

## 1. Title of the certificate <sup>(en)</sup>



**City & Guilds Access Certificate in English Language Teaching (ACE)  
(8575-01)**

<sup>(1)</sup> In the original language

## 2. Translated title of the certificate <sup>(1)</sup>

<sup>(1)</sup> If applicable. This translation has no legal status.

## 3. Profile of skills and competences

A typical holder of the certificate is able to:

### Foundations of English language teaching

- Describe the practical features of English language teaching, in particular:
  - ideas on what makes a good teacher and a good learner
  - an introduction to language systems and how they can be taught
  - methods to teach receptive and productive skills
  - effective classroom management
  - suggested teaching models applied to lesson planning
  - resources available to teachers and learners
  - appropriate teaching techniques.

### Supervised teaching practice

- Manage the classroom effectively
- Plan lessons effectively
- Utilise a wide variety of classroom techniques
- Develop teaching materials
- Display good student rapport
- Work as a team
- Assess and monitor learners' achievements
- Provide feedback appropriately
- Analyse language for teaching purposes
- Provide an accurate language model.

## 4. Range of occupations accessible to the holder of the certificate <sup>(1)</sup>

- Classroom Assistant
- English Language Teacher.

*Note: the above are examples only, other occupations may also be accessible to holders of the certificate.*

<sup>(1)</sup> If applicable

### <sup>(1)</sup> Explanatory note

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers. More information available at: <http://europass.cedefop.eu.int>.

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## 5. Official basis of the certificate

<p><b>Name and status of the body awarding the certificate</b></p> <p>City &amp; Guilds 1 Giltspur Street London EC1A 9DD United Kingdom T +44 (0)20 7294 2800 F +44 (0)20 7294 2400 <a href="http://www.cityandguilds.com">http://www.cityandguilds.com</a></p> <p>City &amp; Guilds was established in 1878 as a registered charity (no. 312832) and received Royal Charter (RC117) in 1900.</p> <p>City &amp; Guilds is accredited as an awarding body by the Office of the Qualifications and Examinations Regulator (Qfqual) and the Scottish Qualifications Authority (SQA) to offer qualifications.</p>	<p><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b></p> <p>ACE is a unique qualification designed by City &amp; Guilds and the University of Manchester specifically for international use.</p> <p>It is subject to global quality assurance rules and regulations set by City &amp; Guilds. These policies are based on the quality assurance practices which have been approved by Qfqual.</p>
<p><b>Level of the certificate (national or international)</b></p> <p>Level 4* – National Qualifications Framework of England, Wales and Northern Ireland (NQF)</p> <p><i>*broad comparability</i></p>	<p><b>Grading scale/Pass requirements</b></p> <p>The multiple choice test is graded 'Pass' or 'Fail'. Candidates must achieve at least 65% in order to pass this element of the qualification.</p> <p>The supervised teaching practice consists of two parts: teaching practice and portfolio of evidence. Both parts are graded 'A', 'B', 'C' or 'D'. Candidates must achieve an average grade 'C' in order to pass this element of the qualification.</p> <p>The overall qualification is not graded. A certificate will only be awarded on successful completion of both elements of the qualification.</p>
<p><b>Access to next level of education/training</b></p> <p>We consider the following options to be a relevant progression routes from this qualification:</p> <ul style="list-style-type: none"> <li>• Higher education degrees in English language teaching</li> <li>• Employment.</li> </ul>	<p><b>International agreements</b></p>
<p><b>Legal basis</b></p> <p>Not applicable.</p>	

## 6. Officially recognised ways of acquiring the certificate

<p>This qualification can only be offered by an institution/provider ('centre') that has been approved by City &amp; Guilds and therefore meets its quality requirements for staff and centre resources and is subject to regular checks.</p> <p>The following assessment methods are used:</p> <ul style="list-style-type: none"> <li>• Supervised teaching practice carried out by the centre which includes lesson plans, observation of teaching practice, teaching journal/diary, materials evaluation, profile of a student and evaluation of the teaching experience</li> <li>• Final assessment:             <ul style="list-style-type: none"> <li>- multiple choice test set and marked by City &amp; Guilds.</li> </ul> </li> </ul> <p>All assessment practice is quality assured by City &amp; Guilds verifiers.</p> <p>The vocational education and training is a combination of work based and/or realistic working environment based activities. Learners are required to build a portfolio of naturally occurring evidence in real working environments. As part of the assessment for this qualification is based on teaching experience in the classroom, candidates must have access to an appropriate setting.</p> <p>The recommended Guided Learning Hours (GLH) for this qualification are 150 hours.</p> <p><b>Entry requirements</b></p> <p>City &amp; Guilds exercises a policy of open access and does not set formal entry requirements for its qualifications. Centres are however required to ensure that learners are registered for a programme of study and examination at the appropriate level.</p> <p><b>More information (including a description of the national qualifications system) available at:</b> <a href="http://www.naric.org.uk">www.naric.org.uk</a>.  <b>National reference point:</b> <a href="http://www.uknqp.org.uk">www.uknqp.org.uk</a>.</p>
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