



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

INSTITUTE OF CONTINUING & TESOL EDUCATION



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# INTERNATIONAL DIPLOMA IN LANGUAGE TEACHING MANAGEMENT (IDLTM)

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Delivered for Education First (EF) China





The International Diploma in Language Teaching Management (IDLTM) is an internationally recognised qualification developed and awarded by Cambridge English Language Assessment, World Learning SIT Graduate Institute and The University of Queensland's Institute of Continuing & TESOL Education (ICTE-UQ).

*Through an exciting new partnership between ICTE-UQ and Education First (EF), IDLTM will now be delivered in China. Entry is open exclusively to EF staff.*

## ABOUT THE IDLTM GLOBAL PARTNERS

### ICTE-UQ

The Institute of Continuing & TESOL Education (ICTE-UQ) is located on the St Lucia campus of The University of Queensland in Brisbane, Australia.

Founded in 1910, UQ is one of Australia's leading universities, with an international reputation for high quality teaching and research.

ICTE-UQ has been involved in English language training since 1981 and provides a broad range of programs including General and Specific Purpose English language courses, English teacher training, professional development programs and customised professional education programs to participants from more than 40 countries.

ICTE-UQ is an Australian Government Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) provider, endorsed by NEAS—a global leader in English language training quality assurance—and a member of the national industry association English Australia.

In the field of English language teacher training and professional development, ICTE-UQ has extensive experience in the design, development and delivery of:

- Pre-service training for native and non-native English speaking backgrounds
- In-service programs for non-native speaker English language teachers at primary, secondary and tertiary levels.

Programs have been undertaken in collaboration with government instrumentalities, institutions and educational corporations in Australia, Chile, Hong Kong, Indonesia, Japan, Macau, Mexico, Oman, P.R. China, Saudi Arabia, South Korea, Taiwan, Thailand, and Vietnam.



INSTITUTE OF CONTINUING & TESOL EDUCATION

### CAMBRIDGE ENGLISH LANGUAGE ASSESSMENT

Cambridge English Language Assessment is part of Cambridge Assessment, a department of the University of Cambridge. Cambridge English Language Assessment is one of the world's largest and best-known educational assessment and teacher training agencies. Qualifications awarded by Cambridge English Language Assessment are recognised by employers, universities and education authorities throughout the world.

Cambridge English Language Assessment offers the world's leading range of exams for learners of English undertaken by around 1.75 million candidates in over 135 countries each year. Cambridge English Language Assessment is also famous for its high quality Teaching Awards, which are recognised internationally. These include the Certificate in Teaching English to Speakers of Other Languages (CELTA), which is the best known and most widely taken initial English language teaching qualification in the world.



### SIT GRADUATE INSTITUTE

The School for International Training (SIT) Graduate Institute, located in Vermont USA, was established by World Learning in 1964 as an outgrowth of their role in providing language training and curriculum materials for the US Peace Corps.

The Institute offers Masters level degrees in international and intercultural management and language teaching as well as study abroad programs for students from universities throughout the US. In addition to training English language teachers through the Master of Arts programs and the SIT- TESOL Certificate course, the School's Center for Teacher Education, Training and Research carries out projects worldwide that help institutions and teachers reexamine their values and practices, investigate the classroom experience to improve student learning, and increase access to second language learning.



IDLTM is a NEAS premium endorsed product.

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# ABOUT THE IDLTM FOR EF CHINA

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The IDLTM for EF China is a six-month, 325-hour course which enables Language Teaching (LT) professionals to apply insights and skills derived from management theory and practice to their work as LT managers.

The IDLTM for EF China is designed to enable LT professionals to:

- extend their knowledge and awareness of relevant management principles and practices;
- develop their management skills through the application of this knowledge and awareness to an LT context;
- demonstrate these skills in effective practice as LT managers.

The IDLTM for EF China will be delivered in Shanghai and Beijing using EF teaching and training facilities.

The course involves an initial two weeks of face-to-face teaching with the remainder of the course taught in flexible delivery mode over a six month period concluding with a six day on-line capstone.

## IDLTM for EF China course content

The IDLTM for EF China includes an introductory unit and eight assessed modules.

- **Management and managing (introductory unit):** defining concepts and establishing a conceptual framework for the rest of the course; differences and similarities between Language Teaching Management (LTM) and other types of management will be explored.
- **Organisational management:** providing a foundation in the theory and practice of organisational behaviour and management, focusing on types of organisations, educational institutions as organisations, and organisational change and development.
- **Managing financial resources:** aiming to develop skills in using and interpreting financial procedures and systems. Includes the analysis of financial information in the context of business plans and balance sheets.
- **Human resource management and communication:** matching human resources to organisational needs; it includes the areas of staff recruitment, induction, motivation and professional development, and effective communication.
- **Marketing:** applying of marketing and promotional theory to practice within a language teaching organisation; putting a marketing plan into operation.
- **Client and customer service:** integrating client and customer service and quality assurance practices into the work of a manager; this includes dealing effectively with client and customer feedback.
- **Academic management:** enabling course participants to utilise appropriate frameworks to initiate, promote and sustain programs of course and teacher development. The module will look at current trends in TESOL, and the development, delivery and monitoring of courses, including curriculum design and innovation.
- **Project Management:** Designing and managing projects in the ELT organisation. This involves identifying a need, setting a goal and objectives, developing strategy and communication links and scheduling tasks; conducting a stakeholder analysis and risk assessment, and monitoring and evaluating a project.
- **Performance review and recognition:** Managing and measuring staff performance, setting objectives and recognising and rewarding excellence. Determining the role of various inputs to performance appraisal systems, such as observations and teacher portfolios.

## Assessment

One assignment is set for each module (the introductory unit is not assessed). Assignment lengths vary from 1000-3000 words. The assignment types also differ, depending on the nature of the module.

Note: Participants will need reliable internet access and a basic familiarity with Microsoft Excel.

## Entry Requirements

- Bachelor degree or equivalent (including Recognition of Prior Learning).
- At least 3 years' language teaching experience OR 5 years' experience working in a language-teaching context.
- Competence in English (both written and spoken) that enables candidates to follow the course and complete all the assessed elements successfully.
- Non-native English speakers require a minimum TOEFL score of 600 with TWE 6 or 250 (computer-based) or IELTS 7 with a minimum score of 7.0 in reading and writing.
- Successful completion of a pre-course screening task.

## Application Process

Download an application form from [ef-teachers.com/qualifications](http://ef-teachers.com/qualifications) and return it with a copy of your CV to:

**Ross Thorburn**  
**Training & Development Manager**  
**Teacher Recruitment & Training**  
**Education First**  
**Email: [ross.thorburn@ef.com](mailto:ross.thorburn@ef.com)**

Suitable applicants will be invited to complete a pre-course screening task and prepare an application indicating their reasons for applying for the IDLTM course and how it will assist them in achieving their professional goals. Final selection of participants will be made by ICTE-UQ.

# THE IDLTM FOR EF CHINA TRAINING TEAM

The IDLTM for EF China brings together a team of highly qualified trainers with significant management and training experience within the LT context as well as in diverse education/business sectors.



## ANDY HOCKLEY

Andy has extensive ELT, ELT management and project management experience gained working around the world. While based in the US, Andy was an educational project manager for a number of large scale ELT projects worldwide with the World Learning SIT Graduate Institute, and for the last fourteen years has worked as an ELT management consultant and trainer. He was one of the co-creators of the IDLTM syllabus, and has been organising and training on IDLTM courses since 2001 – in the USA, Brazil, Spain and Australia. He is co-author of “From Teacher to Manager: Managing Language Teaching Organizations” (CUP, 2008) and author of “Educational Management” (Polinom, 2007). He is also active on the committee of the Leadership and Management Special Interest Group of IATEFL (International Association of Teachers of English as a Foreign Language).



## GEORGE PICKERING

George is an educational coach, trainer and consultant. He has delivered talks, workshops and consultancies in over 60 different countries. George has been a tutor on the International Diploma in Language Teaching Management (IDLTM) and its predecessor course in five different countries and is the academic director of the English UK Diploma in English Language Teaching Management (Trinity College London validated). He is an inspector of language schools for the British Council in the UK (Accreditation UK) and was the co-ordinator of the IATEFL Leadership & Management Special Interest Group (LAMSIG) for many years. He is the editor of the LAM SIG Newsletter and is a trustee of IATEFL.

He was a senior teaching fellow at the University of Sheffield for a number of years, the manager of International House London's Professional Development Centre and was the first director of the Bell Teacher Campus at Homerton College, Cambridge. George trained as a state school teacher in the UK, has an MA in Second Language Teaching and Learning and is a Master Practitioner and certified trainer in NLP. He has diplomas in management, coaching, counselling and e-moderation.



“ Having been a manager at EFEC for a number of years, I decided to participate in the IDLTM course in the hope that it would expand my knowledge in language teaching management.

The course has been a real eye opener, introducing me to aspects of a language teaching organization that I have never had the opportunity to encounter, such as financial management, curriculum design, and marketing strategies.

The design of the course is collaborative in nature, and it has been a very rewarding experience to be able to discuss management principles and practices with managers from other products and countries.

I am also happy with the fact I can now offer new ideas and proposals to my centre, applying the knowledge learnt from the course to everyday aspects of my job.”

Jonathan Dixon  
Center Education Manager  
EF Education First

## IDLTM for EF China Certification Requirements

To successfully complete the IDLTM for EF China, participants must meet all of the program requirements:

- attend all program sessions (allowances are made for absence due to emergency situations);
- communicate effectively in written and oral English;
- successfully meet the goals and objectives of the program;
- participate actively in online discussions;
- complete all program assignments.

## Credit Towards Further Qualifications

Participants who successfully complete the IDLTM for EF China may be eligible for credit towards relevant postgraduate programs at a range of universities in Australia and New Zealand. More information is available from ICTE-UQ on request. Participants may also explore the possibility of academic credit on the basis of the IDLTM individually with universities of their choice.

## FOR MORE INFORMATION

Ross Thorburn  
Training & Development Manager  
Teacher Recruitment & Training  
Education First  
E: ross.thorburn@ef.com

[www.ictu.uq.edu/idlrm](http://www.ictu.uq.edu/idlrm)