



# THE CONSULTANTS-E



## e-Moderation Course Brochure

Growing numbers of students expect a choice in where and how they learn. This includes being able to learn fully online or in blended mode (part face-to-face and part online), whatever the subject matter. Today's teachers are increasingly expected to know how to teach their students online effectively. Our online e-Moderation course gives you the skills and confidence to teach online in a principled and effective manner.



This course is aimed at teachers, trainers, tutors, facilitators, lecturers and mentors from any discipline and any level of education, who are interested in developing the skills necessary to become an effective e-moderator in online courses.



The course is also specifically recommended by Cambridge ESOL for f2f CELTA teacher trainers wanting to become qualified online CELTA trainers.

*"The course was very professionally managed and it was nice to see how each week's tasks all miraculously appeared each week! (...) Keep up the great work!"*

## How does the course benefit you professionally?

**Develop your professionalism.** Our e-Moderation course is specifically recommended by the international examining body Cambridge ESOL. The course adds to your language teaching qualifications and enhances your CV.

**Increase your employability.** The e-Moderation course increases your employment prospects by developing your skill set and helping you to stand out from the crowd. Employers these days increasingly expect teachers to know how to teach in online and blended modes.

**Update your teaching.** The e-Moderation course prepares you for the growing area of online teaching and learning. It helps you develop your online teaching repertoire to include a range of exciting new activities, techniques and tools.

**Join the community.** The e-Moderation course enables you to join the growing numbers of teachers of all disciplines who teach effectively online.

**Secure your future.** The e-Moderation course gives you the tools to keep abreast of new developments in online teaching and learning, ensuring your future teaching prospects.

The Consultants-E will issue you with a Certificate on successful completion of the course, which is defined as completing a minimum of 80% of the course work.

## Course Structure

You will follow the course entirely online, working individually, in pairs, and in small groups with a tutor.

You are fully supported by your tutor throughout the course. There are four course modules, each corresponding to one week's work:

### MODULE



Access & Climate Setting

### MODULE



Online Social Skills

### MODULE



Knowledge & Content

### MODULE



Development & Reflection



Since 2003, we've trained thousands of teachers around the world to use EdTech successfully in their daily practice. Our courses are recognised by Cambridge, English UK and Aqueduto.



## Entry Requirements

You won't need any prior experience or knowledge of online tutoring, although very basic experience of email and Internet use would be helpful.

You need competence in written and spoken English, whether English is your first, second or foreign language. Your level of competence in English must be of a standard sufficient to enable you to fully understand and complete the course work (e.g. minimum B1 on the CEFR).



### In terms of hardware and software, you need:

- An Internet connection, preferably broadband
- A headset (preferably with a USB connection)
- A webcam (your computer should have one)
- An up-to-date browser
- Adobe Acrobat Reader
- An up-to-date media player
- A word processing package

## Overview

The e-Moderation course looks at the range of skills needed by an online tutor, particularly in the field of ELT (English Language Teaching), although these skills are easily transferable to other disciplines. Through the experience of the course itself you will acquire and analyse these skills.

### During the course, you will:

learn to effectively use a VLE (Virtual Learning Environment)

become familiar with the stages through which learners pass in online learning environments

acquire the necessary online tutoring skills for each of these stages

develop your own skills as an online tutor through collaborative group work

develop the skills necessary to work with students asynchronously, and synchronously in video-conferencing sessions

learn to set up and implement a variety of online task types

explore the principles of online versus f2f (face to face) learning

reflect on the skills needed for working effectively with students online. This includes moderating skills, climate setting, support, dealing with challenges, motivating students, etc.

create a final portfolio consisting of your own reflections, and a bank of activities and principles for effective online tutoring.

The course is hands-on and firmly based on applying what you learn to practice. You leave the course confident not only in using videoconferencing tools with your learners, but also with a clear understanding of how to design and deliver effective live online classes for individual students and for groups of students.

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You will use a number of online videoconferencing platforms for chats with course colleagues and your tutor several times during the course – the exact time for these sessions is negotiated with the group. To take part in a videoconferencing session you will need a headset with microphone. If you have a webcam on your computer, you may want to connect that during the videoconferencing session, but this is optional – you will be able to see and hear your tutor even if you only have a headset. Videoconferencing sessions are always recorded which means that even if you can't attend all of them, you will be able to watch the recording later online, in your own time.

## Our Tutors

Our tutors are highly qualified and experienced language teachers and trainers, with years of experience of moderating online teacher training courses. All our tutors have language teaching backgrounds (e.g. teaching general English, business English, ESP, primary and secondary-school learners, one-to-one, and teacher training) and have worked in a range of contexts and countries. Many of our tutors are prize-winning methodology and coursebook authors and materials writers. Feedback for the tutors on all of our courses is consistently excellent, and they are experts in providing guidance and support online, as well as being highly knowledgeable in the fields of language teaching and online learning. [Find out more here...](#)

## Workload

The course lasts four weeks. You are expected to spend approx. 6-8 hours per week on online individual and collaborative group work, including offline reading and reflection. Deadlines for task completion are weekly, and you can log on at any point during the week to work on the course. There are no 'fixed' times to be online - apart from regular timetabled online video-conferencing sessions - and these are negotiated to suit everyone. You will receive a detailed study timetable to help you organise your workload effectively once you have enrolled on the course.



## Key Features Summary

The Consultants-E was one of the first providers to offer an online course in e-moderation skills (back in 2003), and is considered a leader in the field. We are one of the most experienced and highly-regarded online providers of quality online training for teachers, and our online e-Moderation course has several unique features:

The e-Moderation course develops your practical knowledge about online teaching and learning. It is a valuable indicator to potential employers that you are able to teach online effectively.

The e-Moderation course is hands on and practical. You learn about and try out online teaching techniques and tools (both synchronous and asynchronous) during the course.

The e-Moderation course is aimed at teachers from any discipline, including language teaching.

The e-Moderation course is run fully online in Moodle. As an online course, you save significantly on the accommodation fees, travel etc. associated with f2f (face to face) training courses. You can continue to work while you take the e-Moderation course.

By taking the e-Moderation course online, you have the opportunity to experience firsthand online learning in the hugely popular virtual learning environment Moodle.

Our course participants come from literally all over the world. Working closely with your course colleagues online, you meet and work with teachers and trainers from a wide range of contexts and countries.

Groups of more than 12 participants have two tutors. Our e-Moderation course has one of the highest participant to tutor ratios of any online course available. Maximum group size is 15, so you are assured of individualised and constant tutor support.

Our tutors are highly qualified and experienced language teachers and trainers themselves, and they also have years of experience of (and are fully qualified in) online moderating.

We are experienced online teacher training providers, having run our online courses since 2003, and we receive consistently excellent feedback from our participants.

**The e-Moderation course fully prepares you for teaching online - a key area of expertise in today's competitive market.**



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