

APPENDIX 6: APPLICATION FORM FOR TEFL AWARD COURSE ACCREDITATION

CHECKLIST OF DOCUMENTS TO BE SENT IN WITH TEFL AWARD COURSE PROPOSAL

a. Filled in template with requested details	
b. Proposed course programme	
c. Time table of lessons	
d. Name of all approved teacher trainers	
e. Payment (A fee of €95 will be charged for each course) ¹	

SUBMISSION FOR APPROVAL OF TEFL AWARD COURSE (TEMPLATE)

Section 1: Contact Details

Address of institution/provider: <i>(where course will be held)</i>	
Email Address:	
Telephone Number:	

Section 2: TEFL Award Trainers

Nominated Main Tutor:			
Name		Surname	
Other Tutors:			
Name		Surname	
Name		Surname	
Name		Surname	

¹ Note: Only payments by bank transfer are accepted. Please find payment details below:

ELT Council
IBAN: MT50VALL22013000000040024768061
Sort Code: VALLMTMT

Please state 'TEFL Award Course' on the transfer details, and email us the transfer code and bank account holder details.

Section 3: Proposed Programme

The TEFL Award Course mode of delivery:

	face-to-face
	blended learning
	e-learning

N.B. If the TEFL Award Course is in blended learning or e-learning format, the course provider needs to share the course material through an online platform and provide access to the online platform. However, this should be done in full respect of the provisions of GDPR and without effecting the security of the online systems.

Section 4: Dates of Courses

The dates in which TEFL Award courses are planned on being held for the coming 12 months:

Dates	Nos. of Weeks

Submitted by:		
	NAME AND SURNAME	SIGNATURE

Date of Submission:	
Rubber stamp of School:	
Date of Receipt by ELT Council:	