



## COURSE INFORMATION 2025

**C419**

**Specialist Certificate in the Professional  
Development of Teacher  
Leaders/Supervisors**

**06 May 2025 -  
23 May 2025**

(Important: This document should be read by all applicants prior to completing the application form for admission.)

### Course Overview

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<b>Rationale</b>	<ul style="list-style-type: none"> <li>▪ In most educational contexts, teacher leaders, level heads and heads of language departments are often drawn from the ranks of senior or experienced teachers and thrust into the job of developing others with themselves having little professional knowledge of how language teacher professional development programmes, and supervision of in-service teachers should be managed.</li> <li>▪ This course is meant for teacher leaders, staff developers, level heads, heads of language departments, or supervisors who are engaged in the planning of language teacher professional development programmes or/and in the supervision of in-service language teachers at their institutions. Experienced classroom teachers who aspire to be teacher leaders, level/department heads or supervisors may find the course beneficial for the career progression and development.</li> </ul>
<b>Duration</b>	3 weeks (54 hours)
<b>Course Objectives</b>	<p>At the end of the course, participants will be able to:</p> <ul style="list-style-type: none"> <li>▪ explore and apply various models and practices in the continuous professional development of in-service teachers;</li> <li>▪ lead or/and train teachers in their Professional Learning and Development (PLD); and</li> <li>▪ understand and play various roles to mentor, coach or/and supervise teachers for better work performance</li> </ul>
<b>Course Components</b>	<ul style="list-style-type: none"> <li>▪ From Teacher to Teacher Leader</li> <li>▪ From Teacher to Trainer</li> <li>▪ From Teacher to Supervisor</li> </ul>

<b>Delivery</b>	The training strategies used on this course are collaborative and interactive. They include topical seminars, task-based workshops, role plays and discussions.
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## **Course Requirements**

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To complete the course successfully, a candidate must:

- a) satisfy class attendance requirements;
- b) attain a satisfactory standard in required course work; and
- c) complete all assignments.

A course participant whose progress has not been satisfactory may be required to terminate his/her candidature.

## **Course Award**

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The course will lead to the award of a Specialist Certificate on the Professional Development of Teacher Leaders/Supervisors.

## **Entry Requirements**

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The requirements for admission to the course are:

- a) A Bachelor's degree (or equivalent qualifications) in Linguistics, English Language, TESOL, or Education;
- b) At least 2 years of teaching experience; preference will be given to candidates who are staff developers, teacher leaders (i.e. senior teachers/master teachers) or supervisors or heads of department; and
- c) Minimum English language proficiency of B1 (CEFR) or its equivalent.

## **IT Requirements**

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As some of the lesson components require you to be online, participants must ensure that they have the following:

- Desktop/Notebook PC (Windows OS/Mac OS) with an internet browser
- Stable internet connection
- Webcam
- Word processing software to type documents and create presentations (e.g. Microsoft Office (2003 upwards) or Open Office)

# Application

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Interested applicants must submit the following documents:

- RELC Application Form (completed and endorsed)
- Officially certified copies of the applicant's certificates of degrees/diplomas
- Officially certified copies of the applicant's transcripts. Where a transcript is in a language other than English, it should be accompanied by a certified translation into English. (In the absence of a transcript, a certified statement on the degrees/academic qualifications achieved with a listing of subjects studied and subject examination results is required.)
- Two reference letters (The two reference letters can be from an academic staff who has supervised you or a current/previous employer.)
- Officially certified copies of applicant's current/valid IELTS, TOEFL, or other valid test results

Note: Shortlisted candidates not residing in Singapore will be required to undergo a medical examination in their home countries as part of the application process. We will provide the necessary details to them in due course.