

**The TEFL Academy**  
Pembroke House

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**Teacher Information**

**Before The Weekend**In the days leading up to the weekend course, you’ll be contacted by email from a member of staff, providing you with important information needed before the weekend.

* On Tuesdays you will receive an estimated number of students who are already booked onto the course. Please be aware though, bookings can be made as late as 8 a.m. on the Saturday of the course. So this number may increase.
* Also on Tuesdays we will double check that there are enough certificates and folders to hand out to students. Within the office there’s an internal database, but it’s always best to double check!
* Attached within this folder is an example of the final course register you’ll receive via email. This will arrive between the hours of 5.30 p.m. and 6.30 p.m. on the Friday before the course. Please ensure that you keep an eye out for any students who may still have an outstanding balance. However, this is clearly stated within the email along with all the other information we require from you.

**Weekend - Day 1**

* If possible, please arrive at the venue by 8.30 a.m. This is to ensure that the venue has set up the room as you wish (although this will always be requested) and there are no issues with projectors / Wi-Fi, etc.
* Ensure you bring all the necessary additional materials and our two resource books, including a printed copy of your student register.
* Always check students off on the register. If there are any changes, please make a note and inform the office when you send your invoice after the course.
* Under no circumstances is any student who is not on the register allowed to attend the course.
* If a student booked after office hours on the Friday, they will have a confirmation email on their phone. Please still contact the office on 01273 806380 to confirm full payment has been made.
* Any students that aren’t on the register or have any problems with their booking will also need to ring the office on 01273 806380.

**Weekend - Day 2**   
Exactly the same details as stated above. The only difference is that at the end of the day, you must remember these two things:

**Certificates**  
Upon completion of the classroom part of the course, students will receive a 20-hour certificate. You will need to sign and date each certificate, and hand them out at the end of the day. If for any reason a student doesn’t attend both days, please DO NOT give them a certificate as this will devalue the certificate for students who have completed the course.   
FYI - On completion of the 100-hour online course, their certificate will be upgraded to a   
‘120-hour TEFL qualification’ with no specific mention of ‘classroom’ or ‘online’.

**Photo**We ask tutors to take this photo so we can share our students’ success via Social Media. We’ve found that the students feel a real sense of achievement when a picture is posted. For various reasons some students may not wish to have their photo taken, which obviously should be respected.

**Register / Invoicing**Students are informed that they’ll receive access to the Online Course on the Monday following the classroom session. Therefore, as soon as the course is finished, it’s very important to send us a register of the students who attended. Please reply to the register email you received on the Friday, which must include any other feedback from the course which we asked for.

As stated within the Self-Employment Agreement, an invoice must also be submitted, along with any receipts for expenses and a useable course photo. Payment will be made as soon as we receive your invoice and paid via BACS into your account. Please be aware that we’re unable to pay you until a correctly submitted invoice is received. We advise tutors to send in an invoice at the same time you submit your register. This way you’re paid on the Monday!

A standard template of the invoice is included with the Tutor Pack.

**Other Useful Information**

Unfortunately, due to the competitive price of our course, we’re unable to provide tea or coffee. Under no circumstances is there to be any additions charged to the company account.

If students ask for any more information regarding the online part of the course, you can say something along the lines of ‘I’m afraid I only teach the classroom part of the course. However, you should have received a course breakdown within your enrolment pack, and there’s extra information in the ‘One-Page - Online Course document.’

Within the ‘Important Tutor Information Folder’ there are details on how to access the online course yourself. It would be really useful for you to have a read, so you know what it contains.