



Qualification Specification

GA Level 5 Award in Teaching English One-to-One and Online (Teaching English as a Foreign Language) (TEFL) (i-to-i)	603/6245/5
GA Level 5 Award in Teaching Business English (Teaching English as a Foreign Language) (TEFL) (i-to-i)	603/6246/7
GA Level 5 Award in Supporting Learners to Prepare for an English Language Examination (TEFL) (i-to-i)	603/7570/X

These qualifications are subject to the GA Centre Assessment and Standards Scrutiny and General Moderation policy.

Section 1 - Qualification Overview

1.1 Introduction: About the Gatehouse Awards Teaching English as a Foreign Language Qualifications

The Gatehouse Awards (GA) Teaching English as Foreign Language (TEFL) qualifications are designed to give candidates working or preparing to work in an educational setting the knowledge, skills and understanding to teach English as a foreign or additional language, in line with best practice.

This specification covers the suite of GA Level 5 Awards in TEFL.

These qualifications have been developed in association with the Teach and Travel Group Ltd under its 'i-to-i' brand and are aimed at meeting the needs of Candidates and employers by underpinning high-quality courses with regulated qualifications.

This document provides centre staff, candidates and employers with a comprehensive overview of the qualification content as well as the assessment and quality assurance requirements for these qualifications.

The qualifications are regulated by the Office of Qualifications and Examinations Regulations (Ofqual) in England and are part of the Regulated Qualifications Framework (RQF).

All versions of these qualifications are listed on the Register of Regulated Qualifications which is operated by Ofqual at <http://register.ofqual.gov.uk>.

These qualifications are not designed to replace any existing qualifications.

1.2 Qualification Titles, Qualification Numbers and Important Dates

Qualification Title and Level	Qualification Number	Operational Start Date	Operational Review Date
GA Level 5 Award in Teaching English One-to-One and Online (Teaching English as a Foreign Language) (TEFL) (i-to-i)	603/6245/5	03/08/2020	August 2025
GA Level 5 Award in Teaching Business English (Teaching English as a Foreign Language) (TEFL) (i-to-i)	603/6246/7	03/08/2020	August 2025
GA Level 5 Award in Supporting Learners to Prepare for an English Language Examination (i-to-i)	603/7570/X	01/06/2021	June 2026

1.3 Qualification Aims and Objectives

These qualifications can be relied upon by employers to indicate that an individual can undertake a specific role in the workplace.

The aim of these qualifications is to give candidates working in an educational setting the knowledge, skills and understanding to teach English as a foreign or additional language to learners, in a range of EFL settings, in line with best practice.

1.4 Qualification Structure and Overview: Units, GLH*, TQT** and Credit Values

The GA Awards in Teaching English as Foreign Language (TEFL) qualifications are listed on the Ofqual Register of Regulated Qualifications as part of the Regulated Qualifications Framework (RQF).

The structure of these qualifications is as follows:

GA Level 5 Award in Teaching English One-to-One and Online (Teaching English as a Foreign Language (TEFL) (i-to-i))				
Mandatory Units	Unit Reference	Credits	GLH*	Study Time*
1. Teaching English One-to-One and Online	H/617/4110	8	60	80
		Total Credits: 8	Total GLH*: 60	TQT*: 80

GA Level 5 Award in Teaching Business English (Teaching English as a Foreign Language (TEFL) (i-to-i))				
Mandatory Units	Unit Reference	Credits	GLH*	Study Time*
2. Teaching Business English	M/617/4112	8	60	80
		Total Credits: 8	Total GLH*: 60	TQT*: 80

GA Level 5 Award in Supporting Learners to Prepare for an English Language Examination (TEFL) (i-to-i)				
Mandatory Units	Unit Reference	Credits	GLH*	Study Time*
4. Prepare Learners for an English Language Examination	K/618/7313	8	60	80
		Total Credits: 8	Total GLH*: 60	TQT*: 80

*Guided Learning Hours (GLH): Definition

The activity of a learner in being taught or instructed by – or otherwise participating in education or training under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

**Total Qualification Time (TQT): Definition

The number of Guided Learning Hours assigned, plus an estimate of the number of study hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but, unlike Guided Learning, not under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training.

The number of study hours a learner is expected to undertake in order to complete each unit is expressed in the '**Study Time**' above. This, including the GLH, provides the Total Qualification Time, or TQT, and represents an estimate of the total amount of time that could reasonably be expected to be required in order for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of these qualifications.

The estimates for Guided Learning Hours and Total Qualification Time above have been produced with due regard to information gathered from those with experience in education and training and is in line with guidance published by Ofqual on the allocation and expression of Total Qualification Time and Guided Learning Hours.

Level

The qualifications within this specification are designated at Level 5 on the Regulated Qualification Framework (RQF) according to the Level Descriptors for knowledge and understanding, which build on those used within the Qualifications and Credit Framework (QCF) and the European Qualifications Framework (EQF). This means that these qualifications are considered by GA to lead to the outcome as follows:

Achievement at Level 5 reflects the ability to use practical, theoretical or technological knowledge and understanding of a subject or field of work to find ways forward in broadly defined, complex contexts and analyse, interpret and evaluate relevant information, concepts and ideas. It reflects an awareness of the nature and scope of the area of study or work and an understanding of different perspectives, approaches or schools of thought and the reasoning behind them. It also reflects the ability to determine, adapt and use appropriate methods, cognitive and practical skills to address broadly defined, complex problems, use relevant research or development to inform actions and evaluate actions, methods and results.

1.5 Intended Audience, Age and Entry Requirements

These qualifications are available to candidates aged 18 and over, who are working, or preparing to work, as teachers of English as a Foreign Language.

Entry requirements for the *GA Level 5 Award in Teaching English One-to-One and Online (Teaching English as a Foreign Language) (TEFL) (i-to-i)*, *GA Level 5 Award in Teaching Business English (Teaching English as a Foreign Language) (TEFL) (i-to-i)* and *GA Level 5 Award in Supporting Learners to Prepare for an English Language Examination (i-to-i)*: these qualifications may only be undertaken by candidates who already hold a general TEFL certificate at Level 5, for example the GA Certificate or Diploma at Level 5, CELTA or equivalent.

Those undertaking these qualifications must also have a proficient level of spoken and written English and hold a formal English language qualification of at least Level 2, for example:

- GCSE English Language (A* - C / Grade 4 or above), or equivalent
- ESOL International (CEFR: C1 or C2)

It is recommended that prior to commencing a programme of study leading to any of these qualifications, candidates receive detailed advice and guidance from the training provider in order to ensure the programme will meet their needs.

1.6 Rules of Combination

Component units of each qualification are listed in paragraph 1.4 above.

There are no further Rules of Combination.

1.7 Recognition of Prior Learning and Transfer of Credits

Recognition of Prior Learning (RPL) is a method of assessing whether a learner's previous experience and achievements meet the standard requirements of a GA unit or units prior to the candidate taking the assessment for the qualification, or part of the qualification, they are registered for.

Any prior learning must be relevant to the knowledge, skills and understanding which will be assessed as part of that qualification, and GA will subsequently amend the requirements which a candidate must have satisfied before they are assessed as eligible to be awarded the qualification.

Where there is evidence that the candidate's knowledge and skills are current, valid and sufficient the use of RPL may be acceptable for recognising achievement of a unit, units or whole qualification. The requirement for RPL in such instances will include a consideration of the currency of the knowledge gained by the candidate at the time they undertook the prior learning. RPL cannot be guaranteed in instances where industry practice or legislation has significantly changed in the time since the prior learning was undertaken / a previous award was issued.

No transfer of credits is permitted for this qualification.

1.8 Relationship to Other Qualifications & Progression Opportunities

The GA suite of Awards in Teaching Business English, Teaching English One-to-One and Online, Teaching Other Subjects in English, and Award in Supporting Learners to Prepare for Academic English Examinations are designed for TEFL practitioners who wish to add further specialities to their existing teaching skills.

They are ideal qualifications for candidates who wish to work in the UK and abroad.

Candidates may progress onto further Education and Training qualifications, or other qualifications at a higher level in Teaching English as a Foreign Language, for example CELTA or DELTA.

1.9 Language of Assessment

These qualifications are offered in English. Further information concerning the provision of qualification and assessment materials in other languages may be obtained from GA.

1.10 Grading

All learning outcomes and assessment requirements must be met before a learner can be considered having achieved these qualifications.

These qualifications are not graded on a scale. Learners are assessed as Pass or Fail. Learners who aren't successful can resubmit work within the registration period.

1.11 Qualification Availability

These qualifications are available via GA Approved Centres in the UK and internationally. If you would like further information on offering these qualifications, please contact us.

Our contact details appear on our website, www.gatehouseawards.org

Section 2 – Qualification Delivery, Assessment and Certification

2.1 Teaching and Learning Requirements

Courses leading to the Teaching English as a Foreign Language qualifications consist of either e-learning courses or classroom-based courses.

Learners can therefore undertake learning and assessment on a flexible basis.

Candidates must have suitable access to teaching and assessment staff as well as technical support. Specialist staff, high quality learning materials and access to assessment opportunities are essential for all centres.

Minimum Assessment Requirements

- In order to achieve the GA Level 5 Award in Teaching Business English (Teaching English as a Foreign Language (TEFL) (i-to-i), Candidates must produce a minimum of one specialist lesson plan and one assignment.
- In order to achieve the GA Level 5 Award in Teaching English One-to-One and Online (Teaching English as a Foreign Language (TEFL) (i-to-i), Candidates must produce a minimum of one needs analysis, a syllabus and one assignment.
- In order to achieve the GA Level 5 Award in Supporting Learners to Prepare for an English Language Examination (TEFL) (i-to-i), Candidates must produce a minimum of one specialist lesson plan and one assignment.

Further details and guidance on the content of teaching, learning and assessment for each unit can be found in the GA TEFL Syllabus in Section 4 below.

2.2 Assessment and Quality Assurance Model

These qualifications are offered in two different models.

Model 1: Centre-assessed model (classroom-based)

This means that courses leading to these qualifications are delivered in-centre, via a classroom-based model of learning, where learners' work is internally assessed and internally moderated by centre staff to clearly show where learners have achieved the learning outcomes and qualification requirements. Under this model, there is no requirement for external assessment.

Assessment, internal moderation and quality assurance activities are subject to external moderation and quality assurance conducted by GA. Centres operating this model are subject to the GA Centre Assessment and Standards Scrutiny (CASS) and General Moderation Policy.

Model 2: Externally-assessed model (online)

This means that centres may purchase online programmes directly from GA, which contain all aspects of teaching, learning and assessment. Learners submit work online and it is externally assessed and moderated by GA staff. Where learners have achieved the learning outcomes and qualification requirements, the centre is NOT required to provide further evidence or assessment and internal moderation records.

Centres may wish to offer Model 2, with some classroom-based practice included in their offer. This does not require the centre to provide any further evidence or assessment and internal moderation records in order for GA to be assured that the learner has met the qualification requirements as directed by the online course packages.

2.3 Registering Candidates and Unique Learner Numbers

Candidates must be registered through the Ark, the GA online Learner Management System.

Owing to the Total Qualification Time of these qualifications, the validity period of registrations made will be 52 weeks. Should a candidate not have achieved in the timescale, a new registration is required.

Each approved GA centre is provided with a user account to allow approved staff access to the online system.

Where the Unique Learner Number (ULN) of a candidate is known, this should be provided at the point of registration in order for GA to issue updates to the Learner Record Service.

2.4 ID Requirements

It is the responsibility of the centre to have systems in place to confirm each learner's identity.

Learners are required to declare that all work submitted for assessment is their own work.

2.5 Record Keeping

Records of learner's details, their work and any records of Reasonable Adjustments, Special Considerations and records containing learners' personal details must be kept by the centre in line with the Data Protection Act 2018 (including GDPR and all relevant privacy regulations) for a minimum of 2 years.

The centre must operate a safe and effective system of care, with appropriate policies and procedures in place to maintain confidentiality related to staff and learners.

All records must be easily retrievable and made available to GA or the Regulator upon request. Portfolios must be retained until the following External Quality Assurance visit to allow them to be sampled. Following external moderation and the award of a qualification by GA, centres may return portfolios to learners.

Records of all internal quality assurance and moderation activity undertaken must be kept and made available to GA upon request.

Section 3 – Centre Requirements and Quality Assurance Arrangements

Course providers offering GA TEFL qualifications under Model 1: Centre-assessed model (classroom-based) must ensure that they have the following resources in place.

3.1 Staff

The knowledge and experience of all staff involved in the teaching, assessment and internal quality assurance of these qualifications will be considered during the approval and re-approval process and at External Quality Assurance Visits.

The course provider must ensure that they hold up-to-date and detailed information about the staff involved with the delivery and quality assurance of these qualifications and must make records available to GA upon request. The information GA expects the course provider to hold for each member of staff includes, as a minimum:

- current up to date CV
- copies of relevant qualification certificates
- relevant and up to date CPD (Continuous Professional Development) records

The course provider must also ensure that they have the management and administrative arrangements in place which are suitable to support the registration of candidates and the qualification delivery.

Requirements for Teachers and Assessors

Those delivering and assessing the GA TEFL qualifications must have relevant occupational experience and hold relevant qualifications.

The GA TEFL qualifications contain elements of both knowledge and competence and therefore must be delivered by a knowledgeable and competent practitioner who is able to assess candidates' knowledge, skills and understanding of Teaching English as a Foreign Language.

GA recommends that Assessors have a minimum 2 years' experience in working as a Teacher of English as a foreign/additional language and recommends that Assessors hold a relevant teaching or assessing qualification suitable to support the making of appropriate and consistent assessment decisions in the field of English language teaching.

Suitable English language teaching qualifications may include CELTA, DELTA or Cert/Dip TESOL.

Suitable assessment-specific qualifications may include a Level 3 Certificate in Assessing Vocational Achievement (or Award in Assessing Vocationally Related Achievement / Assessing Competence in the Work Environment), Level 3 or 4 Award/Certificate in Education and Training, Cert. Ed or PGCE (or equivalent) or NVQ Level 3 or 4 Learning & Development.

Assessors may be working towards a relevant equivalent teaching/assessing qualification under the guidance of a suitably qualified and experienced Assessor and their Internal Moderator.

Requirements for Internal Moderators (also referred to as an Internal Quality Assurers or IQAs)

Assessors may have one or several appointed Internal Moderators.

This qualification is assessed by an Assessor and internally moderated and quality assured by an Internal Moderator to ensure standardisation, reliability, validity and sufficiency of the Assessor's assessment decisions.

Internal Moderators therefore need to have a thorough understanding of quality assurance and assessment practices, as well as sufficient technical understanding related to the qualifications that they are internally quality assuring. It is the centre's responsibility to select and appoint Internal Moderators.

To be able to perform the internal moderation and quality assurance role, an Internal Moderator must:

- have up-to-date working knowledge and experience of the specific occupational field
- have up-to-date working knowledge and experience of best practice in assessment and quality assurance
- hold one of the following Assessor qualifications or their recognised equivalent:
 - Level 3 Award in Assessing Competence in the Work Environment
 - Level 3 Certificate in Assessing Vocational Achievement
 - A1 Assess candidate performance using a range of methods
 - D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence
- hold one of the following internal quality assurance qualifications or their recognised equivalent:
 - Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice
 - Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
 - V1 Conduct internal quality assurance of the assessment process
 - D34 Internally verify the assessment process
- show current evidence of continuing professional development in assessment and quality assurance.

In addition, Internal Moderators must be familiar with GA's qualification requirements.

Internal Moderators may be working towards a relevant equivalent quality assurance qualification under the guidance of a suitably qualified and experienced Internal Moderator.

The Internal Moderator must have relevant occupational experience and hold relevant qualifications in the particular subject area being assessed. They must hold a regulated qualification at least at the level of the qualification they are assessing.

The knowledge and experience of Teachers, Assessors and Internal Moderators will be considered during the centre and qualification approval process and at External Quality Assurance Visits.

External Moderation (also referred to as External Quality Assurance or EQA)

Assessment and internal moderation and quality assurance activities are subject to external moderation and wider scrutiny and centre controls as per GA's quality assurance arrangements for centre-assessed qualifications

3.2 Assessment of Candidates

The course provider must ensure that Assessors meet the requirements listed in Section 3.1 above in order to make assessment decisions leading to the award of the TEFL qualification.

Candidates are assessed on the evidence contained within their portfolio. A range of assessment methods may be used in the production of evidence towards knowledge-based assessment criteria, for example:

- Written assignments
- Questions and answers
- Professional discussion

3.3 Portfolio Requirements (Centre-assessed model)

Where centres deliver these qualifications in-centre, learners are expected to build a portfolio of evidence, clearly demonstrating where they have met the learning outcomes and qualification requirements.

Various types of evidence may be used, for example:

- essays/assignments
- short questions and answers
- workbooks
- professional discussions
- observations of performance in the workplace
- product evidence
- reflective accounts
- witness testimony
- records of questioning

Evidence in the portfolio should be mapped against the learning outcomes, reflect the type of evidence supplied and indicate its location within the portfolio. By using portfolio reference numbers, it will enable the learner, assessor, IQA and EQA to quickly locate the evidence submitted.

All evidence must meet CRAVES requirements.

3.4 CRAVES Requirements

Assessors must ensure that all evidence within the learner's portfolio judged to meet GA's 'CRAVES' requirements is:

- **current:** the work is relevant at the time of the assessment
- **reliable:** the work is consistent with that produced by other learners
- **authentic:** the work is the candidate's own work
- **valid:** the work is relevant and appropriate to the subject being assessed and is at the required level
- **evaluated:** where the learner has not been assessed as competent, the deficiencies have been clearly and accurately identified via feedback to the learner
- **sufficient:** the work covers the expected learning outcomes and any range statements as specified in the criteria or requirements in the assessment strategy.

3.5 Internal Moderation and Quality Assurance Arrangements

Internal Moderators (also known as Internal Quality Assurers or IQAs) ensure that Assessors are assessing to the same standards, i.e. consistently and reliably, and that assessment decisions are correct. IQA activities will include:

- ensuring Assessors are suitably experienced and qualified in line with the qualification requirements
- sampling assessments and assessment decisions
- ensuring that assessment decisions meet the GA 'CRAVES' requirements (Current, Reliable, Authentic, Valid, Evaluated and Sufficient)
- conducting standardisation and moderation of assessment decisions
- providing Assessors with clear and constructive feedback
- supporting Assessors and providing training and development where appropriate
- ensuring any stimulus or materials used for the purposes of assessment are fit for purpose.

Sampling of assessment will be planned and carried out in line with a clear IQA and moderation strategy, which incorporates the number of learners, number of Assessors, and the experience and competency of Assessors.

Centre IQAs may wish to refer to the guidance documents provided by GA to approved centres (available on the Ark) in order to formulate an appropriate Sampling Strategy.

3.6 External Moderation and Quality Assurance Arrangements

All GA Approved Centres are entitled to two EQA visits per year. Additional visits can be requested, for which there may be an additional charge.

EQA activities will focus on the centre's continuing adherence to and maintenance of the GA *Centre Approval Criteria* and the criteria and requirements for the specific qualifications for which it holds approval. These include:

- checking that the management of the centre and the management arrangements relating to the qualification are sufficient
- checking that resources to support the delivery of the qualifications, including physical resources and staffing, are in place and sufficient
- ensuring that the centre has appropriate policies and procedures in place relevant to the organisation and to the delivery and quality assurance of the qualifications
- the use of assessment materials and the arrangements in place to ensure that evidence for assessment is 'CRAVES' (Current, Reliable, Authentic, Valid, Evaluated and Sufficient)
- sampling assessment decisions against the qualification requirements across the range of levels, number of Assessors and assessment sites, according to the number of candidates
- the internal moderation and quality assurance arrangements
- sampling internal moderation records against the qualification requirements across the range of levels, number of Assessors and assessment sites, according to the number of candidates
- administrative arrangements
- ensuring that any actions from moderation and wider quality assurance activity have been carried out by the centre
- confirming any claims for RPL, reasonable adjustments or special considerations

Through discussions with centre staff, examining learner's work, moderation of assessment, talking to learners and reviewing documentation and systems, the GA EQA will provide the centre with full support, advice and guidance as necessary.

Where **Model 2: Externally-assessed model (online)** is undertaken, the assessment and moderation service is provided directly by GA. Adherence to the wider centre approval criteria must be demonstrated by the centre, even when delivery is via the externally-assessed model.

3.7 Venue Requirements

When training premises are used in the delivery of teaching and assessment of these qualifications, centres should, wherever possible, provide suitable access in line with Disability Discrimination, Diversity & Equality law and regulations and any other regulations which apply.

3.8 Equipment

Centres must ensure that all products and equipment used in the delivery and assessment of this qualification must be authorised by GA and confirmed as fit for purpose and compliant with current Health and Safety legislation and any other relevant regulations. This will be considered at approval and during the on-going monitoring of centres.

Where specific products and equipment are required for the delivery and assessment of a GA qualification, the suitability of the products and equipment at the centre will be considered during the centre and qualification approval process and at External Quality Assurance Visits.

3.9 Teaching and Learning Resources

Centres delivering the qualifications as their own classroom-based or blended course delivery must ensure that their teaching and learning resources are high quality, relevant and up-to-date, in order to allow candidates to adequately prepare for assessment.

All delivery and assessment resources should be inclusive of the principles of equality and diversity and the safeguarding of candidates.

3.10 Useful Resources

- The Teach & Travel Group Ltd (i-to-i): www.i-to-i.com
- Ofqual: www.gov.uk/government/organisations/ofqual
- Swan, M. (2005). Practical English Usage. Oxford: OUP.
- Murphy, R. (2004). English Grammar in Use. Cambridge: CUP

GA provides additional resources for these qualifications on the relevant qualification page of the website: www.gatehouseawards.org

Any references to books, journals, websites or other third party materials and publications made in this Qualification Specification are made in good faith only and Gatehouse Awards does not accept responsibility for the content of such materials or any opinions expressed within them.

3.11 Results

Centres may make claims for certification via the Ark when learners complete and the Assessor and Internal Moderator have confirmed achievement. Such claims for certification are subject to successful external moderation (EQA). Following the External Moderator's confirmation of a learner's achievement, GA will authorise claims for the certification of learners, details of which will be visible to the centre in the centre's Ark account. Certificates are usually issued within 10 working days of the award of the qualification.

Where GA provides external assessment and moderation following the candidate's completion of the GA-issued online TEFL programme, GA will issue results and certificates without the need for the centre to provide further evidence or records.

3.12 Certificates

The qualification certificate will indicate both the title and the level at which the qualification is achieved.

Certificates will only be issued to learners who have achieved sufficient credits and met the rules of combination for the qualification they are registered for. If a learner has not achieved sufficient credits or failed to meet the rules of combination, the qualification certificate will not be issued. Replacement certificates are available upon request.

Amendments to certificates are available upon request but may require the centre to provide evidence of the need for any amendment (e.g. learner proof of identification) and will involve the return of the original certificate. Replacements and amendments may incur an additional charge.

3.13 Direct Claims Status (DCS)

Direct Claim Status is not available for these qualifications.

3.14 Appeals and Enquiries

GA has an appeals procedure in accordance with the arrangements for regulated qualifications.

General enquiries can be made at any time and should be directed to a GA Centre Administrator.

3.15 Ongoing Support

There are a number of documents on the GA website that centres and candidates may find useful: www.gatehouseawards.org

The website is updated regularly with news, information about all GA qualifications, sample materials, updates on regulations and other important notices.

Within the centre, a named Examinations Officer is responsible for ensuring that all information and documents provided to centre staff and candidates are correct and up to date.

GA must be kept up to date with contact details of all changes of personnel so centres can be provided with the best level of support and guidance.

At the time of approval, centres are assigned a designated Centre Administrator who is their primary point of contact for all aspects of service or support.

Learners should always speak to a member of staff at the centre for information relating to GA and our qualifications prior to approaching GA directly.

Contact details for GA can be found on the GA website www.gatehouseawards.org.

Section 4 – The GA TEFL Syllabus

4.1 Teaching English One-to-One and Online

Unit Title	Unit Number	Level	Credits	GLH
Teaching English One-to-One and Online	H/617/4110	5	8	60
Unit aims: This unit aims to provide Candidates with the knowledge and understanding of the working context of one-to-one and online teaching of English as a foreign language. Candidates will develop their skills in conducting language analyses of individual learners and use these skills to create a syllabus for a one-to-one programme of learning (either face-to-face or online). The unit will also provide Candidates with the skills and understanding of lesson planning and lesson content for one-to-one and online lesson delivery.				
Specified Evidence or Assessment Requirements	A range of evidence types may be used for Learning Outcomes 1, 2 and 4 (e.g. work products, professional discussion, assignments or projects, witness testimony, observation or other suitable method of assessment). Learning Outcome 3 must be met by producing a written/typed syllabus for a minimum of 5 hours of lessons for a one-to-one (face to face or online) learner, alongside a written rationale of the syllabus design and content (recommended 700-1000 words).			

Syllabus Content:		Learning Outcome – The learner will:		Indicative Content:
1	The working context of one-to-one and online English language teaching and learning	1a	understand the key differences between teaching group classes and teaching one-to-one	<i>Key features and similarities and differences; reasons for one-to-one or very small group tuition: confidence, focusing on particular skills/language, convenience, commitment, attention, personal preference etc. Issues of flexibility, motivation, pace of learning, achieving a personal goal, more detailed feedback etc. Challenges e.g. having less scope for variety, effort to motivate learners, how demanding on the teacher, pressure to tailor every aspect of the course. Using technology and teaching online: requires IT skills, knowledge of software (Skype, split screen, etc.) Overcoming challenges: consider the duration of lessons; teacher-talking time; back up activities; policy on technical failures. Working contexts of face to face teaching: language schools, corporate lessons, freelance tutoring, mainstream schools and international schools. Online teaching platforms, time zones, working for an online company, mobile technology, taking online payments etc. Learner's purpose, language needs, prior learning, age and level, specialisms. Initial and diagnostic testing and needs analysis.</i>
		1b	understand the advantages and disadvantages of one-to-one lessons and online lessons	
		1c	demonstrate awareness of the working context of one-to-one teaching	
		1d	demonstrate awareness of the working context of online teaching	
		1e	understand the characteristics and motivations of learners learning one-to-one and individually or in small groups face-to-face and online	

2	Practical approaches to teaching one-to-one and online	2a	outline professional boundaries for a one-to-one and online EFL teacher	<i>The teacher as a figure of authority, cultural expectations; levels of formality; maintaining a professional appearance; establishing an encouraging environment; asking for feedback. DBS checks; casual vs formal teaching; teaching at home vs a private office; own language, behaviour; socialising with learners'; tactile vs non-tactile and 'closed door policy'; use of email and social media contact; excessive demands; aggression or intimidation. The virtual classroom: use of the camera, awareness of visual/audio delays and impact on the lesson; types of software e.g. PowerPoint, Glogster, Prezi for presentations. Connecting with other teachers and maintaining own professional development. Benefits of being observed and observing others. Setting class rules; behaviour management in the one-to-one/online working context.</i>
		2b	explain how to keep one-to-one and online lessons motivational	
		2c	propose solutions to common one-to-one and online teaching and learning problems	
3	Creating a syllabus for an individual learner	3a	describe the different types of a syllabus and the purpose of each	<i>What a syllabus contains, its structure and purpose; the different types of syllabus e.g. skills or topic-based, grammatical or lexical syllabus, functional syllabus, multi-purpose syllabus. Using the outcome of placement tests, diagnostic assessment and learner needs analysis to identify syllabus type and content as relevant to the learner; setting course aims; negotiating syllabus</i>
		3b	understand the benefits of having a syllabus	

		3c	understand how to conduct a language needs analysis for an individual learner	content; reviewing syllabus content; further needs analysis; extending a syllabus. Resources and materials, working with course books, using multimedia, creating your own resources. Online activities for core skills development: speaking, listening, reading, writing, pronunciation, vocabulary and grammar. Use of self-study and homework. Producing a syllabus and providing a rationale for why it would be effective for a given learner.
		3d	create a syllabus for a one-to-one learner (either face-to-face or online)	
		3e	produce a rationale for the one-to-one syllabus, clearly linked to the learner's needs analysis and language development needs	
4	Lesson planning, materials and resources in teaching one-to-one and online lessons	4a	understand the importance of planning a one-to-one face-to-face or online lesson	
		4b	demonstrate awareness of how to match teaching and learning activities to an individual learner's needs	

		4c	demonstrate awareness of how to select, adapt and create teaching and learning materials for an individual learner	<i>The focus and structure of lessons; approaching the first lesson with a new learner; activity types; error correction and feedback; awareness of teacher talking time in one-to-one/online lessons; using authentic materials; asking learners to bring materials; preparing for contingencies; personalising lesson content; ensuring materials are suitably challenging; suitability of materials – age, level, cultural taboos; being able to grade content. Planning timing – time of day, plus time for each activity. Using blended learning; the ‘Flipped Classroom’. Setting homework. Recording attendance and punctuality. Measuring and recording progress.</i>
--	--	----	--	--

4.2 Teaching Business English

Unit Title	Unit Number	Level	Credits	GLH
Teaching Business English	M/617/4112	5	8	60
Unit aims: This unit aims to provide Candidates with the knowledge and understanding of the working context of teaching Business English and associated business English concepts and terminology. Candidates will develop their skills in practical approaches to conducting needs and language analyses of business English learners. The unit will also provide Candidates with the skills and understanding of lesson planning and lesson content for teaching grammar and vocabulary, and the four skills of speaking, listening, reading and writing within the business English teaching context.				
Specified Evidence or Assessment Requirements	A range of evidence types may be used for Learning Outcomes 1 - 4 (e.g. work products, professional discussion, assignments or projects, witness testimony, observation or other suitable method of assessment). Learning Outcome 5 must be met by producing a written/typed lesson plan alongside a written rationale (recommended 700-1000 words) in the context of a business English scenario.			

Syllabus Content:		Learning Outcome – The learner will:		Indicative Content:
1	Business English language teaching and learning in context	1a	understand the key differences between business English and general English	<i>Business English as a variant of international English; how EIL influences business English teaching and learning; English for Specific Purposes: range and types. The history of business English teaching; changes in technology and environment, e.g. emerging markets, expansion of financial sector etc, and the impact of these on business English teaching. The context: adult learners, levels, pre-employed vs in-service courses. Monolingual and multi-lingual business English classes. Factors affecting business English learners, including motivation, time pressures, desire to succeed, accountability. Demanding learners; difficult materials, external pressures and unrealistic expectations. Specific business English language used for different types of meetings, negotiations and for networking. Chunks of language typically used in these situations; cultural awareness in these situations and impact on language, e.g. skills of interrupting.</i>
		1b	demonstrate awareness of the working context of business English teaching	
		1c	understand the characteristics and motivations of business English learners	
		1d	demonstrate awareness of a range of business English concepts and terminology used in modern business English teaching	
		1e	understand how to keep business English learners motivated and engaged	

2	Lesson planning, materials and resources in business English teaching	2a	understand the importance of planning business English lessons	<i>The focus and structure of lessons; approaching the first lesson: placement tests, diagnostic assessment related to business English, business English needs analysis; the Dogme Approach; icebreakers and activities for the first business English lesson; error correction and feedback; awareness of teacher talking time in one-to-one/online lessons; using authentic materials; using materials from a workplace; asking learners to bring materials; preparing for contingencies; personalising lesson content; ensuring materials are suitably challenging; suitability of materials – age, level, cultural taboos; being able to grade content. Planning timing – time of day, plus time for each activity. Using blended learning; the 'Flipped Classroom'. Setting homework. Recording attendance and punctuality. Measuring and recording progress.</i>
		2b	demonstrate awareness of how to match teaching and learning activities to business English learners' needs	
		2c	demonstrate awareness of how to select, adapt and create materials for business English learners	
3	Teaching and learning of the four skills (Speaking, Listening, Reading and Writing) in business English contexts	3a	understand the importance of the four skills for business English learners	<i>Examples of the four skills within a business environment and why they are valued, e.g. speaking and listening: giving presentations, speaking on the phone and in meetings; listening to a variety of accents. Reading and writing: reading policies, emails, contracts, charts and graphs; writing staff appraisals, emails, letters, proposals, reports, mission statements, summarizing terms and</i>
		3b	describe the speaking, listening, reading and writing skills business English learners need to develop	

		3c	demonstrate awareness of how to select and adapt materials for business English skills-based lessons	<i>conditions, preparing presentations and presentation notes, producing marketing materials. Activities for skills-based business English lessons.</i>
4	Teaching and learning of grammar and vocabulary in business English contexts	4a	understand the importance of the grammar and vocabulary for business English learners	<i>The importance of correct grammar and vocabulary in business English use; common misunderstandings and problems in the business English context which affect communication. Grammar and vocabulary teaching methodologies (grammar translation, direct, audio-lingual methods etc.) and their effectiveness in a business English environment. Grammar and vocabulary in common business English situations, e.g. networking, negotiating, in meetings. Ways learners can record vocabulary. Grammar and vocabulary in spoken and written scenarios; common mistakes. Grammar and vocabulary in telephone language; teaching 'language chunks' and examples of these. Teaching specialist vocabulary, e.g. for banking, import/export trades, insurance, law, etc. Differences between American and British English. Activities for grammar and vocabulary-based business English lessons and activities which integrate grammar and vocabulary.</i>
		4b	describe the grammar and vocabulary business English learners need to develop	
		4c	demonstrate awareness of suitable activities, resources and materials for teaching grammar and vocabulary in business English lessons	

5	Producing effective business English lesson plans	5a	devise an effective lesson plan for a business English lesson	<i>Produce lesson plan(s); produce self-evaluation of lesson plan(s). The lesson plan should be focused on business English. Candidates may choose the content and context of the lesson plan, as appropriate to business English learner(s).</i>
		5b	evaluate a lesson plan for a business English lesson	

4.3 Preparing Learners for an English Language Examination

Unit Title	Unit Number	Level	Credits	GLH
Preparing Learners for an English Language Examination	K/618/7313	5	8	60
Unit aims: This unit aims to provide Candidates with the knowledge and understanding of how to support learners who are preparing for an English language examination. Candidates will develop their knowledge and skills of the type and structure of English examinations, the skills the examinations test, and the examination strategies and resources that may be used to support learners preparing for English language examinations. They will also become familiar with assessment criteria and band descriptors (or other forms of measuring levels of proficiency, depending on the examination requirements) and produce lesson plans and materials to support learners' preparation for each aspect of the examination.				
Specified Evidence or Assessment Requirements	A range of evidence types may be used for Learning Outcomes 1 - 5 (e.g. work products, professional discussion, assignments or projects, witness testimony, observation or other suitable method of assessment). Learning Outcome 6 must be met by producing a written/typed lesson plan alongside a written rationale (recommended 700-1000 words) in the context of preparing learners for an academic English examination. The context may be any recognised external English language examination, for example, TOEFL, PTE, Cambridge FCE or IELTS, GA Classic etc.			

Syllabus Content:		Learning Outcome – The learner will:		Indicative Content:
1	The English language examination in context	1a	understand the use and purpose of an English language examination	<i>Types (e.g. general, academic, professional) and purposes of English language exams (e.g. university entrance, immigration purposes, professional and employment related purposes, use in English-speaking countries). High stakes vs low stakes examinations. The aims, motivation of learners: work, fun (e.g. language holidays), parents, emigration, under-grad or post-graduate study, access to pre-sessional or alternative English language classes; what can learners do outside of the classroom to help prepare them for the examination; validity period of the certificate. The location and availability of the examination, use of the certificate, standards and recognitions. The differences between an international examination and other types of examinations. The consequences of examination failure or failure to achieve the target level/result. Examination preparation contexts: large classes, small groups, one-to-one, online. Adults vs teenagers motivations. School-based or private.</i>
		1b	understand the motivations of learners studying for the examination	
2	The structure, format and content of the English language examination	2a	understand the structure and format of the English language examination	<i>Structure (e.g. 4-skills, use of English, discreet or integrated, other component parts) and format of the Listening, Reading, Writing and Speaking components (task types, number of questions, individual question types, exam or component durations).</i>

		2b	understand the content of the English language examination Computer-based or paper-based formats: options for the Speaking examination; implications for the learner (e.g. differences in the duration of the examination or examination components). The advantages and disadvantages of computer-based examinations (e.g. speed of receiving the results, noise levels, visibility of a timer/clock, ease of use of the platform, transferring answers to an answer sheet, use of earphones for volume adjustment, typing/writing and listening at the same time, speed of typing vs speed of writing, legibility of responses etc). Content (e.g. levels, text types, general or academic language requirements, word lists and language specifications (summaries of grammar, functions and vocabulary etc) to support the examination preparation process, which aspects mirror 'real-life' scenarios). The features of an academic or general English language examination and how the purpose is reflected in the content (e.g. academic examinations may require the learner to read long texts or journal-style texts, use graphs, charts and diagrams and ask the learner to produce essays, whereas general examinations may make use of shorter texts on topics of general or everyday interest, and use scenarios in written and spoken tasks requiring a more personal response).
--	--	----	--

3	The scoring of an English language examination	3a	understand how language proficiency is assessed in the English language examination	<i>Banding, scoring and marking systems, how individual components are marked, how an overall grade or level is arrived at, the descriptions of levels or grades, how grades correlate to levels in CEFR (or alternative frameworks).</i> <i>Objective vs subjective marking.</i> <i>Use of the answer keys (e.g. for Reading, Listening, Use of English, Grammar style components with 'objective' marking) to arrive at a mark; how marks are translated into scores, grades or results.</i> <i>Performance descriptors (e.g. for Speaking and Writing components or other aspects of the examination using 'subjective' marking)</i> <i>Task weighting, averaging, impact of word counts or duration of speaking time and the potential impact on scoring relating to any examination-specific instructions.</i>
4	Supporting learners' skills development in preparation for an English language examination	4a	demonstrate awareness of suitable activities, resources and materials for specific areas of skills development	<i>Preparing for a Listening examination: the different tasks in a Listening paper – length, question types, task types (multiple choice, labelling/matching, completing a text or form, gap-fill, short answers etc) audio specifications,</i> <i>Strategies and practical ideas for improving exam listening skills: practicing with different lengths of audio, different accents, reading scripts, underlining or noting key words, prediction skills, confidence and remaining focussed.</i> <i>Creating listening tasks: structure – pre-listening activities, questions/tasks, post-listening activities.</i> <i>Preparing for a Reading examination: the different tasks in a Reading paper – text length, question types, task types (multiple choice, labelling/matching, completing a text or form, gap-fill, short answers etc) text specifications,</i>

			Strategies and practical ideas for improving exam reading skills: practicing with different lengths of texts, time constraints, underlining or noting key words whilst scanning or skimming, paragraph structures, prediction skills, guessing from context, confidence and remaining focussed. Creating reading tasks: structure – pre-reading activities, questions/tasks, post-reading activities. Preparing for a Speaking examination: speaking tasks, number of participants, length of time per task. Strategies and practical ideas for improving exam speaking skills: first impressions, spontaneity and not relying on memorised phrases, speed of speech, asking for repetition or clarification, being creative, use of filler phrases, speaking up clearly even when nervous, using a stop watch, mind mapping and using note-taking time, practising two- or three-way conversations. Preparing for a Writing examination: the different tasks in a Writing paper – word counts, text types (summary, essay, report, letter or email, form filling etc), planning writing, drafting an answer. Strategies and practical ideas for improving exam writing skills: formal/informal writing, sentence and paragraph structure, grammar, spelling and punctuation, time constraints, difficulty interpreting non-text-based information (e.g. graphs, charts, statistics), generating and organising ideas, confidence and remaining focussed. Creating writing tasks to the exam specification. Locating and using mock papers and use of extra time for practice tests; marking practice tests, stretching and challenging your learners, giving clear instructions (written and
--	--	--	---

				verbal) when giving self-devised tasks. Benefits and disadvantages of marking as you go along or at the end, in the group or after the session has finished. Giving feedback: one-to-one, in tutorials, verbal and written etc, use of peer feedback. Using a course book – checking it meets learners’ needs, mapping to exam task types, teacher’s guides, using supplementary materials. Addressing common errors and mistakes (e.g. subject-verb agreement, spellings, large numbers, plurals etc).
5	Additional areas of support for the learner	5a	understand additional areas of support for the learner preparing for an English language examination	The examination application process, document requirements (e.g. specific forms of identification documentation), paying fees. Examination day procedure: arriving, registering, Arrangements for postponing the examination, applying for reasonable adjustments or special circumstances (e.g. disability or general illness), the implications of absence on the exam day. Advice and guidance for learners prior to the examination day (e.g. sleep, breakfast), instructions regarding stationery, food/drink and devices. Examination security: what to expect - instructions, declarations, expectations of behaviour on the day, what constitutes malpractice and the implications of suspected or proven malpractice prior to, during or after the examination (disqualification etc.). How results are issued, when to expect results and certification. Arrangements for re-sit examinations and further examination preparation for learners who re-sit.

6	Producing effective lesson plans to prepare learners for an English language examination	6a	devise an effective lesson plan to support a learner preparing for an English language examination	Produce lesson plan(s); produce self-evaluation of lesson plan(s).
		6b	evaluate a lesson plan for supporting a learner to prepare for an English language examination	The lesson plan(s) must be a lesson which supports a learner preparing for a specific, named, external English language examination. The lesson plan(s) must address at least two skills areas.

Appendix 1: Internal Moderation and Quality Assurance Regulations and Guidance

3.1 Introduction to Internal Moderation

Internal Moderation is a centre's internal system that ensures learner evidence is complete and genuinely meets all the required criteria by which the learner is judged to have met in order to be awarded a qualification. The process involves regularly sampling and evaluating the centre's assessment practices and decisions, and it is the Internal Moderator's responsibility to act on their findings to ensure consistency and fairness.

Ensuring quality standards are maintained and are consistent within and across a centre's provision is the responsibility of the head of centre, who must ensure that suitable staff are in place to act as Internal Moderator(s) and provide full support and standards scrutiny of the centre's Assessment decisions.

3.2 Internal Moderation Processes

Internal Moderation involves three key processes: co-ordination of the assessment process, standardisation of assessment practice, and sampling of assessed work.

These processes are conducted by one Internal Moderator or, if there is more than one, a team of Internal Moderators who are under the direction of a Lead Internal Moderator.

Information about the experience and qualification requirements for Internal Moderators is provided in the *Qualification Specification*.

3.3. Co-ordination of the Assessment Process

Prior to delivery commencing, it is the Internal Moderator who will confirm that assessment tasks are appropriate. This may involve checking that proposed assessment activities, plans for practical assessments, or the briefs of any assignments or reports are fit for purpose. It may also include checking that internal tests or examination materials are fit for purpose.

In order to ensure that the planned assessment activities and materials are fit for purpose, the Internal Moderator will consider and judge whether the activities and materials provide inclusive opportunities for all learners to meet the assessment objectives and generate evidence which is current, reliable, authentic, valid, able to be evaluated and sufficient to meet the requirements of the qualification.

During delivery of assessment, Internal Moderators will work with the Assessment team, ensuring that assessment practices are being carried out correctly. This may involve observing assessment taking place.

3.4 Standardisation of Assessment

The standardisation process helps to ensure that all centre staff involved in the delivery, assessment and quality assurance are consistent and fair to all learners and interpret and follow the requirements of the qualification in the same way.

Internal Moderators are expected to ensure high levels of consistency across Assessors and centre delivery sites through sharing good practice and providing feedback and support, doing so accurately and in good time. The internal Moderator may highlight areas for further CPD or additional training as necessary.

3.5. Sampling Process

When planning and carrying out internal moderation activities, it is important that the Internal Moderator works to a sound sampling strategy to ensure that standardisation of assessment decisions can take place.

A centre's sampling strategy involves reviewing the quality of Assessor's judgements, which will include reviewing learner work.

The learner work may be sampled before the learner has completed the full qualification, for example by sampling one or two assignments, topic areas or units, as the learner completes them.

The Internal Moderator should check that planning and reviewing has taken place and feedback is given to learners by the Assessor. The Internal Moderator will also check and confirm the accuracy of the application of any mark schemes, guidance and overall assessment decisions.

The Internal Moderator will therefore be able to evaluate the quality and consistency of the Assessor's assessment decisions and be able to identify any problems at an early stage. It will highlight individual Assessor training and development needs, which in turn can inform the programme of CPD for the assessment team as a whole.

The Internal Moderator must plan their sampling activities as outlined below.

3.6 Establishing a Sampling Strategy

Sampling should enable the Internal Moderator to evaluate how Assessors have reached their decisions. They must be able to follow documentation which clearly shows that Assessors have checked that the evidence presented meets the rules of evidence.

Evidence must be confirmed by Assessors as '**CRAVES**'

- **Current:** the work is relevant at the time of the assessment
- **Reliable:** the work is consistent with that produced by other learners
- **Authentic:** the work is the learner's own work
- **Valid:** the work is relevant and appropriate to the subject being assessed and is at the required level
- **Evaluated:** Where the learner has not been assessed as competent, the deficiencies have been clearly and accurately identified via feedback to the learner resulting in improvements in knowledge or competency leading to the award
- **Sufficient:** the work covers the expected learning outcomes and any range statements as specified in the criteria or requirements in the assessment strategy.

3.7 Planning Sampling Activities

The Internal Moderator should consider the following when considering the volume of work that they should sample:

- the learners' ethnic origin, age and gender to ensure a representative range of learners are sampled
- the Assessors' experience and qualifications, workload and their occupational competence. For example, if Assessors are qualified and experienced it may not be necessary to look at everything in a learner's portfolio. If Assessors have less than 12 months' experience, are new to the centre or a particular qualification, or perhaps have not assessed for a length of time, the Internal Moderator will need to sample substantially more of their decisions for the first 6 - 12 months
- the full range of assessment methods used for any one qualification, for example observation, witness testimony, professional discussion, reflective accounts, questioning, assignments, products, RPL, simulation, etc and ensure a good, representative range of assessment evidence is sampled
- previous feedback to Assessors regarding good practice and/or involved highlighting development needs, for example If the Internal Moderator has a particular concern regarding the assessment decisions of a particular Assessor they should focus on increasing the volume of work from that Assessor to continue increased monitoring and evaluation of risk
- whether any changes have been implemented relating to the assessment of the qualification or its units, for example if there have been amendments to the qualification specification, or instances where industry practice or legislation has changed
- the range of locations where assessments have taken place
- the sampling process must not be determined by any rule of thumb such as '10%.'

3.8 Producing a Sampling Plan

The Internal Moderator must develop a sampling plan at the beginning of the learner's (or cohort's) programme and record, on the plan, which topic areas/assessment methods they plan to sample, and when.

Copies of sampling plans should be made available to other Internal Moderators and the assessment team, and sampling carried out according to the plan.

Where variations are made, these should be recorded on the plan.

3.9 Completing a Sample Record

The Internal Moderator should record the quality assurance sampling activities on a Sample Record. As a minimum, this record must indicate the Assessor's decision, the content of the sample, the Internal Moderator's decision and relevant feedback to the Assessor.

Where the Internal Moderator agrees with the assessment decisions, certification claims can go ahead.

Where the Internal Moderator does not agree with the assessment decisions, full feedback must be given to the Assessor, with action points agreed which relate to the Assessor's areas for improvement and instructions for how the learner can be supported to produce the required evidence of knowledge and skills.

Sampling must take place before any certification claims are made by the centre and all records, including those of standardisation meetings, feedback to Assessors and CPD activity should be made available to the GA-appointed External Moderator (also referred to as the EQA) upon request.

Document Specification:					
Purpose:	To detail the specifications of the: GA Level 5 Award in Teaching Business English (i-to-i) GA Level 5 Award in Teaching English One-to-One and Online (i-to-i) GA Level 5 Award in Supporting Learners to Prepare for an English Language Examination (TEFL) (i-to-i) qualifications.				
Accountability:	GA Governing Body		Responsibility:	GA Quality Assurance Manager	
Version:	6	Effective From:	July 2023	Indicative Review Date:	April 2027
Links to Ofqual GCR	E3; G6; G7; H2	Other relevant documents:	GA Centre Handbook GA Candidate Access Policy GA Malpractice & Maladministration Policy GA CASS and General Moderation Policy		