

ONLINE CELTA Course ES089 | Candidate's Agreement 2023-2024

In order to be accepted on the CELTA course, the candidate needs to agree to the terms and conditions of this agreement.

1. TERMS & CONDITIONS – COLLABORATION

The candidates who enroll on the ONLINE CELTA course agree to liaise and co-operate fully in an amicable atmosphere with all the other candidates, students and tutors on the course.

2 TERMS & CONDITIONS – ONLINE TEACHING & TRAINING

The candidates who enroll on the ONLINE CELTA course:

- 2.1 agree to attend **100%** ONLINE sessions, including assessed Teaching Practice held entirely online (via ZOOM).
- 2.2 understand that the course prepares them to teach English to adult learners, and they will be teaching observed and assessed lessons with adult learners using the ZOOM application as the classroom.
- 2.3 understand that the ONLINE CELTA course programme prepares them to teach English as a foreign language to adults both face-to-face and online. The certificate they receive accounts for both teaching context without specifying the mode of delivery.
- 2.4 understand that they need to be on video and keep their audio on throughout the CELTA day, unless instructed otherwise by the tutors, while observing a dress code appropriate for the teaching and training context, respectively
- 2.5 understand that they need to be **confident and independent** users of the following free applications **before the course starts**:
 - Google Documents (and, optionally, Microsoft Office Word) – for editing document files.
 - Google Slides (and, optionally, Microsoft Powerpoint) - for editing slides.
 - Google Drive – for accessing all the resources in the cloud and managing the course digital documents.
 - Adobe Acrobat PDF Reader – to access, read and save files in the .pdf format.
 - Gmail – to communicate with tutors and other candidates.
 - Whatsapp – to communicate with tutors and other candidates.
- 2.6 understand that they need to be familiar with ZOOM and have some experience of taking active part in ZOOM meetings (as a participant or a host).
- 2.7 take full responsibility for the quality and reliability of their equipment, software and the

Internet connection (as outlined in the **TECH REQUIREMENTS** document received with the confirmation email). The technical problems on the part of the course participant cannot constitute grounds for the refund, should a course participant decide to withdraw from the course, skip sessions or cancel their participation in the course. The technical problems on the part of the course participant cannot constitute grounds for the tutors to be more lenient in their assessment – the same assessment criteria apply to all the participants. Should the candidate's internet connection break down during an assessed lesson, the centre will reschedule the lesson (within the constraints of the course) if this is an isolated incident.

3 TERMS & CONDITIONS – PAYMENTS & REFUNDS

The candidates who enroll on the ONLINE CELTA course understand that:

- 3.1 they need to read this agreement and confirm they agree with all its terms and conditions before starting the course by ticking the indicated box in the online registration form provided by the centre.
- 3.2 they need to pay the applicable course fees before starting the course.
- 3.3 no refunds apply once the course has started.
- 3.4 in the unlikely event of a course cancellation by the centre, the centre informs them in writing (via email) and agrees to either reimburse the course fees incurred by candidates or offer a place on a subsequent course.
- 3.5 the course fee includes the Cambridge fees, tuition, access to the apps used during the course for the duration of the course, access to all the resources needed to complete the written assignments and lesson plans.

4 TERMS & CONDITIONS – ASSESSMENT & CERTIFICATES

ATTENDANCE & PUNCTUALITY

The candidates who enroll on the ONLINE CELTA course understand that:

- 4.1 they need to attend 100% of the scheduled online sessions (120 hours), as outlined in weekly course schedules.
- 4.2 they need to put in a minimum of 80 extra hours of self-paced self-study during the course, as outlined in weekly course schedules.
- 4.3 they need to be punctual, joining the session on time, not leaving the room during the

session and staying until the tutor closes the room.

- 4.4 all the unavoidable absences and late arrival incidents will be recorded in the candidate's official course record CELTA 5
- 4.5 all the unavoidable absences and late arrival incidents need to be justified in writing (email) while the unjustified incidents are likely to affect the final assessment (professional conduct)
- 4.6 the candidate may be asked to present a medical or other document to justify their absence
- 4.7 the candidate may need to be removed from the course without the refund and certificate, should the absences be frequent and/or unjustified despite warnings from tutors, of which they will be informed in writing (email)

GRADING, ASSESSMENT & SPECIAL PROVISIONS

The candidates who enroll on the ONLINE CELTA course understand that:

- 4.8 acceptance on the course and its completion does not guarantee a Pass certificate, which depends on their 100% attendance, professional conduct and the internal and external assessment of their coursework, as outlined below.
- 4.9 the course is conducted entirely in English and the candidates' level of English (accuracy, fluency and language awareness, as regards comprehension, writing and speaking) should be no lower than CEFR C1+ before the course starts. This will be verified during the recruitment process but it remains the candidate's sole responsibility to maintain the appropriate level of English while communicating with other teachers, tutors and students and while submitting documents for assessment. This applies equally to native and non-native speakers of English.
- 4.10 the candidate will receive the certificate once the following conditions are met:
 - 100% attendance
 - completion of all the course tasks, as outlined in the course documents
 - meeting To Standard requirements in the areas of Teaching Practice, Written Assignments and Professional Conduct, as outlined in the course documents and CELTA 5 and as verified both internally by tutors and externally by Cambridge
 - submitting a complete Portfolio of their coursework (incl. completed course record CELTA 5, Teaching Practice documents for 8 assessed lessons and completed 4 Written Assignments) for assessment
 - **observing all the rules of the course outlined in this document**
- 4.11 the assessment criteria are included in CELTA 5 and the CELTA Journal

- 4.12 should special provisions be needed - due to the candidate's medical, psychological condition or any other special needs or circumstances, the candidate needs to inform the center about their needs and applicable conditions/circumstances **in writing when completing the application form, orally during the interview and again in writing when completing the registration form**. All of this, needs to be done **before the course starts**. The final decision about the candidate's acceptance and the scope of special provisions granted will be made in consultation with Cambridge and the candidate will be informed about the special provisions granted in writing (email). If the candidate withholds this information from the center, no special provisions can be granted once the course started or taken into consideration in assessment.
- 4.13 to protect the safety of all the teachers, students and tutors, the centre retains the right to remove the candidates who failed to disclose their medical condition if their health and wellbeing or the health and wellbeing of other candidates, tutors and/or students are jeopardized – with immediate effect and without recourse to a refund.

5 TERMS & CONDITIONS – WITHDRAWALS

The candidates who enroll on the ONLINE CELTA course understand that:

- 5.1 if at any time during the course, they decide they cannot continue with the course, they should inform their tutors immediately (in writing via email) and consult the decision with their tutors as they may be able to help.
- 5.2 if they decide to withdraw, no refund is possible but it may be possible to choose one of these options depending on specific circumstances:
- Withdrawing from the course means that the candidate stops attending the course and their Portfolio is archived. Their completed work is not assessed and they do not obtain any certificates. They can apply for a course at a different centre at any point in time.
 - Withdrawing from assessment means that the Portfolio is not assessed by Cambridge and the candidate will not obtain a CELTA certificate but they can continue attending the course and continue learning, following the customised programme devised by the tutors and presented to them in writing (email). They do not fail, and no Cambridge record is kept of their participation. If they attend all the sessions of the course recommended by the tutors, the Centre may issue its own certificate of course completion (on request) – the Centre's certificate of course completion is not the equivalent of the CELTA certificate. The candidate can apply for a course at a different centre at any point in time.
 - Deferral (completing the remainder of the course at a later date) is governed by the external procedures imposed by Cambridge and is only granted to candidates

who have completed over 50% of the course (TP, assignments, observations) successfully and have solid, well-documented grounds for deferral, as outlined by Cambridge and accepted by the centre. The permission to defer is granted at the discretion of the centre and Cambridge, and the deferred candidate can be charged extra for participation in the selected future course, depending on current circumstances and vacancies available.

6 TERMS & CONDITIONS – ANTI-PLAGIARISM POLICY

The candidates who enroll on the ONLINE CELTA course have read, understand and agree with the centre's anti-plagiarism policy outlined in **Appendix 1**.

7 TERMS & CONDITIONS – EQUAL OPPORTUNITIES POLICY

The candidates who enroll on the ONLINE CELTA course understand that:

- 7.1 the centre provides a safe training, teaching and learning environment based on mutual respect and equal opportunities.
- 7.2 the centre embraces and offers equal value to all differences regardless of gender, marital status, religious or political creed, colour, ethnic origins and nationality, sexual orientation, age or physical abilities.
- 7.3 the centre's equal opportunity policy extends to all its staff, students and CELTA course participants by encouraging and supporting the development of personal talents and potential; providing a learning and working environment free from unlawful discrimination or harassment; promoting an international, multilinguistic and multicultural environment.
- 7.4 the centre's culture is based on inclusive dialogue and embraces diverse talents of all the individuals that contribute to the centre's and their personal success.

Para lograr esto nos basamos y respetamos de la Ley Orgánica 3/2007, de 22 de marzo y para la igualdad efectiva de mujeres y hombres procuramos:

- a. Garantizar la calidad del empleo, fomentando el mantenimiento de puestos de trabajo estables y de calidad, con contenidos ocupacionales que garanticen una mejora continua de las aptitudes y competencias de los profesionales.
- b. Respetar la diversidad, promoviendo la no discriminación por razón de raza, color, edad, sexo, estado civil, ideología, opiniones políticas, nacionalidad, religión, orientación sexual o cualquier otra condición personal, física o social entre sus profesionales.
- c. Promoción, desarrollo profesional y compensación: valorar aquellos conocimientos y habilidades necesarios para realizar el trabajo, a través de la evaluación de objetivos y desempeño.
- d. Contratación: no establecer diferencias salariales por razón de condiciones personales, físicas o sociales como el sexo, la raza, el estado civil o la ideología.

- e. Reclutamiento y selección: elegir a los mejores profesionales por medio de una selección basada en el mérito y las capacidades de los candidatos.
- f. Formación: asegurar la formación y el entrenamiento de cada profesional en los conocimientos y habilidades que se requieren para el adecuado desarrollo de su trabajo.
- g. Apoyo a los trabajadores con capacidades diferentes, promoviendo su ocupación efectiva.
- h. Impulso de una comunicación transparente, alentando la innovación y concediendo la autonomía necesaria al profesional en el ejercicio de sus funciones.
- i. Cumplir la normativa vigente, rechazando cualquier manifestación de acoso –físico, sexual, psicológico, moral u otros–, de abuso de autoridad en el trabajo y cualesquiera otras conductas que generen un entorno intimidatorio u ofensivo para los derechos personales de sus profesionales.

8 TERMS & CONDITIONS – PERSONAL SAFETY, FAIR TREATMENT, PROFESSIONAL CONDUCT

The candidates who enroll on the ONLINE CELTA course understand that:

- 8.1 honesty, appropriate behaviour and professional conduct are expected of all the candidates, tutors, centre staff and students.
- 8.2 where appropriate, the inappropriate conduct and the situation will be discussed with all parties concerned and, if deemed necessary, a written warning will be issued (e.g., in the form of a third tutorial). However, the Centre retains the right to remove candidates with immediate effect and without recourse to a refund in the event of any of the following on the part of the candidate: aggressive, offensive, discriminatory, hostile, prejudiced or violent behavior towards staff, tutors, a course member or a student, including verbal and nonverbal threats, insults and unwarranted accusations; alcohol or substance abuse on the course; any kind of harassment of any candidate, student, tutor or staff member.
- 8.3 Tutors provide fair assessment and equal support to all the candidates within the constraints of the course, under the supervision of the Cambridge Assessor assigned to the course, who reviews all the course documentation and pays a visit to ensure the global standards in the assessment and as regards course delivery are maintained by the tutors and the centre.

9 TERMS & CONDITIONS – COMPLAINTS POLICY

The candidates who enroll on the ONLINE CELTA course understand that:

Should they wish to raise any concerns regarding other candidates, tutors or students, they should proceed in the following steps, sticking to the order of steps suggested below (N.B. points 9.1-9.4 are free of charge):

- 9.1 contact the tutor/s and inform them in writing (email) about the reason for concerns.
- 9.2 meet the tutor/s online to discuss the reason for concerns and confirm the receipt of the

email summarizing the outcome of the meeting, and do so in writing (email).

9.3 contact the center manager in writing (email): info@celtaasturias.com about the reason for concerns.

9.4 meet the centre manager online to discuss the reason for concerns and confirm the receipt of the email summarizing the outcome of the meeting, and do so in writing (email).

9.5 contact Cambridge, following their own complaints procedures as described in CELTA 5. (N.B. when filing a complaint directly to Cambridge, candidates will be charged an additional admin fee directly by Cambridge.)

- All communications must be polite, courteous and sympathetic.
- Every written complaint will be acknowledged by the centre within two working days.
- The tutors and the centre will make a written response to every complaint.
- In more serious cases, the centre's inquiries into written complaints will be completed within 30 days as they may involve seeking legal advice or consulting the decision with Cambridge.
- All complaints will be dealt with promptly, fairly and sensitively, bearing in mind the distress and anxiety that they can cause to candidates, tutors, students and centre staff.
- Apologizing for what has happened or expressing sympathy for the complainant is not an admission of liability.

10 TERMS & CONDITIONS – PERSONAL DATA PROTECTION & RECORDINGS

10.1 PERSONAL DATA PROTECTION

The candidates who enroll on the ONLINE CELTA course understand that:

Expert English SL with its place of residence at C/ Luis Fernández Castañón 4 bajo, Oviedo, Asturias is an administrator of their personal details. The candidate's data is processed in compliance with the law and the condition pursuant to the article 6 (1)(b) of GDPR (RODO) is fulfilled for the candidate to be able to perform the agreement, and to the article 6(1)(a) of GDRP (RODO) – their written consent to use their images from the CELTA course.

Moreover, the candidate's data is processed based on the legitimate interest principle for course administration, assessment, and archiving purposes. Legitimate interest means preservation of education records. Please be informed that the candidate's data (their first and second name, e-mail addresses, postal addresses, date of birth, nationality, education profile, phone number) will be made available to the staff, and the company's IT servicepeople.

For the sole purpose of course recruitment, delivery and assessment, the course tutors and Cambridge

English representatives (the assessor and the assessment team) will be given access to the personal data and content created by the candidates included in the following:

- Application forms and pre-interview tasks with related email correspondence
- CELTA 5
- Portfolio
- CELTA Journal
- All the correspondence with tutors during the course, if applicable
- In-session chat contributions, if applicable

Cambridge access to this data will expire after 6 months after the certificate has been collected by the candidate.

The candidate's photos and videos will be made available for promotional purposes, should they grant their written consent (see above).

Candidates are entitled to access their data and demand that it be clarified or removed. They may also call for the processing of their data to be restricted. They have the right to transfer their data without editing or removing the original submissions for assessment, raise objections to its being processed and submit claims with the proper supervisory body dealing with data processing.

The centre will use candidates' data for as long as it takes to accomplish the abovementioned purposes.

Depending on the legal basis, it will be the:

- duration of the course
- period resulting from legal obligations
- period during which we are legally obliged to store data by e.g. taxation laws, Cambridge external assessment
- duration of tasks performed for the public interest.
- period until the consent is withdrawn

Should the candidate have any questions, the centre can be reached via email address:

info@celtaasturias.com

If the candidate deems processing of your data a breach of the law, they have the right to make a complaint with the President of the Office for Data Protection.

1.- ¿Quién es el responsable del tratamiento de sus datos?

Nombre entidad: EXPERT ENGLISH, S.L.

Dirección: C/ LUIS FERNANDEZ CASTAÑÓN 4 BAJO, 33013, OVIEDO

Teléfono: 684620455

Correo electrónico: info@celtaasturias.com Delegado de protección de datos:

2.- Información sobre finalidad, legitimación, tiempo de conservación, consentimientos, destinatarios y derechos

EXPERT ENGLISH, S.L. de acuerdo con lo dispuesto en la normativa vigente en materia de protección de datos de carácter personal, le informa que los datos personales consignados en la Ficha de Inscripción de la Academia, serán tratados con la única finalidad de prestarle el servicio de enseñanza, así como las gestiones administrativas necesarias para el cobro del servicio prestado. La legitimación para el uso de sus datos está basada en la prestación de un servicio.

Los datos solicitados no se cederán a terceros, salvo que Ud. lo consienta en este documento o salvo por obligación legal. No se procederá a la realización de transferencias internacionales de datos ni análisis de perfiles.

Los datos se mantendrán mientras dure la prestación y una vez finalizado el servicio, durante los periodos legales obligatorios.

Los interesados podrán ejercitar sus derechos de acceso, rectificación, supresión, oposición, portabilidad o limitación del tratamiento, dirigiéndose a EXPERT ENGLISH, S.L. en la siguiente dirección: C/ LUIS FERNANDEZ CASTAÑÓN, 4 BAJO, 33013, OVIEDO. Igualmente, puede presentar una reclamación ante la Agencia Española de Protección de datos si considera que sus derechos han sido vulnerados. En caso de producirse alguna modificación de sus datos, le agradecemos nos lo comunique debidamente por escrito, con la finalidad de mantener todos sus datos actualizados.

3.- Tratamiento de datos que necesitan consentimiento:

DERECHO IMAGEN:

SI NO Realización de fotografías por parte del Centro en eventos organizados por el Centro o en Viajes realizados en los programas al extranjero, así como su colocación en las instalaciones de la Academia

SI NO Realización de fotografías por parte del Centro en eventos organizados por el Centro o en Viajes realizados en los programas al extranjero, así como el uso de las mismas en la página web (www.expertenglishexams.com) y también le solicitamos su consentimiento para publicación en las siguientes redes sociales:

SI NO Twitter: La red social al ser norteamericana puede transferir datos a Estados Unidos por lo que le recomendamos conocer su política de privacidad http://www.twitterenespanol.net/privacy_policy.php

SI NO Facebook: La red social al ser norteamericana puede transferir datos a Estados Unidos por lo que le recomendamos conocer su política de privacidad <https://es-es.facebook.com/privacy/explanation>

SI NO Instagram: La red social al ser norteamericana puede transferir datos a Estados Unidos por lo que le recomendamos conocer su política de privacidad <https://es-la.facebook.com/help/instagram/155833707900388> con el fin de promocionar los servicios del Centro o para dar a conocer técnicas o servicios realizados por el mismo.

SI NO YouTube: La red social al ser norteamericana puede transferir datos a Estados Unidos por lo que le recomendamos conocer su política de privacidad <https://www.youtube.com/yt/policyandsafety/es/policy.html>

10.2 RECORDING SESSIONS

The candidates who enroll on the ONLINE CELTA course understand that:

The candidates cannot make their own recordings of the ZOOM sessions. Audio or video recording as well as taking screenshots/photos of any ZOOM content without written permission from all the participants of the sessions, including students, teachers, tutors and assessors, will be considered a breach of GDPR policies and it may constitute grounds for disciplinary steps.

The candidates are not allowed to have third parties record the sessions for them, either, to the same effect.

The assessed lessons will be recorded by the tutors for the purposes of fair assessment (double grading, external assessment), training (observing your own lesson for self-reflection, observing lesson fragments during feedback and input sessions) or to ensure the lesson gets assessed even if the tutor's connection is broken during the session. The recordings will not be published or made available to any third parties without informing the course participants in question first in writing.

I have read and accept these conditions

(for online application, this is confirmed in the online registration form with no signature on a hard copy needed)

Date

Signature

Adriana Real Ferreiro (Center Manager)

info@celtaasturias.com

info@expertenglishexams.com

Milada Krajewska (recruitment and Main Course Tutor)

celtaasturiasoviedo@gmail.com

Appendix 1

ANTI-PLAGIARISM POLICY

Candidates are ineligible for the CELTA award in cases where dishonesty or plagiarism are brought to the attention of Cambridge TQ.

PLAGIARISM POLICY (assignments & lesson plans)

“**Plagiarism** (from Latin plagiare "to kidnap") is the practice of claiming, or implying, original authorship or incorporating material from someone else's written or creative work, in whole or in part, into one's own without adequate acknowledgment. (<http://www.wikipedia.org> accessed on April 22nd 2014)

In terms of the CELTA course, this would be

- Copying someone else's assignment, lesson planning documents incl. LA sheets or teaching resources or images (in whole or in part).
- Getting another person to write an assignment, lesson plan, LA sheets or teaching materials for you.
- Planning TP based on the same TP points (for lessons taught in different TP groups) together.
- Lifting ideas from published sources (including images, infographics, diagrams, etc.) without referencing the source (this is especially important in the assignments and in your lesson planning documents)
- Copying parts of published material without adequately referencing the source.

Quoting non-existent sources (book and journal titles, URL links, blogs, etc.) counts as dishonesty.

The rules for citation are included in CITATION GUIDE, which is attached to each assignment's rubrics.

Failure to comply with the above anti-plagiarism guidelines may result in severe penalties outlined below.

ASSIGNMENTS

First incident

If it is the first case of detected dishonesty/plagiarism, the problem is described on the assignment cover sheet and the candidate obtains a letter of warning. The 1st submission assignment must be resubmitted to a strict deadline even if it meets all the other criteria.

The 2nd submission assignment with evidence of plagiarism obtains a Fail grade with no right of resubmission. Both above count as **the 1st warning**.

Recurring issues

The 2nd warning: If the problem occurs again (in the following assignment), the 1st submission assignment with the detected evidence of plagiarism is assessed as a Fail with no right of resubmission. The problem is described on the assignment cover sheet and the candidate obtains a letter of warning or fail – depending on the stage of the course and their overall performance.

The Awarding Bodies are informed about the incident in writing and based on the joint decision, the penalties may range from loss of marks to disqualification from the award and a ban on re-entry for a period of up to three years.

The 3rd warning: If the problem persists and/or there is evidence of plagiarism in other examples of internally and externally moderated work, the candidate is excluded from the course with no warning and with no refund granted. The Awarding Bodies are informed about the incident in writing. The candidate obtains a ban on re-entry for a period of up to three years from the centre.

LESSON PLANNING DOCUMENTS

First incident

1st warning: If it is the first case of dishonesty/plagiarism, the problem is described in the feedback form and the candidate obtains a letter of warning. The lesson plan is graded as Below Standard even if meets all the other criteria. This will affect the overall grade for the lesson.

Recurring issues:

2nd warning: If the problem occurs again (in the following TP documents), the whole lesson is graded as a Below Standard. The problem is described on the assignment cover sheet and the candidate obtains a letter of warning or fail – depending on the stage of the course and their overall performance.

The Awarding Bodies are informed about the incident in writing and based on the joint decision, the penalties may range from loss of marks to disqualification from the award and a ban on re-entry for a period of up to three years.

3rd warning: If the problem persists and/or there is evidence of plagiarism in other examples of internally and externally moderated work, the candidate is excluded from the course with no warning and with no refund granted.

The Awarding Bodies are informed about the incident in writing. The candidate obtains a ban on re-entry for a period of up to three years from the centre.