



COURSE INFORMATION 2026

C419	Specialist Certificate in the Professional Development of Teacher Leaders/Supervisors	12 May 2026 - 29 May 2026
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(Important: This document should be read by all applicants prior to completing the application form for admission)

Course Overview

Rationale	<ul style="list-style-type: none">▪ In most educational contexts, teacher leaders, staff developers, 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.▪ 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, staff developers, level/department heads or supervisors may find the course beneficial for their career progression and development.
Duration	3 weeks (54 hours)
Expected Learning Outcomes	<p>At the end of the course, participants will be able to:</p> <ul style="list-style-type: none">▪ explore and apply various models and practices in the continuing, or continuous, professional development of in-service teachers/educators▪ guide, lead or/and train teachers in their Professional Learning and Development (PLD)▪ understand and play various roles to mentor, coach or/and supervise teachers or educators for better work performance
Course Components	<ul style="list-style-type: none">▪ From Teacher to Teacher Leader▪ From Teacher to Trainer▪ From Teacher to Supervisor

Delivery	The training strategies used on this course are collaborative and interactive. They include topical seminars, task-based workshops, role plays and discussions.
Assessment	<ul style="list-style-type: none"> ▪ Assignments

Course Requirements

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 and a written exam.

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

Course Award

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

Entry Requirements

The requirements for admission to the course are:

- a) An approved Bachelor's degree (or equivalent qualifications) in Linguistics, English Language, TESOL or Education;
- b) At least two 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

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

Interested applicants must submit the following documents:

- ☐ RELC Application Form (completed and endorsed)
- ☐ Officially certified copies of certificates of degrees/diplomas
- ☐ Officially certified copies of 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.)

- ☐ Officially certified copies of current/valid IELTS, TOEFL, or other valid test results

Note: Shortlisted applicants not residing in Singapore will be required to complete a medical declaration and undergo a medical examination in their home countries as part of the application process. Details of these will be provided to shortlisted applicants in due course.