

School of Teacher Training

PROFESSIONAL School



Notting Hill College

Teach to the World

www.Teach-to-the-World.co.uk

A Message From The *Centre Manager*

Dear Students,

Thank you for choosing Notting Hill College Programmes.

The School of Teacher Training at Notting Hill College was founded on the idea that professional development is possible at any age. By staying true to this philosophy and promoting excellence in education, The School of Teacher Training has helped novice & experienced teachers all over the world to obtain the skills & tactics needed for outstanding performance & classroom distinction.

Nearly a decade into this journey, it continues to thrill us each time someone new chooses to study with us. As you begin your new teacher training programme, we encourage you to let us know if you have any questions, comments or complaints - we want to hear them all.

Please know we work hard to bring you the best distance learning education you deserve. Your feedback has a great impact on how we grow and improve. We read every email sent to us.

We also look forward to staying in touch by occasionally sending you emails about new promotions, courses, and events, as well as tips on how to get the most out of your training.

Thanks Again for

Making Notting Hill College a Part of your
Professional Development!

Best Regards,
Centre Manager



Notting Hill College



Our Background

Notting Hill College is a dynamic British institution which specialises vocational training. The College was established in 2004 and ever since that date, it has been constantly expanding in various tracks; curriculum and programme design, academic partnership and network construction. This diligent work has made us a leading provider presenting diversified learning services.

Due to our rigorous updates and innovations, NHC has attracted ambitious students to join its programmes and has thrived the teaching and learning community. Our quality-driven approach has given us a global outlook and has placed NHC at the forefront of continuous education. Our institution operates across 4 major areas which consist of: Teacher Training, Business Training, Language Training & Assessment.

Our students are on courses

leading to certificate level diploma level programmes. The exceptional breadth of vocational training choices together with the rapidly-expanding range of world language courses enables us to fulfil the requirements of our students and potential students.

The College's array of short courses, certificate level and diploma level programmes are spread across four distinct areas: Language Training, Teacher Training, Business training and Language Assessment.

All NHC Schools are committed to provide excellent education and quality training. Through our practical, career-focused training, we help our students reach their full potential. Our experience in delivering vocational and academic courses in a wide range of subjects has helped our students achieve their goals and have a successful future.

Our Company

Our History

The Advanced TEFL is provided by the School of Teacher Training. This division of Notting Hill College is a leading provider with diversified learning opportunities with nearly a decade of experience in the TEFL training field. We began by training teachers in state-of-the-art techniques and methodologies for our own language centres. By the year 2008, we had developed our exclusive TEFL materials & we launched our distance learning programmes. Now, The School of Teacher Training at Notting Hill College offers TEFL/TESOL certification programmes in many countries & its alumni exceeded the 700 students. Many of our graduates have re-enrolled with us, this works as an evident to our quality service, distinguished staff & sound methodology.

Our Mission

Notting Hill College is committed to excellence in teaching and a genuine care for the welfare of our students, corporate clients and partners. We aim at developing our students' potential and empowering them to move forward in their careers by assisting them in gaining the maximum qualification they are capable of achieving. We support our corporate clients to gain the maximum impact of their training budget. Equally, we assist our partners to gain the maximum profitability of their businesses through our guidance and ultimate support.

About The School of Teacher Training

Notting Hill College School of Teacher Training presents a full range of teacher training programmes which address the practical and theoretical needs of novice and experienced teachers. The courses vary in duration, study method and price. Course qualifications vary from certificate level to diploma level programmes.

Notting Hill College School of Teacher Training designs and delivers training sessions, courses and workshops that fulfil the global market needs. The courses are tailored to help educational professionals reach their potential, refine their skills and move forward with their career. Our TEFL/TESOL certificates, courses and workshops as well as our TESOL diploma assist individuals and organisations to attain their professional goals.

Our Mission

To train both native and non-native speakers to teach English worldwide and to provide educational services based on global market needs. Mission Statement:

Notting Hill College Teacher Training programme will accomplish this mission by:



Our Objectives

Our goal is to assist suitably qualified people in gaining the updated knowledge and skills they require, using the latest and most efficient methods possible.

The College's student-centred syllabus aims to assist students in gaining the highest level of qualification they are capable of.

At all times, the standard of our vocational qualifications shall not be compromised.

Our Commitment

The School of Teacher Training at Notting Hill College believes it has a responsibility as a leading institution of online distance learning to help shape and guide the academic life of the teachers who enrol in its programmes.

Quality Learning Services that Raise Continuous Education Standards!

NHC recognises the importance of delivering quality services. With this in mind, we are committed to in four ways.

Commitment to Services

- World-class Programmes
- Recognised Credentials
- Affordable Learning Opportunities
- Graduate Recruitment Assistance
- NHC Recommendation Letters

Commitment to Quality

- Licensed Teachers
- Continuous Professional Development
- High-quality, Exclusive &/or Co-branded Course Materials
- Standardised Assessment & Evaluation System

Social Commitment

- To educate people using modern technologies such as the internet.
- To educate people regardless of time and geographic boundaries.
- To provide affordable quality education

Commitment to Technology and its Applications

- Online Training Resources
- Digital Library
- Certificate Verification Service
- Online Learning Portal
- Online Student Registration

Our Programmes

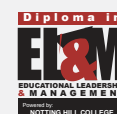
Certificate Level Courses

- Foundation Certificate in TEFL (Teaching English as a Foreign Language)
- Certificate in TYL (Teaching Young Learners & Teenagers)
- Certificate in Teaching Students With Learning Difficulties
- Certificate in Language Awareness



Diploma Level Courses

- Advanced TEFL Diploma
- Diploma in the Theory & Methodology of TESOL (Teaching English to Speakers of Other Languages)
- Advanced Diploma in the Theory & Methodology of TESOL
- Diploma in ELM (Educational Leadership & Management)
- Diploma in Teaching Methodology
- Diploma in Nursery Management



Our Accreditation

Programmes at the School of Teacher training are managed by the School of Teacher Training at Notting Hill College.



Notting Hill College

Notting Hill College is a dynamic fully accredited British institution which specialises in further education as well as vocational training. The College offers endorsed programmes and Ofqual regulated qualifications in the fields of business, language, health & safety and teacher training. By providing an array of programmes, Notting Hill College aims to satisfy the needs of individuals and institutes in the private, public and governmental sectors.

The UK campus is accredited by Accreditation Service for International Colleges (ASIC) which is an independent body providing accreditation services for independent, further and higher education colleges. ASIC accreditation helps students and parents make a more informed choice and will also help a school, college, university, training provider or distance education provider, demonstrate to the international student body that they are a high quality institution.

Notting Hill College is approved by TQUK. They are an awarding organisation recognised by the Office of

Qualifications and Examinations Regulation (Ofqual) and the Welsh Government. TQUK offers qualifications on the Qualifications and Credit Framework (QCF). Qualifications regulated by Ofqual are listed on the Register of Regulated Qualifications.

Notting Hill College is an institutional member of the International Association of Teachers of English as a Foreign Language (IATEFL), the College of Teachers (CoT), London Chamber of Commerce (LCC) and the Quality International Study Abroad Network (QISAN).

Notting Hill College is also a UK Registered Learning Provider (UKRLP No. 10028428) and is registered with the Information Commissioner's Office (ICO Ref. ZA047052).



Our Most Popular Qualifications

Select the learning format that sparks your interest!

The School of Teacher Training at Notting Hill College offers a full spectrum of teacher training programmes to help you teach English around the world. Our most popular programme is the Advanced TEFL which is provided in many forms: the Advanced TEFL Distance Learning, the Combined TEFL with one-to-one instruction, the Combined TEFL with the Skype sessions, & the Blended TEFL with 12 workshops. The primary reason behind this variation is to cater for our students' needs & to address their various lifestyles & schedules. Our teacher Training programmes train graduates in the latest methodologies and skills necessary to teach English effectively in any classroom in the world.

Gaining a TEFL certification is your first step towards an exciting & rewarding experience teaching english overseas!

All NHC Teacher Training Programmes ...

- Develop and support TEFL teachers.
- Give the academic base students need.
- Help teachers succeed in various teaching situations.
- Provide job guidance & placement assistance.
- Present you with the information you require to become an effective teacher of English.

Our Tutors

Notting Hill College Trainers are experienced in the field. Their expertise and experience in the field of English language teaching and teacher training enable us to maintain the high standards of training to which NHC is committed. Trainer qualifications range from Master's Degree Programmes in TEFL/TESOL to PHD in Education. In addition, all trainers have presented or participated in several national and international teacher training conferences. These credentials help our trainers to reinforce the quality, thoroughness and relevancy of our TESOL / TEFL Courses.



NHC Teacher Trainers are well-versed in the benefits of our tried and tested methodology and understand the importance of integrating theory and practice in the EFL classroom. All our trainers are supporters and practitioners of the Immersion Theory, which encourages students not only to communicate in the language they are studying but to develop a deeper understanding of the cultures associated with it. Moreover, their professional appreciation of the Communicative Approach to EFL teaching ensures that NHC classes are guaranteed to be an interactive process of discovery.

Our tutors have three things in common; they are knowledgeable, skilled & experienced. They are all passionate to training new teachers. Their expert TEFL knowledge means that they can teach you everything you need to start your TEFL career abroad.



Our Programmes



Overview

The 130-Hour Advanced TEFL Certificate provides a comprehensive introduction to the theories & methodologies of Teaching English as a Foreign Language (TEFL). It thoroughly prepares you to successfully teach different age groups in different teaching settings. The course covers an extended syllabus, considerably longer than the industry standard of 100 hours. The training focuses on lesson planning & practical teaching skills which equip novice teachers and inspire the experienced. This course is ideal for those who desire flexibility to gain a TEFL professional qualification

Structure & Duration

NHC Advanced TEFL Course has seventeen chapters divided into two terms. Course tasks are marked and returned with comments and guidance from your personal trainer. The chapters have been carefully selected to develop your teaching skills. The design of the course offers a great deal of flexibility. You have up to eight weeks to finish your course .

Your Learning Pathway

- Finish chapters 1 to 7
- Take the first term quizzes
- Finish chapters 8 to 17
- Take the second term quizzes
- Download your task-based exam
- Upload your work
- Receive grades and feedback
- Receive your Advanced TEFL Certificate

Certificates will be delivered within 15 working days.

Cousework

First Term

- Grammar Rules & Terms
- Teaching Pronunciation
- Teaching Grammar
- Classroom Management
- Lesson Planning
- Teaching Vocabulary
- Introduction to TEFL Methodology

Second Term

- Using Games & Songs
- Teaching Reading
- Teaching Listening
- Teaching Speaking
- Teaching Writing
- Teaching Literature
- Cooperative Learning
- Teaching Young Learners
- Evaluating Course-Book
- Materials and Aids

Course at a Glance

- **Training to suit you:** Study online, in the classroom or a blend of both!
- **Teach abroad:** Recognised courses by 1,000s of schools worldwide.
- **Experienced:** We have trained thousands of teachers in the last decade.
- **Affordable:** Recover your TEFL course fees in less than a month teaching.
- **Practical:** Get the essential skills you need to be a successful teacher.
- **Resources:** Access our audio-visual materials & ready made lesson plans.
- **Verification:** Access our free and secure online Verification Service.
- **Credentials:** Receive a Certificate of Achievement, a Course Transcript & a Record of Work Pursued.

Course Objectives

- **Introducing the various roles/duties/qualities of a teacher in the ELT industry**
- **Introducing the various methods related to classroom management skills**
- **Planning & improving studentscommunicative ability**
- **Improving language awareness**
- **Developing appropriate resources & materials for young & adult learners**
- **Learning how to evaluate course-book & other teaching resources**
- **Learning the various approaches needed when teaching adults & teenagers**
- **Introducing strategies related to exploiting the 4 language skills in order to make teaching & learning more effective & enjoyable**

Assessment

The Advanced TEFL is achieved by satisfactorily completing...

- Fourteen quizzes
- Four 500-word assignments
- Six lesson plans
- A three-part task-based comprehensive exam

Eligibility

English Proficiency: This course is open for NATIVE and NON-NATIVE speakers of English. However, a high standard of both written and spoken English is a must for non-native speakers.

Prerequisite: Only high school Diploma is required

Age group: Although there is no upper age limit for admission, applicants should not be less than 18.

Teaching Experience: Prior qualifications or English teaching experience are not required.





Overview

NHC-Diploma in the Theory and Methodology of TESOL is a research-based programme, designed for teachers who wish to achieve a higher and advanced qualification level in the theory & methodology of teaching English to speakers of other languages. NHC Diploma in TESOL helps those who are serious about language teaching and seek excellence in their field. Enhancing professional competence and career opportunities are only two of many benefits associated with higher level credentials

Structure & Duration

The programme has 4 modules forming the basic theoretical framework for TESOL practice. Each module contains two assignments, which must be completed and uploaded on NHC Learning Portal. While you are ultimately in command of the time you take to finish the course, we estimate that each module, including assignments, will require approximately 75 hours of study. (300 Hours in total). NHC-Diploma in the Theory and Methodology of TESOL grants up to 20 credit points toward NHC Master of Arts in TESOL.

Since this is a distance learning course, there is no specific start date; you may start when convenient for you. As far as course duration is concerned, this is totally dependent on your individual learning pace; however, we can advise you that it takes an average of 2 months to finish the four modules, plus eight 1000 to 1500 word assignments.

Learning Format

Do you require flexibility?

This programme is partially distance learning, partially online allowing you to work at your own pace and organise your study time around your personal schedule.

General Objectives

The course requires each student to...

- Demonstrate a thorough grasp of the 4 main aspects of modern English
- Predict the specific learning needs of any group of ESOL learners
- Write instructional objectives and prepare appropriate lesson plans
- Intelligently discuss an extensive repertoire of lesson forms
- Teach English effectively at any level

Assessment & Grading

The modular format of the course obviates the need for a final test as the course is graded on an ongoing basis. The Diploma in TESOL is achieved by satisfactorily completing all tasks and assignments. Students have the opportunity to resubmit each module maximum of three times.

Grade C, Pass, have completed the course satisfactorily. They have attained an adequate standard in all the modules.

Grade B, Pass with Credit, have shown that they are able to relate the theoretical issues studied to practical teaching situations.

Grade A, Pass with Distinction, have demonstrated an ability to express original thinking, and a sound knowledge of TESOL techniques.

Eligibility

- A degree from an approved institution of higher education
- At least two years teaching experience.





Overview

This course develops skills in teaching. At 160 hours of study, this course includes, but exceeds the scope of a typical Training Course. It shows you how to handle students more effectively; how to enthuse them and keep them committed to their studies. There is a special focus on how to diffuse problems that might undermine their ability to effectively learn.

Features

- Knowledge and Know-How. The diploma provides the most comprehensive, cutting-edge, and reliable information teachers need to know.
- A Life Long Guide. The programme gives students practical plans, assessment tools, and classroom management techniques.
- Required to become highly effective in the classroom.
- Conversation Starters. The diploma trains participants on effective student engagement tactics & provides ideas to promote students' critical thinking skills and classroom discussion.
- New Lessons. A suit of Reflective Teaching Lessons have been added to the Practice Teaching Manual of the diploma.

- Updated Content. Throughout the diploma sessions reflective questions, key terms, intuitive index and new pictures are introduced.
- Online Learning Portal. Student access resources such as case studies for the Praxis™, video clips of classrooms in action, and links to related websites.

Objectives

- Discuss theories of development and learning.
- Explain behavioural theories of learning
- Explain characteristics which influence the effectiveness of education, including aspects of both learning and teaching. Describe processes involved in memory loss and retention
- Describe different methods of effective instruction to cater for individual needs.
- Explain the relevance of constructivist learning in education
- Differentiate definitions of motivation and the application of motivation to learning
- Determine the use of simple motivational skills in a training environment

Coursework

Part One: The Backdrop Of Teaching

- **Chapter 1:** Factors that Influence How We Teach
- **Chapter 2:** Teaching in a Changing Society
- **Chapter 3:** Teaching Diverse Students
- **Chapter 4:** Three Schools of Thought about Learning and Teaching
- **Chapter 5:** Getting to Know Your Students and Motivating Them to Learn

Part Two: The Act of Teaching

- **Chapter 6:** Planning Instruction
- **Chapter 7:** Four Instructional Alternatives:
 - Presentation
 - Discussion
 - Independent Study
 - Individualized Instruction
- **Chapter 8:** Four More Instructional Alternatives
 - Cooperative Learning
 - Discovery Learning
 - Constructivism
 - Direct Instruction
- **Chapter 9:** Evaluating Students' Learning

Part Three: The Effective Teacher

- **Chapter 10:** Personal Attributes and Characteristics of Effective Teachers
- **Chapter 11:** Professional Skills and Abilities of Effective Teachers
- **Chapter 12:** Classroom Management Skills of Effective Teachers
- **Chapter 13:** Problem-Solving Skills of Effective Teachers
- **Chapter 14:** Reflective Skills of Effective Teachers

Part Four: Practice Teaching Manual

- **Unit 1 Microteaching:** Practicing Critical Teaching Skills
- **Unit 2: Reflective Teaching:** Practicing Being a Thoughtful Practitioner
- **Unit 3 Classroom Simulation:** Solving Classroom Problems

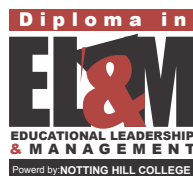
Duration & Learning Formats

Phase	Hours	Learning Format	Duration
Phase One	60	Intensive	10 Days
		Regular	10 to 12 weeks
Phase Two	100	Independent study	1 to 2 months

Independent study involves extra reading, assignments & graduation project. This diploma awards 12 credit points towards the Master in Education

Assessment & Certification

- Submitted tasks are marked and returned with any relevant suggestions, comments, and if necessary, extra reading.
- All attendees are eligible to a certificate of Attendance at the end of the training period.
- On the satisfactory completion of the assignments & graduation project a certificate of achievement is issued.



Programme Vision

The Diploma in Educational Leadership and Management Program endeavor to prepare its graduates for the many challenges facing school administrators. It aims at providing hands-on opportunities for students to demonstrate proficiency and to practice leadership skills in their schools. The Program awards 12 credit hours towards the MA in Educational Leadership & Management.

Objectives

Candidates who complete the program are educational leaders who have the knowledge and ability to promote the success of all students by

- Facilitating the development, articulation, implementation & stewardship of a school vision of learning supported by the school community
- Promoting a positive school culture, providing an effective instructional program, applying best practice to student learning & designing comprehensive professional growth plans for staff.
- Managing the organization, operations & resources in a way that promotes a safe efficient & effective learning environment.

- Collaborating with families & other community members, responding to diverse community interests & needs, and mobilizing community resources.
- Acting with integrity, fairly and in ethical manner.
- Understanding responding to, and influencing the larger political, social, economic, legal & cultural context.

The Diploma is Aligned with the Educational Leadership Consortium Council (ELCC) Standards.

Assessment & Grading System

The Educational Leadership & Management Diploma is achieved by satisfactorily completing; 13 assignments and at least 2 presentations. Programme graduates are awarded one of the following grades

Grade C: Pass, have completed the course satisfactorily.

Grade B: Pass with Credit, have shown that they are able to relate the theoretical issues studied.

Grade A: Pass with Distinction, have demonstrated an ability to express original thinking.

Coursework

The Programme consists of four main parts...

- **Part 1:** Schools & Principals: It focuses on the complex nature of schools, the principal roles & responsibilities, effective schools for all students...etc
- **Part 2:** Leadership Expectations: It focuses on principal behavior & instructional leadership, organizing & evaluating instructional programs, building & maintaining relationships...etc
- **Part 3:** Managerial Responsibilities: It focuses on managing material resources, managing human resources, managing pupil services, providing a safe school environment...etc
- **Part 4:** Vital Aspects of practice: It focuses on problem solving & decision making, collaborative effort for school improvement, career planning...etc.

Career Opportunities

The diploma enables you to examine all spheres of education and training and makes you well positioned to select suitable opportunities from a broad array of options. Graduates often work within a school setting, or in a community or senior college setting. They may also administrate government programs, or work as curriculum coordinators for schools or community programs.

Attestation

In our diligent attempt to help our alumni excel, we are pleased to announce a new attestation service for our qualification holders.

The attestation comprises all education awards, including certificates, degrees and diplomas. The new service helps NHC graduates obtaining the California Department of State Apostille, which also includes authentication from the Los Angeles County Registrar.

Certificate authentication helps job seekers as well as other aspirants, who wish to live, work or study overseas. The attestation seal guarantees the acceptance of your certificate by employers, immigration bodies, and government offices.



Language Awareness

Course Aim & Features

The most challenging aspect that faces Native English Speakers when leaching English as a second language or a foreign language is grammar. NHC-Language Awareness Course- NHC-LA introduces you to all grammar terms and jargons used in classroom. For this reason, laking NHC-LA Course before any TEFL,TESOL or even a CELTA Course is highly recommended.

Course Features

NHC-LA course is selective - the items are carefully chosen for new teachers and candidate TEFL trainees with no formal training in lthe grammar of the English language.

- 30 grammar topics covered in 200page handbook
- Reference book to grammar
- Fullcoverage of the essential aspects of the language
- E-support
- Finishat your own pace, as las! or as slow as you like
- Perfect preparation for TEFL,TESOLand CELTACourses

Course Structure

The topics have been meticulously selected to brush up your knowledge of English grammar. The design of the course lends you a great deal of flexibility. You have up to 2 weeks to finish your modules.

Steps:

- Download NHC-LA Handbook and tasks
- Read a unit
- Answer tasks
- Upload your answer and receive feedback
- Receive grades and feedback
- Do the same with the rest of the units
- Get your final grade
- Request NHC-LA certificate
- Receive NHC-LA certificate

Studying Tips

When you sign up for an online course you choose to be your own tutor. You are usually assigned a time frame to complete all the modules; however, you work at the pace you set. This means you can finish before the allotted time, or you can ask to extend your studying period.

Once you enrol, you can access Notting Hill College Learning Management System (NHC-LMS) where you will be able to download course materials access your quizzes and exam section and order your certificate.

Average time to finish NHC on-line courses The length of time it takes to complete the course depends on your other commitments.

Eligibility

English Proficiency

This course is open for NATIVE and NON-NATIVE speakers of English. However, a high standard of both written and spoken English is a must for non-native speakers.

Academic Degree

We do not require a college degree as a prerequisite for course admission a High School Diploma will do. (Please note: work experience may well be accepted in place of academic qualifications).

Age group

Although there is no upper age limit for admission, applicants should not be less than 18.

Teaching Experience

Prior qualifications or English teaching experience are not required. If you are unsure of your eligibility please email NHC Student Advisor tefl.tesol@nottinghillcollege.co.uk

Certificate

On successful completion of NHC-TEFL/TESOL courses, you will receive the following:

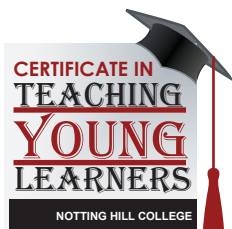
- NHC-TEFL/TESOL Courses Certificate.
- Course Transcript

Course Transcript gives a complete breakdown of course contents and grades for potential employers. Certificates are delivered within 15 working days.

Assessment & Quizzes

The Online NHC-LA Certificate is achieved by satisfactorily completing 15 quizzes

- 1- Articles
- 2- Count or Non-Count Nouns
- 3- Pronouns
- 4- Collective Nouns and Pronouns
- 5- Relative Pronouns
- 6- Static and Dynamic Verbs
- 7- Adjective Order
- 8- Adjective and Adverbs
- 9- Adverbs Types
- 10- Verb Tenses (A)
- 11- Verb Tenses (B)
- 12- Conditionals
- 13- Passive Voice
- 14- Direct & Reported Speech
- 15- Sentences Construction



Course Overview

Teaching to Young Learners course is especially designed for teachers who wish to extend their skills to include those necessary for teaching to young learners. The course is based on teaching practice and lesson evaluation, and is overtly practical in content and approach.

Course Aim

This course aims to develop the knowledge and practical skills which are required to teach to young learners effectively. It provides practical ideas on how to approach and plan for Young Learner courses as well as materials and ideas for specific activities.

Teaching to Young Learners course is especially designed for teachers who wish to extend their skills to include those necessary for teaching to young learners. The course is based on teaching practice and lesson evaluation, and is overtly practical in content and approach.

Objectives

The course programme is designed to enable candidates to:

- transfer and apply their awareness of language and knowledge of the description of English from an adult to a young learner context
- gain an initial understanding of the context within which young learners learn English, their motivations and the roles of the teacher and learner
- transfer, adapt and apply the principles of effective teaching from an adult to a young learner context
- transfer, adapt and apply basic skills for teaching in the classroom from an adult to a young learner context
- gain an initial awareness of appropriate resources and materials for use with young learners for teaching, testing and for reference

Coursework

- Child Development & the Critical Period
- Teaching Methodology
- Lesson planning
- Classroom management
- Story telling
- Using songs & games
- Evaluation & Assessment

Nature

The programme comprises 21 hours of seminars and workshops and 40 hours of material reading, assignment writing, lesson preparation & quizzes.

Assessment

Candidates are assessed on a continuous basis, with particular emphasis on their ability to teach young learners, along with their written assignments and quizzes.

Certificate & Endorsement

- Students attending the program-me are entitled to a Certificate of Attendance.
- Student seeking further endorsement for their professional development can finish all the required course tasks and receive the jointly awarded Certificate of Achievement of TEYL. The certificate is issued by Notting Hill College (UK) & Eton University (USA).

Course at a Glance

The TEFL industry has seen an extraordinary increase in the number of children learning English as a foreign language in both in state systems and in private language schools.

Employers now recognize that further training is an essential requirement for any teacher wishing to enter the YL classroom successfully and, in response to this need; The School of Teacher Training at Notting Hill College has designed a course to prepare teachers for the demands of the YL classroom and help them stand out from the crowd when applying for teaching positions.



Course Overview

Child care is becoming an increasingly popular career choice for many people. This Nursery Management course has been designed to meet the needs of those wishing to pursue a career in Nursery or Pre-School Management. The Nursery Management course is a fully comprehensive & requires no prior knowledge.

Course Key Topics

- **Module 1:** The Management of Nursery Staff
- **Module 2:** Safeguarding Children
- **Module 3:** Health & Safety for Children & Staff
- **Module 4:** The Early Years Foundation Stage: The Curriculum & Assessment
- **Module 5:** Creating a Positive Nursery environment
- **Module 6:** Supported and Planning Self Directed Play

Objectives

- Explore how to provide a healthy and enriching care environment for toddlers and young children.
- Learn about the nature of children's development and use this knowledge to develop a sound and well-informed approach to child care.
- Ensure your knowledge of health and safety, as well as procedures for safeguarding young children in your care.
- Study how to become an effective and skilful manager of a nursery environment.

Assessment

This course is assessed through a series of written assignments, which are submitted to your tutor. There is no external examination required.

Grades

Grades	From	to
A+ Distinction	98	100
A Excellent with Honour	95	97
A- Excellent	90	94
B+ Very Good	86	89
B Good with Merit	80	85
B- Good	70	79
C+ Promising	65	69
C Satisfactory	60	64
C Pass	50	59



Our Policies

Equal Opportunities

Equal Opportunities Policy Statement:

Notting Hill College believes that equal opportunities are important in order to:-

- Encourage the development of individuals' abilities, talents and potential to the full
- Attract potential students from the widest possible pool of talent. Meet its moral and legal obligations.
- Provide a working environment free from unlawful discrimination, harassment or victimisation.

Notting Hill College (NHC) has adopted the following Equal Opportunities Policy Statement: Notting Hill College will seek to ensure that all students & staff are treated equally in all aspects of course provision, regardless of age, race, colour, nationality, ethnic or national origin, disability, gender, marital status, sexual orientation, political belief, religion, or irrelevant criminal conviction or other irrelevant characteristics. This policy will be widely promoted, and copies will be freely available and displayed in the Affiliate Centre's offices.

Policy Statement on Promoting Disability Equality

We recognise that many disabled people face barriers to access and achievement in vocational training and we are committed to eliminating discrimination and harassment on grounds of disability and promoting equality of opportunity between disabled people and other people. In order to meet the general duties of the Disability Discrimination Act 2005, we must;

- Promote equality of opportunity between disabled people and other people;
- Eliminate direct or indirect discrimination;
- Eliminate harassment of disabled people that is related to their disabilities;
- Promote positive attitudes towards disabled people;
- Encourage participation by disabled persons in public life; and
- Take steps to take account of disabled persons' disabilities, even where that involves treating disabled people more favourably than other people.

Implementation and Monitoring

Notting Hill College (NHC) will take measures, including staff development and training to combat inequality, discrimination or prejudice based on any of the personal characteristics mentioned above, and to eliminate barriers which may prevent people joining as employees or as students. It is the responsibility of the Affiliate Center's Manager to monitor effectiveness, and to review and develop the policy where necessary. Monitoring and review will take place annually. Students or employees who feel they have been discriminated against should raise the matter with the Center's Manager. Initially the student/employee and Center's Manager should aim to resolve the matter informally. It may be that discriminatory action is unwitting and easily resolved once the problem is clear. If students or employees are dissatisfied with the outcome, the complaint is very serious, or the Centres Manager(s) is/are the cause of the complaint, the student/employee should raise the matter, in writing.

Complaints and Appeals

If for any reason you are not satisfied with the service provided by Notting Hill College, then please email us: complaints@nottinghillcollege.co.uk Please outline the nature of your grievance and we promise to take measures & acknowledge your complaint within 24 hours. The Quality Assurance Manager will try to reach a satisfactory

conclusion for all sides within 4 working days. If you are not satisfied with your distance learning grade, please contact your online tutor for detailed feedback. If you are still not satisfied then please contact the The Quality Assurance Manager at the above address. If you have to drop-out please contact The Quality Assurance Manager to state your reasons. Once accepted, you will be charged £50 for re-enrolment fees. If you have do not pass your course, you have the right appeal. You will be notified of your grade and the reasons behind the attained grade, to appeal against such a decision please contact the Quality Assurance Manager at the above address outlining the justification for your appeal.

Refund policy

Distance Learning Courses

Distance learning enrollment becomes effective instantaneously. As soon as a student has paid for a course, the student has access to the programme. As such, Notting Hill College does not refund tuition for distance learning courses once a student is enrolled.

Course fees are non-refundable once a student's account is activated and download is permitted.

Classroom-based Courses

No refund is given after registration is received. Cancellations are not permitted (with the exception of severe illness or injury to the attending student). Rescheduling within the first seven days will incur a £100 penalty.

- Course fees are totally refundable 15 working days before the start of the course.
- If a refund is requested a week or less before the course start date, we will deduct 15% to cover administrative fees.
- Course fees are non-refundable once the course starts.
- Course fees cannot be transferred to another course or system.
- Course fees cannot be transferred to another student.

Health and Safety for Notting Hill College Students

The health and safety of students during the course is one of our highest priorities. The School of Teacher Training at Notting Hill College works hard to carry out straight forward measures for health & safety at our premises.

The School of Teacher Training at Notting Hill College provides the necessary tools and resource including strong communication with staff to make sure there is effective management of health and safety.

While attending classes at The School of Teacher Training at Notting Hill College you must be aware of health and safety issues for yourself & others. At all times, please follow the following.

- Take steps to ensure your own health and safety, and the health and safety of others.
- Cooperate with both the staff & venue management with regards to fire exits and evacuation.
- Report any accident so to the nearest staff member.
- Behave sensibly to ensure the health and safety of yourself and others.

Privacy Policy Statement

Notting Hill College Limited (hereafter referred to as "Notting Hill College", "us", "we" or "our") is committed to respecting your privacy and to complying with applicable data protection and privacy laws. You can visit our website without disclosing any personally identifiable information about yourself. If you do submit personal information by ordering products or services, for example, you can be assured that we will use your personal information only to support your continuing relationship with Notting Hill College.

We have provided this Privacy Policy Statement to help you understand how we collect, use and protect your information when you visit our website and when you

generally use our products and services. We wish to help you make informed decisions, so please take a few moments to read the sections below and learn how we may use your personal information.

We use third-party advertising companies to serve ads when you visit our website. These companies may use information (not including your name, address, email address, or telephone number) about your visits to this and other websites in order to provide advertisements about goods and services of interest to you. Google, as a third party vendor, uses cookies to serve ads on your site. Google's use of the DART cookie enables it to serve ads to your users based on their visit to your sites and other sites on the Internet. Users may opt out of the use of the DART cookie by visiting the Google ad and content network privacy policy.

Personal Information Collection

We endeavour to collect and use your personal information only with your knowledge and consent and typically when you order and subsequently use services, make customer enquiries, register for information or other services, request product information, submit a job application, or when you respond to communications from us (such as questionnaires or surveys). We collect information about you for 2 reasons: firstly, to process your order, and secondly, to provide you with the best possible service.

The type of personal information we may collect could include, for example, your name and postal address, date of birth, gender, telephone and fax numbers, email address, credit/debit card information, as well as other information collected on registration or through surveys. If you choose to provide us with personal information, it will be used in support of the intended purposes stated at the time at which it was collected, and subject to any preferences indicated by you.

How will we use your information?

We may use your information for a number of purposes which include: processing your orders; managing, administering and delivering any services or information requested by you; responding to complaints or enquiries.

Information Security

If you have any enquiry about Notting Hill College's data protection and privacy policy or practices, please send an email to: info@nottinghillcollege.co.uk

Malpractice Procedure

This Malpractice Procedure should be followed to ensure that:

1. Possible malpractices are reported
2. Possible malpractices are investigated
3. Possible malpractices will not reoccur

The Malpractice Procedure is split into four stages:

REPORT > INVESTIGATE > INTERVIEW > OUTCOME

Report

Staff members should submit a report of malpractice in writing to their supervisor, unless this report is concerning their supervisor. In this case, the report should be submitted to the Chief Executive Officer. The report should be submitted within one working day of the incident/potential incident occurring.

The supervisor will seek advice from management regarding how to immediately proceed in order to curb any additional malpractice.

The Awarding Organisation must be notified of the malpractice/potential malpractice within one working day of its occurrence. The notification should include the following:

REPORT INVESTIGATE INTERVIEW OUTCOME

Detail of malpractice Name(s) of involved parties
Investigation structure Name of person responsible for leading the investigation
Actions that have already taken
How additional malpractice has been stopped

Investigate

The Investigating Officer should be a third party, completely uninvolved with the reported malpractice. As this may not always be possible, an appropriate member of management should conduct the investigation, so long as they are not the immediate supervisor of the staff member(s) being investigated. Assurances should be made at each stage of this process to ensure the Investigating Officer's impartiality.

The Investigating Officer will conduct an investigation which should last no longer than 5 working days. This is an average time to complete an investigation but sometimes, extensions may be required. If an extension is needed, written notification must be provided to all parties involved.

Interview

As part of the investigation, the Investigating Officer should interview all involved parties so that they have an opportunity to express their view of the incident. Interviews must be carried out in an impartial manner and the interview must be documented in full for future reference. The person being interviewed has the right to elect a representative to attend the interview with them. This could be a member of staff or an individual, external to the organisation.

When an interview has been conducted, the Investigating Officer and Interviewee should sign the interview transcript to recognise its authenticity and accuracy.

Outcome

The Investigating Officer should complete a final report and submit a copy of the report to the Awarding Organisation. This will include a breakdown of all of the stages completed during the investigation, the outcome and the reasoning behind the decision. The Investigating Officer will attach copies of interview transcripts to the final report. This may result in further investigation being carried out by the Awarding Organisation if they deem it to be necessary.

Follow up interviews should be carried out with all involved parties to inform them of the outcome and any actions that will be carried out. The accused will reserve the right to appeal the final decision. Any disciplinary action must be carried out confidentially.

The results of the investigation should be used by management to determine any methods to improve this process in order to eliminate the possible reoccurrence of malpractice.

Confidentiality

During all stages of this procedure, confidentiality must be ensured to minimise the possibility of inaccurate evidence. All interviewed staff members must be reminded of this confidentiality policy and that they will be subject to disciplinary action if they are found to have been attempting to influence any party involved with the investigation.

Reasonable Adjustments

Fair Assessment, Reasonable Adjustments and Special Considerations

Policy & Procedure

At Notting Hill College, we are always committed to the fair treatment of all students, in correspondence with the Equality Act 2010 (see below). We believe that everybody should have the same opportunities. We actively support the removal of barriers to assessment that could disadvantage learners who have special needs or experience extenuating circumstances.

A student wishing to apply for reasonable adjustments or special considerations should submit their request in writing to their Course Leader.

Equality Act 2010

The primary purpose of the Act is to catalogue the complicated and numerous array of Acts and Regulations, which formed the basis of anti-discrimination law in Great Britain. This was, primarily, the Equal Pay Act 1970, the Sex Discrimination Act

1975, the Race Relations Act 1976, the Disability Discrimination Act 1995 and three major statutory instruments protecting discrimination on grounds of religion or belief, sexual orientation and age. It requires equal treatment, regardless of the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, and sexual orientation. In the case of gender, there are special protections for pregnant women. In the case of disability, service providers are under a duty to make reasonable adjustments to overcome barriers experienced by disabled people.

Reasonable Adjustments

Examples of reasonable adjustments are:

- the changing of assessment timeframes, allowing students extra time to complete the assessment
- adapting assessment materials

- providing different forms of assessment, for example audio files for the blind

Notting Hill College will consider any application for reasonable adjustments. The Course Leader may request evidence to support the claim of the student, for example, a medical report. The decision on whether or not to make reasonable adjustments lies with the Academic Manager. The student reserves the right to appeal the decision of the Academic Manager, in which case, the request will be submitted to the Chief Executive Officer for a decision.

The student will be informed of the final outcome and of the reasonable adjustments that Notting Hill College are willing to provide.

Special Considerations

Examples of situations that might be eligible for special considerations are:

- serious illness of the student or immediate family
- bereavement
- accident and injury
- trauma
- domestic crisis

Notting Hill College will consider any application for special considerations. The Course Leader may request evidence to support the claim of the student, for example, a doctor's note. The decision on whether or not to make special considerations lies with the Academic Manager. The student reserves the right to appeal the decision of the Academic Manager, in which case, the request will be submitted to the Chief Executive Officer for a decision.

The student will be informed of the final outcome and of the special considerations that Notting Hill College are willing to provide.

Ethical Norms and Values for Marketers

PURPOSE

Notting Hill College commits itself to promoting the highest marketing standard for students, potential students & partners. Norms are established standards of conduct that are expected and maintained by society and/or professional organisations. Values represent the collective conception of what communities find desirable, important and morally proper. Values also serve as the criteria for evaluating our own personal actions and the actions of others. As marketers, we recognise that we not only serve our organisation but also act as stewards of society in creating, facilitating and executing the transactions that are part of the greater economy. In this role, marketers are expected to embrace the highest professional ethical norms and the ethical values implied by our responsibility toward multiple stakeholders (e.g., customers, employees, investors, peers, channel members, regulators and the host community).

ETHICAL NORMS

As Marketers, we:

Do no harm. This means consciously avoiding harmful actions or omissions by embodying high ethical standards and adhering to all applicable laws and regulations in the choices we make.

Foster trust in the marketing system. This means striving for good faith and fair dealing so as to contribute toward the efficacy of the exchange process as well as avoiding deception in product design, pricing, communication, and delivery of distribution.

Embrace ethical values. This means building relationships and enhancing consumer confidence in

the integrity of marketing by affirming these core values: honesty, responsibility, fairness, respect, transparency and citizenship.

ETHICAL VALUES

Honesty – to be forthright in dealings with customers and stakeholders. To this end, we will:

- Strive to be truthful in all situations and at all times.
- Offer products of value that do what we claim in our communications.
- Stand behind our products if they fail to deliver their claimed benefits.
- Honor our explicit and implicit commitments and promises.

Responsibility – to accept the consequences of our marketing decisions and strategies. To this end, we will:

- Strive to serve the needs of customers.
- Avoid using coercion with all stakeholders.
- Acknowledge the social obligations to stakeholders that come with increased marketing and economic power.
- Recognise our special commitments to vulnerable market segments such as children, seniors, the economically impoverished, market illiterates and others who may be substantially disadvantaged.
- Consider environmental stewardship in our decision-making.

Fairness – to balance justly the needs of the buyer with the interests of the seller. To this end, we will:

- Represent products in a clear way in selling, advertising and other forms of communication; this includes the avoidance of false, misleading and deceptive promotion.
 - Reject manipulations and sales tactics that harm customer trust.
 - Refuse to engage in price fixing, predatory pricing, price gouging or "bait-and-switch" tactics.
 - Avoid knowing participation in conflicts of interest.
- Seek to protect the private information of customers, employees and partners.

Respect – to acknowledge the basic human dignity of all stakeholders. To this end, we will:

- Value individual differences and avoid stereotyping customers or depicting demographic groups (e.g., gender, race, sexual orientation) in a negative or dehumanising way.
- Listen to the needs of customers and make all reasonable efforts to monitor and improve their satisfaction on an ongoing basis.
- Make every effort to understand and respectfully treat buyers, suppliers, intermediaries and distributors from all cultures.
- Acknowledge the contributions of others, such as consultants, employees and coworkers, to marketing endeavours.
- Treat everyone, including our competitors, as we would wish to be treated.

Transparency – to create a spirit of openness in marketing operations. To this end, we will:

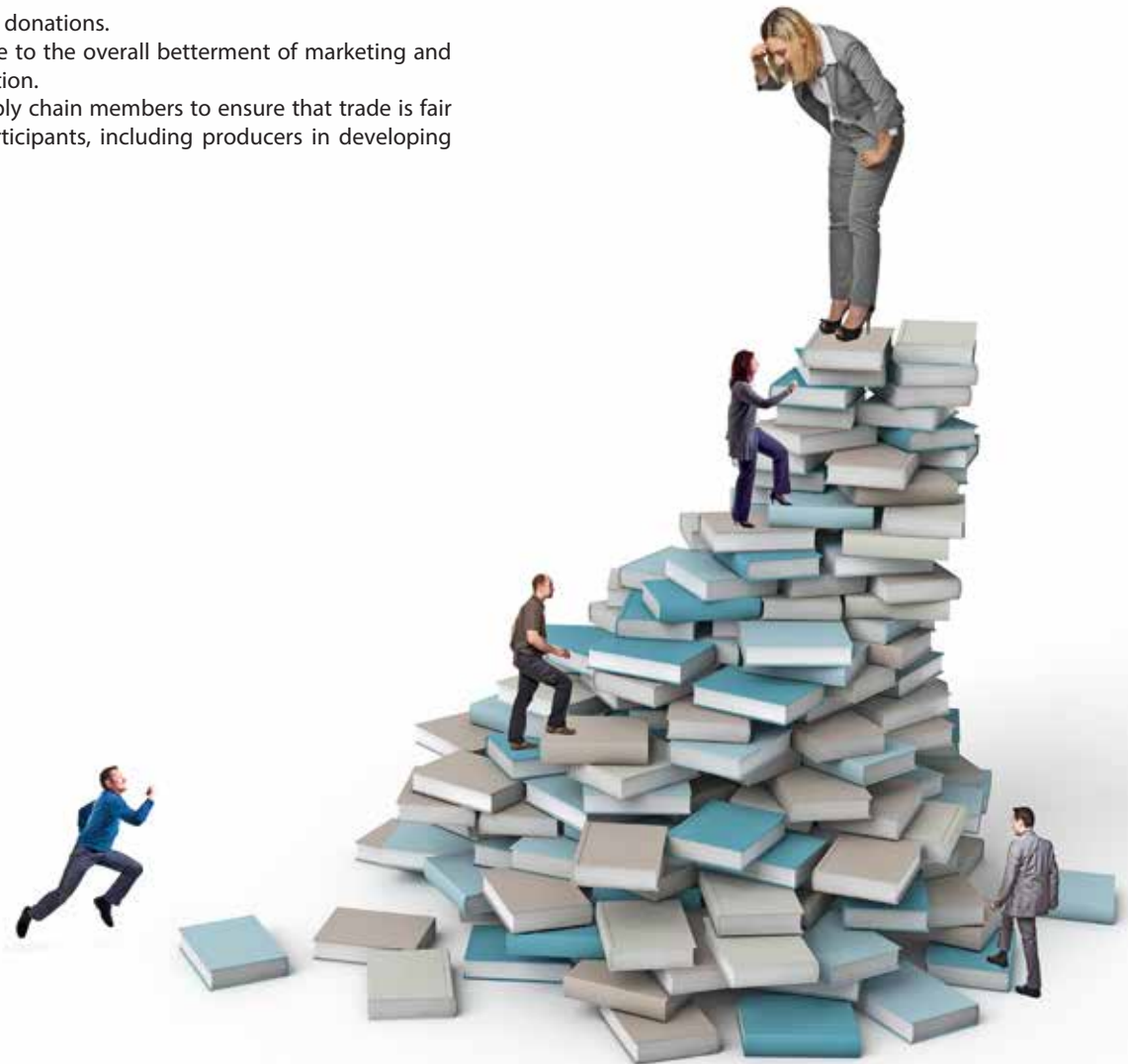
- Strive to communicate clearly with all constituencies.
- Accept constructive criticism from customers and other stakeholders.
- Explain and take appropriate action regarding significant product or service risks, component substitutions or other foreseeable eventualities that could affect customers or their perception of the purchase decision.
- Disclose list prices and terms of financing as well as available price deals and adjustments.

Citizenship – to fulfil the economic, legal, philanthropic and societal responsibilities that serve stakeholders. To this end, we will:

- Strive to protect the ecological environment in the execution of marketing campaigns.
- Give back to the community through volunteerism and

charitable donations.

- Contribute to the overall betterment of marketing and its reputation.
- Urge supply chain members to ensure that trade is fair for all participants, including producers in developing countries.



Head Office

Notting Hill College Manchester
Peter House, 9th Floor, Oxford Street,
Manchester, Greater Manchester, M1 5AN
United Kingdom
TEL: 0044 1612987003
Mobile: 0044 7404115914
Fax: 0044 1613327725
Email: manchester@nottinghillcollege.co.uk

www.nottinghillcollege.co.uk