



QAI Level 2 Certificate in Teaching **OET**

For Teachers, Trainers
and Educators



- 8 modules (3 Foundation + 5 Exam-Specific Modules)
- 150 TQT = 15 Credits
- 60 Contact Hours
- Delivered Online* (*Bespoke and Face-to-Face Delivery upon Request)



A Masterclass in Preparing Students for the **Occupational English Test**

Advance your career and take responsibility for your own continuing professional development (CPD) with this unique course that will not only make you more knowledgeable and employable, but will also transform your classroom through providing you with a wealth of great ideas you can incorporate into your own teaching. The skills you develop on a course as practical as the QAI Level-2 Certificate in Teaching OET are highly sought-after by employers around the world.

Therefore, whether you are a novice tutor preparing to teach your first OET lesson or an experienced one looking for new ideas or a more in-depth knowledge about the test and the way it is assessed, this course will be of benefit to you. You will learn about the

principles that underpin testing and assessment and about the general methodology of teaching examination preparation courses. You will learn how to design a comprehensive OET syllabus and how to plan engaging OET lessons.

You will receive guidance about formal and informal evaluation and assessment along with strategies and ways of responding to oral and written student performance. You will be taught how to help your students make progress and successfully pass the test. You will also learn how to manage and support your learners as well as how to keep them motivated and positive throughout their challenging journeys.

Credit for Prior Learning and Discounted Fees

If you have completed Foundation Modules (1 – 3) as part of another QAI Level-2 examination preparation teacher training course (e.g., Certificate in Teaching IELTS), you will not need to repeat these components; and, providing you have passed all three end-of-module tests, you will be able to use your credits on the Teaching OET course, which therefore will be both shorter and even more economical for you.



Programme Highlights

This course will provide you with

- an increased understanding of the OET exam, its task types and the skills and sub-skills tested in each of its four papers
- a teaching methodology for both face-to-face and online OET exam preparation lessons
- hands-on experience through live lesson observations and assessed teaching practice on real exam preparation students
- practical teaching ideas
- tips, techniques and strategies that will help your students get their desired grades
- an insight into evaluation and assessment
- tips on how to give feedback about student performance constructively and effectively
- advice on how to keep your students motivated and engaged as well as tips to help them perform under adverse circumstances
- techniques for helping your students become independent learners and responsible test takers
- an opportunity to teach international students
- ideas and resources for continuous post-course development
- skills to recognise effective tests and adaptable materials
- confidence in using English for teaching OET and other examination preparation classes
- improved employment opportunities

The programme is certificated by QAI, UK.



QAI Level 2 Certificate in Teaching OET

Foundation Modules



Teaching Online Classes

You will learn the key skills essential for engaging learners, maintaining learner motivation, and providing an accessible, equitable and safe learning environment. You will also acquire techniques and innovative teaching methods for developing your learners' receptive and productive skills with the help of technology, online platforms and other digital tools. You will learn essential skills for engaging and motivating learners as well as for developing rapport and group cohesion in online OET examination preparation classes. You'll also learn how to ensure safe, accessible and inclusive online OET examination preparation classes.

Assessment: End-of-Module Test



Classroom Management and Learner Support

You will learn different strategies and techniques for managing learning through organising and controlling what happens within and beyond the classroom (both online and physical) walls. You will learn how to vary the quantity of control, how to assert authority and how to provide objective feedback and advice while maintaining rapport, approachability, trust and support. You will also examine the relationship between the teacher and the learner and will learn how to adopt a student-centred approach when preparing students for the OET examination.

Assessment: End-of-Module Test



Planning Lessons and Courses

You will examine model lesson plans and analyse their main components. You will learn how to choose, use, adapt and create resources, identify the key elements of examination preparation lessons, and organise the activities in a logical order, paying attention to timing and interaction in order to achieve the main aims of your lessons. You will analyse model lesson plans and will learn how to anticipate problems, think of solutions and formulate aims (main-, subsidiary-, and stage aims), outcomes and procedures. You will also learn how to ensure balance, variety and communicative focus in materials, tasks and activities.

Assessment: End-of-Module Test

OET - Specific Modules



Teaching Reading

You will learn about the format of the OET Reading exam as well as about the sub-skills each task type tests. You will learn how to choose, use, adapt and create resources, and organise the activities in a logical order, paying attention to timing and interaction, in order to achieve the main aims of an OET Reading lesson. You will also learn about general reading strategies you can teach your learners in order to help them cope with lengthy and complex texts on unfamiliar topics. You will have an opportunity to observe experienced teachers delivering OET Reading lessons, and, as part of the teaching practice component of the course, you will create a lesson plan for the lesson you observe.

Assessment: Assignment



Teaching Listening

You will learn about the format of the OET Listening exam as well as about the sub-skills each task type tests. You will learn how to choose, use, adapt and create resources, and organise the activities in a logical order, paying attention to timing and interaction, in order to achieve the main aims of an OET Listening lesson. You will also learn about general listening strategies you can teach your learners in order to help them cope with lengthy and complex texts on unfamiliar topics. You will have an opportunity to observe experienced teachers delivering OET Listening lessons, and, as part of the teaching practice component of the course, you will plan and teach an observed and assessed lesson to international students.

Assessment: Teaching Practice



Teaching Speaking

You will learn about the format of the OET Speaking exam as well as about the skills it tests. You will learn how to choose, use, adapt and create resources, and organise the activities in a logical order paying attention to timing and interaction in order to achieve the main aim of an OET Speaking lesson. You will also learn general communication strategies you can teach your learners in order to help them cope with a range of situations in everyday healthcare settings. You will have an opportunity to observe experienced teachers delivering OET Speaking lessons, and, as part of the teaching practice component of the course, you will create a lesson plan for the lesson you observe.

Assessment: Assignment



Teaching Writing

You will learn about the format of the OET Writing exam as well as about the skills it tests. You will learn how to choose, use, adapt and create resources, and organise the activities in a logical order, paying attention to timing and interaction, in order to achieve the main aim of an OET Writing lesson. You will learn general writing strategies you can teach your learners in order to help them cope with the requirements of the Writing test, including selecting and organising information and using the right register. You will have an opportunity to observe experienced teachers delivering OET Writing lessons, and, as part of the teaching practice component of the course, you will plan and teach an observed and assessed lesson to international students.

Assessment: Teaching Practice



Assessing and Evaluating Oral and Written Performance

You will learn how to apply the speaking and writing assessment criteria and level descriptors (public version) across the mark range and will familiarise yourself with good examiner and interlocutor practice. You will have an opportunity to read student responses to a range of OET writing tasks (including tasks set for Medicine, Nursing and Dentistry) and to watch assessed Speaking tests. You will also be given access to examiner comments explaining marking decisions. You will gain some experience in assessing oral and written candidate performance according to the criteria of the Speaking and Writing test scores and band descriptors, and will learn how to conduct and administer OET Speaking and Writing Tests.

Assessment: End-of-Module Test

International Faculty and Certification

The Certificate in Teaching IELTS is awarded to applicants who have completed the course and who have met the assessment requirements for all written and practical assignments. The course is externally validated by Qualifications and Assessments International (QAI), UK, a private international awarding, accrediting, assessing and quality assurance body.



The course is taught by an international team of teacher trainers and assessment specialists and is run by ELTeach, a Nottingham-based language centre, teacher training institute and official CELTA (Certificate in Teaching English for Speakers of Other Languages) course provider authorised by Cambridge Assessment English.

Neil McCutcheon - CELTA, Delta & TKT Trainer, CELTA Assessor and ELTeach CEO

The Certificate of Teaching OET Team of Trainers



Zita Reszler

Zita Reszler has been working in EFL for more than 20 years, as an examiner, assessor, lecturer, conference speaker and Academic Team Leader for universities and colleges, as materials writer, teacher- and examiner trainer for International House WO and as Director of Studies, CELTA trainer, OET interlocutor and exam preparation tutor for language centres in four countries. Zita lives in Nottingham, UK, and works as an Academic Advisor, teacher trainer and materials writer for a range of prestigious educational establishments, and as an OET Assessment Specialist for Cambridge Assessment English.



Sarah McPherson

Sarah McPherson is from London, UK, and specialises in teaching Academic English and Examination Preparation classes. She has been teaching English for more than 20 years and during her career she lived and taught EFL, EAP and ESP for a wide range of educational establishments (language centres, International House WO, colleges and universities) in several countries, including Portugal, Poland, Hungary and Australia. For the past 14 years, Sarah has been working as a Senior Teacher and Exam Classes Course Leader for renowned colleges and academies in Nottingham, UK.



Payal Mathur

Payal Mathur has been working in the area of English language teaching and testing for over 25 years, as an IELTS Examiner Trainer and Examiner Support Coordinator for Africa, Middle East and Europe for IDP and as a CELTA trainer, OET interlocutor, team leader and examiner for Cambridge Assessment English. Based in Gurgaon, India, Payal is a teacher trainer, assessment specialist, materials writer and the Academic Head of QAI, a UK-based awarding body that offers qualifications and assessments in General English, English for Business, and English for Nursing along with CLIL-based assessment for schools.



Erika Osváth

Erika Osváth is a freelance teacher, teacher trainer, materials writer and co-author with Edmund Dudley of Mixed Ability Teaching (OUP). Erika worked for International House WO for 16 years, as a Young Learner co-ordinator, Director of Studies and teacher trainer on CELTA, LCCI, 1-1, Business English, and Young Learner courses. She has extensive experience in teaching young learners. She has written and delivered several teacher training courses for Oxford University Press and has presented at numerous EFL conferences. At present, Erika lives and works in Budapest, Hungary.



Lewis Richards

Lewis Richards is Director of Studies and Teacher Training at LSI/IH Portsmouth, currently the joint number 1 ranked EFL school in the UK. He has been teaching EFL for 25 years, and specialises in exam teaching and training. He has published two IELTS books (IELTS Advantage Writing Skills and Build up to IELTS), and has trained many teachers to teach IELTS and OET. He is also an OET trainer and interlocutor, and in 2019 successfully gained the OET Premium Provider status for his institution. He is also a CELTA trainer and materials writer, and has presented at conferences on IELTS teaching around the world.

QAI Level 2 Certificate in Teaching Exam Preparation Classes

Week 1	Week 2
<ul style="list-style-type: none"> ■ Induction and Orientation <ul style="list-style-type: none"> • Welcome and Course Administration • Assignment and Teaching Practice Allocation • Teaching Exam Classes – The Basics 	<ul style="list-style-type: none"> ■ Exam-Specific Modules: OET ■ OET Teaching Reading <ul style="list-style-type: none"> • Teaching OET Listening (Input) • OET Listening Lesson Observation • Teaching Practice Preparation (Listening) • Teaching Practice (Listening) • Feedback and Teaching Practice Preparation
<ul style="list-style-type: none"> ■ Foundation Modules <ul style="list-style-type: none"> • Teaching Online (Input and Assessment) • Planning Lessons and Courses (Input and Assessment) • Classroom Management and Learning Support (Input and Assessment) 	<ul style="list-style-type: none"> ■ OET Teaching Reading <ul style="list-style-type: none"> • Teaching OET Reading (Input)

Week 3	Week 4
<ul style="list-style-type: none"> ■ OET Teaching Reading <ul style="list-style-type: none"> • OET Reading Lesson Observation, Assignment and Feedback 	<ul style="list-style-type: none"> ■ OET Teaching Speaking <ul style="list-style-type: none"> • OET Speaking Lesson Observation, Assignment and Feedback
<ul style="list-style-type: none"> ■ OET Teaching Writing <ul style="list-style-type: none"> • Teaching OET Writing (Input) • OET Writing Lesson Observation • Teaching Practice Preparation (Writing) • Feedback 	<ul style="list-style-type: none"> ■ Assessing and Evaluating Oral and Written Performance <ul style="list-style-type: none"> • OET: Assessing Oral Performance • OET Oral Performance: Standardisation (Input and Assessment) • OET: Assessing Written Performance • OET Written Performance: Standardisation (Input and Assessment)
<ul style="list-style-type: none"> ■ OET Teaching Speaking <ul style="list-style-type: none"> • Teaching OET Speaking (Input) 	<ul style="list-style-type: none"> ■ Beyond the Course <ul style="list-style-type: none"> • Advice on Continuing Professional Development



For further details, please contact

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