

telc in-house examiner and rater trainings

Are you planning a qualification course for your trainers and teachers?

Please contact Kristine Krämer: k.kraemer@telc.net, +49 (0) 69 95 62 46 21

Before scheduling an in-house training, we need the following information:

- o The telc examinations you want to offer: Which languages and which levels?
You can find complete overview of our licences in Appendix A of our Terms and Regulations:
<http://www.telc.net/en/terms-regulations/>
- o Preferable date and time for the training.
- o Number of participants. If offering more than one training course, let us know if the same people will participate in each course.

Please note:

- o The maximum number of participants for each training course is 16; there is no minimum number.
- o A training course for first-time participants lasts one day, usually from 10 am to 6 pm.
- o We ask you to provide a laptop with DVD player, a digital projector and loudspeakers.

Next Steps:

Before the training:

- o Supply **Kristine Krämer** with the details.
- o Book your training.
- o Inform your participants about the **minimum requirements for participation**.
- o Inform Kristine Krämer about the number of participants at least 10 days before the training.
- o You will receive a packet with the training materials a few days before the training.

What is needed during the training:

- o Laptop with DVD player, a digital projector and loudspeakers
- o Provide the trainer with the packet containing the training handouts
- o Drinks and lunch for the trainer

After the training:

- o You will receive licences for everybody who completed the course successfully within 4 weeks of the training. The invoice will be delivered during this time as well.
- o Successful participants receive an email with information about the telc Community.