UKCE Course Design

Basic Principles

The courses are designed to follow the communicative approach. Teachers are expected to provide practice for all skills; Reading, Writing, Listening and Speaking as well teaching grammar, vocabulary and pronunciation from each unit in their coursebook – adding materials to supplement the core syllabus with regularly updated and engaging materials.

The role of coursebooks

Teachers follow the 12-week syllabus for their classes. The syllabus for the General English classes requires the teacher to use a given unit of the coursebook for a given week and provides supplementary material which addresses related language points from that unit. Teachers are free to use any extra resources and materials from course books other than the prescribed ones and the intention of the syllabus is to provide teachers with a scheme of work for coming weeks and to tie in our classes with the CEFR, not to limit the teachers. Suggested improvements to the syllabus are welcome and implemented on an ongoing basis. Where there are difficulties raised by the syllabus (for example, by a student who has completed the designated coursebook before), the Academic Registrar or Head of Studies will provide advice.

Currently, the designated books are:

Level	Course book	CEFR Level
Novice	Empower/English File	A0
Seeker A	Empower/English File	A1
Seeker B	Empower/English File	A2
Skilled	Empower/English File	B1
Scholar A	Empower/English File	B2
Scholar B	Empower/English File	C1
Pathway to IELTS	Mindset 2	B1
IELTS	The Complete Guide to IELTS	B2+
CAE	Ready for Advanced	B2+

Mid Classes

Between 12:45 and 14:50 we have several supplementary classes that students can go to either singly or as a package. These are Vocabulary or Grammar and Speaking and Writing. They also cover a 12-week syllabus divided into various topics, grammar points or writing tips.

These classes are provided to give students extra classes in these particular areas or to offer them alternative classes if they cannot commit to our General English classes.

Testing

We follow the principles of Continuous Assessment for Learning rather than Assessment of Learning. Students are assessed on one receptive skill every week. The assessment is followed by in-depth feedback on steps and actions students can take to improve their linguistic skills.

The results of the test and the areas of weakness should be recorded in the Student Progress file, while the assessments themselves can be returned to the students.

The assessment is in the form of a small test which focuses on one skill each week, with a weekly schedule for teachers to record the results for each of their students.

Once the assessments have been completed the teacher will mark them and give feedback to the students. The assessments are marked by 5 levels; Excellent, Very Good, Satisfactory, Needs Practice, Weak for Level. The marks are then recorded on the student progress sheet and stored in their relevant folder. Students record their own level for each test and point they could improve on for their reference and to see how they have improved.

Exam Courses: Practice exam testing every week in all 4 tests.

Tutorials

Tutorials are scheduled to take place every four weeks after enrolment. The tutorial runs through how the student feels they have progressed in particular areas and then the teacher comments on how they feel the student has progressed in the same areas based on classroom observations and their weekly assessments. The student then writes comments on classroom activities and how they improve their English outside of the classroom, before the teacher and student agree action points for further improvement, such as listening to BBC podcasts. The last part of the tutorial checks on the students welfare and anything they would like to discuss. This tutorial is then saved in a folder for teacher reference.

Continuous enrolment

The reality of continuous enrolment is acknowledged in the registration system, wherein newly- registered students only start on Monday and Tuesday (following a trial on Monday). Students are placed in classes according to the results of a grammar and a speaking placement / progress test, after consultation with the relevant teachers to make sure that they will fit with the sublevel (higher or lower end of their relevant band) of their current batch of students.

Exam Preparation Classes

Exam classes, currently IELTS, CAE and OET, are based around Exam preparation coursebooks, such as Mindset or Complete Guide to IELTS. OET is slightly different with no set coursebook but our own materials and syllabus created in-house. They look at all four skills within each

topic that may be covered in the exams. If a student wishes to enter an exam class we prefer them to be of a B2 level or higher, however exceptions are made for B1 students if a Pathway to IELTS course is not available and they do not wish to have 1:1 classes with a suitable teacher.

List of Examination course available at UKCE

Course	Time	Books/Materials
IELTS	AM 09:00-12:15	Complete Guide to IELTS
IELTS	PM 15:00-18:15	Complete Guide to IELTS
IELTS	EVENING 18:30-20:30	MINDSET 3
CAE	EVENING 18:30-20:30	Ready for Advanced
OET	EVENING 18:30-20:30	Own Materials (created in-house)
Pathway to IELTS	No set time – organised when needed	Mindset 1 or 2 (dependant on level)

Reviewed on 17th January 2020

Reviewed annually or more often as required.