

i-to-i

TEFL PLUS

**300H ONLINE TEFL DIPLOMA +
DIGITAL SKILLS FOR TEACHING ONLINE**



A woman with long, dark, braided hair is shown in profile, focused on typing on a laptop. She is wearing a light blue sweater. The background is a blurred home office with a framed picture on the wall and another laptop on a desk. The overall lighting is soft and natural.

Get qualified.
TO TEACH ENGLISH
ONLINE

KICK-START YOUR ONLINE CAREER!

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GET PAID TO TEACH ONLINE WITH i-to-i TEFL

Get paid to teach English online with our Level 5 300 Hour Diploma in TEFL. If you're interested in breaking away from the 9-5 world of work, want to be your own boss, earn BIG as a TEFL teacher, or want the flexibility to work when you want and how often you want, our TEFL Diploma PLUS Digital Skills is perfect for you! Our Diploma includes a total of 300 hours Level 5 TEFL training to prepare you on the essential areas of TEFL, such as, learning how to manage a classroom and structuring an effective lesson plan. Plus, we'll take you even further with



our specialist courses in teaching young learners, teaching English online and teaching business English. What's more, you'll learn how to use technology to improve your online teaching and boost your TEFL career to no end!

Still not convinced? Well, here at i-to-i, we're the longest-standing TEFL Course provider in the world, so you'll only get the best support and guidance from our expert team. Not to mention the fact that all of our TEFL Courses are regulated by the UK Government department, Ofqual and accredited by the Open and Distance Learning Quality Council (ODLQC)!

BACK TO BASICS! WHAT IS TEFL?

TEFL just means Teaching English as a Foreign Language! If you've been dreaming of earning money while you travel, or from the comfort of your own home TEFL is a great option for you!



Our qualifications, accreditations and friends:





IT'S PREDICTED THAT
1,000,000 +
TEFL TEACHERS WILL BE NEEDED
WORLDWIDE BY 2022!

OUR ACCREDITATIONS

Our 300 hr TEFL Diploma is Ofqual regulated!

Ofqual is basically the UK Government department in charge of regulating teaching standards. Not only are we fully regulated, but we were the first TEFL provider to be regulated this way. We provide both Level 5 and Level 3 Ofqual-regulated TEFL qualifications - the former being an equivalent to a foundation degree, or CELTA, and the latter is an A Level equivalent!

If you needed any more convincing, we're also accredited by the ODLQC (Open & Distance Learning Quality Council), an independent body who quality checks open and distance learning.

To put it simply, with an i-to-i TEFL certificate in hand, your CV will rise to the top of the teaching pile!

Our Certificate in Digital Skills for Teaching Online is NOCN accredited!

NOCN (The National Open College Network) is an international, leading Awarding Organisation. Along with us, NOCN serves thousands of Centres with high quality regulated vocational and technical qualifications - so you know you've received the highest level of training with one of their certificates in your hands

Basically, with your TEFL Diploma, plus this Level 4 NOCN Certificate in Digital Skills for Teaching Online - you're sure to kick-start an amazing online TEFL career!



Our qualifications, accreditations and friends:



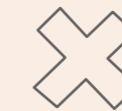
WHAT DO I NEED?



- To be a fluent English speaker
- Access to the internet
- Dedication and determination



WHAT YOU DON'T NEED:



- A degree
- Any prior qualifications
- Previous teaching experience
- A second language
- Online teaching experience
- To be in a specific age group

LEVEL 5
300 Hour Diploma
IN TEFL - IN A NUTSHELL

PRO TIP: You can start applying for work before you've finished your Course – so that once you're done, you could have a ready-made dream job waiting for you!



Ofqual-regulated,
Level 5 qualification



Globally recognised and
respected by employers



Flexible online studying
24/7 from anywhere
in the world



Study from your laptop,
phone, tablet or computer



Access to our TEFL Jobs
Support team and Jobs Board
with 1000s of
roles available!



Developed with leading
language schools



Unrivalled support and
feedback from our
dedicated tutors



2x 60-hour Level 5
Specialist TEFL
Courses

TEFL DIPLOMA

in a bit more detail...

So, you've got a basic idea of what the Level 5 300 Hour Diploma in TEFL involves – want to know more? Once you've booked, you'll receive a confirmation email with links to activate each section of the course. You can activate these one at a time, whenever you're ready – there's no time limit. This way, you won't be overloaded with information and you can work through each module at your own pace. Our online portal is accessible 24 hours a day, 7

days a week and from anywhere in the world so that you can fit your learning in around your lifestyle. Our DELTA-qualified tutors are available to answer all of your academic queries via email, phone or our live web chat service and you'll always get expert insider knowledge with every question you ask. Plus, you can track all of your progress via the tracking bar which shows one every page of your Course so that you know exactly where you're up to every time you log in and out. Simple.

HOW CAN A TEFL DIPLOMA BENEFIT YOU?

- 1.** Travel and see the world in a completely immersive way
- 2.** Teach English online from the comfort of your own home
- 3.** Boost your CV/resume and your future employment potential
- 4.** Opportunity to earn a great salary
- 5.** Meet likeminded people and make lifelong friends
- 6.** Create unforgettable memories!



TEFL DIPLOMA *Breakdown*

The Level 5 300 Hour Diploma in TEFL is broken down into multiple units to make the content easier to digest. You'll have an interactive quiz at the end of each unit to check your understanding and (don't worry!) you can attempt these as many times as you need.

If you're curious, here's a brief summary of the modules you'll complete in each section:

INTRODUCTION TO TEFL

Unit 1

In this section, you'll learn all about TEFL along with historical approaches to English teaching to give you a good foundation to base the rest of your studying on. The topics you'll cover include:

- Introduction to TEFL
- Why Teach TEFL?
- An Introduction to Teaching Methodologies
- The History of ESL(English as a Second Language) Methods and Approaches Timeline

INITIAL LESSON PLANNING

Unit 2

In this section, you'll learn all about TEFL along with historical approaches to English teaching to give you a good foundation to base the rest of your studying on. The topics you'll cover include:

- Introduction to TEFL
- Why Teach EFL?
- An Introduction to Teaching Methodologies
- The History of ESL Methods and Approaches Timeline

STRUCTURING YOUR LESSON

Unit 3

Following on from that, you'll find out how best to construct a lesson through these topics:

- Structuring a lesson
- Warmers and coolers
- The PPP (presentation, practice, and production) method

MAKING IT WORK IN THE CLASSROOM

Unit 4

Next, it's time to learn how to use your environment to your advantage. In this unit, you'll cover:

- Creating a good teaching environment
- Classroom management
- Helping students learn



TEACHING VOCABULARY

Unit 5

In this unit, you'll study effective methods of teaching vocabulary as well as what to teach. Topics include:

- Meaning of words
- Presenting vocabulary
- Checking understanding
- Producing vocabulary

TEACHING PRONUNCIATION

Unit 6

Pronunciation is an important aspect of English teaching and you'll get to grips with the following:

- Single words
- Word stress/families/patterns
- Sentences
- Use of intonation
- The phonemic chart

TEACHING GRAMMAR

Unit 7

Unit 7 goes over the nuts and bolts of English. You'll study these:

- Different types of verbs
- What are determiners?
- Building phrases
- Tenses
- Further grammar



TEACHING YOUNG LEARNERS

Unit 8

If you're teaching a class of youngsters, you'll face different challenges. To combat these, you'll learn about:

- Adapting lesson plans
- Classroom dynamics

TEACHING THE FOUR SKILLS

Unit 9

The four skills are an integral part of learning English. In this unit, you'll study the below:

- Teaching students to speak/read/listen/write English
- Structuring lessons
- Choosing material
- Different approaches

EXTERNAL RESOURCES AND NEXT STEPS

Unit 10

Once you've covered all of the main content, we'll provide you with some downloadable resources to keep and refer back to. Plus, you'll get some advice and guidance on finding that all-important first TEFL job.

- Course books
- Ideas for activities
- Adapting materials
- Next steps



SPECIALIST TEFL COURSES

(included in the 300 hours)

Teaching Online & One-to-One: *60 hours*

In the final part of your Course, you'll get an in-depth look into one-to-one and online TEFL teaching. You'll cover the differences between face-to-face and online teaching, how to create a syllabus and potential problems and how to combat them. Online teaching is a fast-growing field of TEFL so it's great to have some specialist knowledge that will stand you in good stead if you choose to TEFL online or even to make some extra cash in your spare time.

Teaching Business English: *60 Hours*

In this Specialist TEFL Course, you'll get to grips with teaching business English to adult students – a lucrative area of English teaching. You'll start with an introduction and move on to learn about business grammar and vocabulary, business English lesson planning and a final section on meetings, negotiation and networking. By the end, you'll be fully equipped to deliver an engaging and informative business English lesson to adults, plus you'll have added another string to your TEFL bow!

CERTIFICATE IN DIGITAL SKILLS FOR *Teaching Online* IN A NUTSHELL



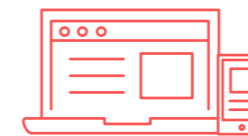
International Level 4
Certificate equivalent to
a Certificate of Higher
Education (CertHe) and
Higher National Certificate
(HNC)



Flexible online studying
24/7 from anywhere
in the world



155 guided learning
hours



Study from your laptop,
phone, tablet or computer



NOCN qualification: trusted
and recognised by employers
in the UK and internationally

Why Teach Online?

- 1.** Teach from anywhere in the world or from the comfort of your own home
- 2.** Be your own boss. Choose your own working hours and set your own rates.
- 3.** Teaching English Online can be your full-time career or your site-hustle... It's up to you!

DIGITAL SKILLS FOR TEACHING ONLINE

in a bit more detail...

In today's digital world, it's no surprise that teaching English online is the fastest-expanding TEFL industry. Teaching online gives TEFL teachers the flexibility to work whenever they want, and from anywhere in the world. But, to become a great online teacher, you don't only need to know how to teach English, you also need to know how to teach online - that's where this course comes in!

This 155-hour course will guide you through the different technologies and platforms available so that you improve your online TEFL lessons. You will learn how to make your learning more engaging and accessible so that students keep on coming back for more. You will also develop your digital skills and build your new technology toolkit.

WHY GET A DIGITAL SKILLS QUALIFICATION?

- 1.** Boost your chances of being hired by an online teaching company
- 2.** Enhance your online teaching career
- 3.** Discover teaching technology platforms and applications
- 4.** Upgrade your CV/resume and teaching bio
- 5.** Gain transferable skills useful for any career
- 6.** Start a new and exciting online career!



DIGITAL SKILLS FOR TEACHING ONLINE

Breakdown

Much like the TEFL Diploma, our Digital Skills for Teaching Online is broken down into multiple units to make the content easier for you to digest. As part of this course you'll create a digital portfolio of evidence which demonstrates achievement of all the learning outcomes and assessment criteria associated with each unit, including recorded simulation of teaching practice. . You'll have the support and help of your assessor throughout your course, they'll be there to monitor your progress, provide you with feedback and help you complete your course!

UNDERSTANDING AVAILABLE TECHNOLOGY CONTEXT OF TEACHING AND LEARNING

Unit 1

On completion of this unit you will:

- Be able to explore available teaching technology platforms and applications
- Learn how to determine your own personal development needs
- Be able to identify the potential and limitations of the use of technology on teaching and learning
- Understand the potential and limitations of digital literacy on the learner journey

DEVELOPING DIGITAL SKILLS AND A LEARNING TECHNOLOGY TOOLKIT

Unit 2

On completion of this unit you will:

- Be able to experiment with a range of technologies for teaching online
- Understand a range of relevant pedagogies for online teaching
- Understand a range of relevant strategies and tools to support online teaching
- Know the most relevant and inclusive online teaching technologies
- Be able to plan professional development based upon a learning technology knowledge and digital literacy audit

CURRICULUM PLANNING FOR THE USE OF LEARNING TECHNOLOGIES

Unit 3

On completion of this unit you will:

- Be able to identify appropriate areas of teaching English which can be delivered inclusively using learning technologies, blended or online learning
- Be able to specify a range of technology-based learning and assessment activities and resources to meet identified outcomes and needs

CURRICULUM DELIVERY USING LEARNING TECHNOLOGY

Unit 4

On completion of this unit you will:

- Be able to develop a learning session in teaching English to be delivered using learning technologies, blended or online learning strategies
- Be able to use a range of learning and formative assessment activities and resources which meet the outcomes identified

ASSESSING AND PROCTORING USING TECHNOLOGY

Unit 5

On completion of this unit you will:

- Be able to explore available remote proctoring technology platforms and applications





WHY CHOOSE i-to-i?

1. WE'RE THE OLDEST AND THE BEST!

Here at i-to-i, we were the first to provide weekend Classroom TEFL Courses back in 1994 and the first to provide Online TEFL Courses back in 2001! In short, we're the longest-standing and most experienced TEFL Course provider in the world and the quality of our courses reflects that.

2. WE'RE OFQUAL-REGULATED

All of our top TEFL Courses are regulated by Ofqual and accredited by the ODLQC which means that you can be certain that you'll get the best training to prepare you for teaching English AND your certificate will be recognised and respected by employers the world over.

3. OUR TUTORS KNOW THEIR STUFF

Throughout your course, you'll have access to support and guidance from our DELTA-qualified tutors. They all have the equivalent of a master's degree in TEFL, so you know you're in safe hands.

4. WE'VE TRAINED HUNDREDS OF THOUSANDS OF TEACHERS!

Our happy graduates number over 210,000 so wherever you go in the world, you're bound to bump into a fellow i-to-i TEFLer!

5. OUR STUDENTS LOVE US

On the unbiased review site www.reviews.co.uk, our students have rated us over 4.5 stars - we'll let the numbers speak for themselves.

FREQUENTLY ASKED Questions

TEFL DIPLOMA

Q: DO I NEED TO SPEAK ANOTHER LANGUAGE TO TEACH ENGLISH?

Nope! You won't be expected to learn the language of the country where you decide to teach, and your students will be expected to speak English at all times. If you're teaching abroad, feel free to brush up on the basics before you go though, it'll help you get by!

Q: DO I NEED A DEGREE TO TEACH ABROAD?

This really depends on where you want to teach. For most countries, you aren't required to hold a bachelor's degree to teach English but some countries such as Vietnam, China and Japan will ask for a degree for visa purposes.

Q: WHAT IF I'M NOT A NATIVE ENGLISH SPEAKER?

No worries! For plenty of TEFLers, English is their second language so you can most definitely find a job teaching English abroad if you're not a native speaker.

Q: HOW MUCH GRAMMAR WILL I NEED TO KNOW?

Everyone's favourite! We'll teach you all the grammar you need. It won't be too in-depth because you'll probably be teaching conversational English so don't worry if you're not a grammar fan!

Q: HOW MUCH WILL I EARN?

The amount you earn varies depending on where you teach, your experience, what type of school you work in, etc. You can expect to earn higher salaries in the Middle East and Japan and lower salaries in South America. But bear in mind, the cost of living also varies country-to-country.

Q: I'VE NEVER TAUGHT BEFORE. WILL THAT BE A PROBLEM?

Not at all! Most of our students have never stepped foot in front of a class so you won't be expected to have prior knowledge of teaching – that's exactly what this Course is for.

DIGITAL SKILLS

Q: ARE THERE ANY TECHNICAL REQUIREMENTS?

To complete the course you will need access to the internet via WiFi or any 3G or 4G network, and a PC/laptop, or any Android or iOS compatible mobile/tablet device.

Q: HOW LONG WILL THE COURSE TAKE TO COMPLETE?

This course includes 155 guided learning hours. Guided learning hours are the awarding bodies estimate of how long you'll need to complete your qualification. We give you 90 days to complete this section of your course, however it can be completed in as little as 4-5 weeks if you can dedicate yourself to full-time learning.

Q: WILL I GET SUPPORT THROUGHOUT MY COURSE?

Yes! You'll be assigned an assessor to help you through your course. Your assessor will consistently monitor your progress and provide you with assistance throughout the duration of the course.

Q: DO I NEED ANY PRIOR EXPERIENCE?

Not at all! This qualification aims to provide you with the tools, information and skills you need to excel in your online TEFL career. So whether you're brand-new to teaching English or you're an experience TEFL teacher looking to branch into teaching online - this course is perfect for you!

Q: HOW MANY MODULES ARE IN THE COURSE?

The course consists of 5 individual modules. As part of the course you will be expected to create a portfolio that showcases and demonstrates your knowledge and understanding of each module



WHERE CAN I TEACH ONLINE?

From teaching online for a company, to going it alone as a freelancer or setting up your own online teaching company - when it comes to teaching English online you've got so many options!



WORKING FOR A COMPANY

When it comes to teaching English online, one of the best starting places is working for an online company. When you work for a company, you'll be provided with students who've enrolled with that company, so you won't be expected to find your own students. Your online company will often also provide you with a curriculum to follow and lesson plans. When applying to work for online companies, there's a lot of competition - so having an extra qualification specifically in teaching online will make your application stand out from the crowd!



WORKING FOR A PLATFORM

Working for an online platform may seem the same as working for an online company however, it does differ slightly. An online teaching company will assign you students, whereas on an online platform you will need to market yourself to the students as they'll be able to browse teachers and pick the one best suited to them and their needs. This is where you can really showcase your training and qualifications to help boost your chances of being picked!



WORKING AS A FREELANCER

The true way to really be your own boss! Working for yourself as an online English teacher means you have more freedom than if you were to work for a company. You'll be able to choose when you work, where you work, how often you work, and how much you get paid! However, freelancing does mean that you'll need to find your own students. But, with our TEFL qualification and your certificate in Digital Skills for Teaching Online we're sure you'll have students lined up in no time!



SETTING UP YOUR OWN BUSINESS

Want to go one step further from freelancing and actually set up your own business? The great news is, with TEFL you can! Whether you want to set up a business that coaches other TEFL tutors on teaching English online, or your own language school. With the skills you learn during this course, you'll have everything you need to start your own business and make it great!



WHAT DO OUR STUDENTS HAVE TO SAY?



"I was extremely pleased with the user-friendliness of the course, the tone in which the information was presented, as well as the structure and rhythm. Very enjoyable and helpful, thank you!"

Eugene ★★★★★

"i-to-i TEFL created a course that is easy to learn from and very engaging to the learner. I felt like a teacher already the minute I clicked the first link. I recommend the i-to-i TEFL course to any person who wishes to teach abroad."

Dillan K ★★★★★

"I enjoyed every moment of learning and found the example videos and websites very useful. I'm very glad I chose i-to-i TEFL and have gained so much knowledge!"

Rola ★★★★★

"I would 100% recommend this course to anyone with ANY desire to teach abroad. It was clear, well explained and gave me a great and honest insight into what teaching English is all about. I feel ready to begin my TEFL teaching career - thank you for helping me at the start of my journey!"

Charlotte ★★★★★



CHECK OUT MORE REVIEWS AT WWW.REVIEWS.CO.UK

Get in touch



If you've got any questions about the information in this handbook, feel free to contact our friendly TEFL Team on the number below and they'll be happy to help!



WE'RE HERE TO HELP

Call us between 07.00-20.00 Mon-Thurs
and 09.00-17.00 Fri (UK time)



ONLINE SUPPORT

[FAQs page](#) or
customersupport@i-to-i.com

CALL OUR TEAM AT YOUR LOCAL RATE

UK: +44(0) 113 205 4602
Ireland: 01 5269 506

USA: 877 526 3959
Canada: 866 404 5781

Australia: 1300 88 42 70
South Africa: 021 300 2852

