

MSE Policy: Course Design

General English

Full-time courses are designed to take place over a 12-week period of full-time study, corresponding to approximately 185 contact hours. Each course includes learning objectives, course content, teaching activities and student assessment procedures.

Part-time courses are designed to take place over a 10-week period of part-time study, corresponding to approximately 40 hours of contact hours.

All courses are designed to be inclusive and to cater for continuous enrolment, a range of abilities and different educational backgrounds. To this end, courses need to be inclusive, flexible and teachers are expected to differentiate as well as assess continuously.

All courses have in common:

- A syllabus based on up-to-date published course book with support materials
- Activities that foster the development of a range of skills that are appropriate for a specified level
- Learning outcomes that are defined by the CEFR framework, from levels A2 to C1 expressed to students in Can-do statements
- Activities and tasks that allow teachers to carry out summative and/or formative assessment that feeds results directly back into teacher planning
- Assessment for Learning (AfL) tasks that enable students to improve learning through self-reflection / peer assessment
- Course evaluation by the teacher, where the feedback is used to enrich the course (course materials, syllabus, 'Can do' statements)
- An expectation that good attendance and 5 hours of independent study per week will allow the student to achieve the goals (as defined by the 'can do' statements that correspond to his or her syllabus for the period of any course.

Examination English

Full-time courses are designed to take place over a 12-week period of full-time study, corresponding to approximately contact hours.

Assessment starts with a baseline for target setting, planning and progress monitoring. Students complete practice exam papers on a weekly basis and fortnightly individual tutorials for students to receive personalised feedback from their teacher about their progress.

Plus courses

These part-time courses of one x 50 minute-lesson a day are designed to give students the opportunity to explore and practise functional language in small groups to boost performance in a choice of skills:

Fluency: Communication using functional language (Fluency)
Business: Functional communicative and written communication English
plus protocols for the workplace
Academic English: Academic skills such as essay writing

Course policies and values

For students to learn most successfully a successful student should:

- Attend all classes 100% of the time.
- Be on time for class, and have all materials needed for study
- Familiarise themselves with the syllabus and the 'Can-do' statements which are available on the website
- Get involved – take part in the skills workshops and social programme
- Make use of the online learning tools available via Scoop.it
- Study independently
- Speak English in and out of school wherever possible
- Set regular learning goals and reflect on their own progress

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