



UNIVERSITY of CAMBRIDGE
ESOL Examinations

English for Speakers of Other Languages

This is to certify that **10239 The Distance DELTA**

is authorised to administer the following Cambridge ESOL teaching awards:

DELTA

The centre has agreed to ensure that each course provided by the centre satisfies the specific regulations and requirements of the above qualification(s) and:

- to provide prospective candidates with information about the course
- to administer recruitment and selection procedures and follow up related queries
- to deliver the course in accordance with the centre's equal opportunities policy
- to observe local laws regarding staff employment and copyright
- to have a procedure for dealing with special requirements
- to deliver the course in suitable accommodation with access to the required resources
- to include the minimum number of course hours including assessed teaching practice and directed observation of teachers as specified in the syllabus
- to monitor completion of portfolios including record booklets, such as CELTA 5
- to make clear to candidates the centre's submission deadlines and policies
- to support and guide candidates during the course, and give appropriate feedback on progress in relation to the assessment criteria
- to display the Centre Authorisation Certificate and ensure that the Syllabus and the Administration Handbook are available on request
- to make candidates aware of the centre's internal complaints procedure
- to provide an end-of-course report for candidates
- to despatch certificates issued by Cambridge ESOL.

Centre
Authorisation
Certificate

The authorisation is valid until 31st July 2010

Michael Williams

Chief Executive
University of Cambridge
ESOL Examinations