealand courts in respect of all matters relating to the Agreement.

27. **Language**

27.1. The Agreement is intended to be read in the English language. Where this Agreement has been translated into another language this is for information purposes only and the English language version will prevail in the event of any inconsistency.

I have read and understood the terms and conditions of the application and agree to abide by them.

Signed: _____

Date: _____