

Trinity use only: Centre no. _____
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This form (in three parts) must be completed by prospective course providers (i.e. not current providers updating their proposals) and sent to the Teacher Development department at Trinity prior to a full proposal being completed. Trinity will confirm in writing whether the course provider should continue with a proposal. This confirmation does not constitute a guarantee of eventual validation. You should attach the CVs of the course director and course tutors.

**Part 1: Contact details**

Name of organisation: \_\_\_\_\_

Full address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Main TESOL contact: Title: \_\_\_\_\_ Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Status of organisation (e.g. independent sector, state sector, further or higher education, university-based): \_\_\_\_\_

## CertTESOL Organisation fact file (continued)

### Part 2 : About your English language students and trainee teachers (if any)

Please indicate:

2.1 The approximate number of language students you take each year in each of the following categories:

a) beginner \_\_\_\_\_ b) intermediate \_\_\_\_\_ c) advanced \_\_\_\_\_

2.2 The average number of weeks taken by each student: \_\_\_\_\_

2.3 The approximate ratio of adult to young learners (under-16s): \_\_\_\_\_

2.4 Their area(s) of language learning: \_\_\_\_\_

(e.g. *general English, English for specific/academic purposes*)

2.5 The approximate range of nationalities: \_\_\_\_\_

2.6 The approximate ratio of EFL to ESL or ESOL learners **if relevant**: \_\_\_\_\_

2.7 The approximate number of ESOL trainee teachers or teachers trained annually and the level of the course (for any courses other than Trinity's CertTESOL) **if relevant**:

a) introductory \_\_\_\_\_ b) initial \_\_\_\_\_ c) diploma \_\_\_\_\_

d) other (including in-service); please indicate which: \_\_\_\_\_

2.8 Towards which qualification(s), if any? \_\_\_\_\_

2.9 The approximate number of trainee teachers having English as:

a) first language \_\_\_\_\_ b) second language \_\_\_\_\_ c) foreign language \_\_\_\_\_

**please turn over for Part 3**

# CertTESOL Organisation fact file (continued)

## Part 3 : About your organisation

Please provide a short description of the course providing organisation with its main features:

3.1 Who is responsible for overall management if in the state sector? \_\_\_\_\_

3.2 Who owns and who manages if in the independent sector? \_\_\_\_\_

3.3 Is it one of a chain of independent sector schools or colleges? \_\_\_\_\_

3.4 Is it a member of a consortium? if so, which? \_\_\_\_\_

3.5 Current membership of associations or schemes and year of joining:

Name of association	Please tick if a member	Year of joining
British Council's Accreditation in Britain Scheme		
English UK		
European Association of Quality Language Services (EAQUALS)		
International Association of Teachers of English as a Foreign Language (IATEFL)		

Comparable associations or schemes in and outside the UK

Name	Year of joining

3.6 Date of establishment of organisation: \_\_\_\_\_

3.7 Date of establishment of English language courses if any: \_\_\_\_\_

3.8 Date of establishment of teacher training courses if any: \_\_\_\_\_

3.9 What documentation you could provide to confirm these dates if required:

\_\_\_\_\_

3.10 Approximate number of English language teachers employed annually:

full-time: \_\_\_\_\_ part-time: \_\_\_\_\_

3.11 Number of sites on which EFL/ESOL activities are carried out: \_\_\_\_\_

3.12 Please provide Trinity with the full names and contact details of two credit referees – for example, two suppliers with whom you deal on a regular basis. Trinity will follow these up in the course of the validation process.

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