

# Terms and Conditions for telc Training

Valid from August 20th 2021

# Content

§ 1 Area of Validity .....	3
<b>I General Terms</b> .....	3
§ 2 Area of Responsibility of telc gGmbH .....	3
§ 3 Area of Responsibility of the Client .....	3
§ 4 Publication and Updating of Information .....	3
§ 5 Requirements for Participation .....	4
§ 6 Non-Attendance .....	4
§ 7 Certification and Licensing .....	4
§ 8 Copyright and Rights of Use .....	5
§ 9 Digital <i>telc Training</i> Products .....	5
§ 10 Data Protection .....	6
§ 11 Liability .....	6
<b>II Booking by Individuals</b> .....	6
§ 12 Registration and Contract Conclusion .....	6
§ 13 Venues and Technical Equipment .....	7
§ 14 Fees and Invoices .....	7
§ 15 Cancellation .....	7
<b>III Booking by Institutions</b> .....	8
§ 16 Conclusion of Contract .....	8
§ 17 Equipment .....	8
§ 18 Contractual Relationship .....	8
<b>Appendix 1: Examiner and Rater Trainings</b> .....	9
1. Requirements for Participation .....	9
2. Requirements for Acquiring a Licence .....	9
3. Validity of Licences .....	10
4. Trainer Licences .....	10
<b>Appendix 2: Service Fees</b> .....	11
<b>Appendix 3: Glossary</b> .....	12

### § 1 Area of Validity

1. These *Terms and Conditions for telc Training* (further referred to as *Terms and Conditions*) govern the relationship between telc gGmbH, Bleichstrasse 1, 60313 Frankfurt am Main, and every natural person or legal entity who uses *telc Trainings* (client).
2. telc gGmbH is the sole provider of the events regulated by these *Terms and Conditions* under the label *telc Training*.
3. Clients are
  - individual natural persons working towards personal professional development and for whom the specific rules under Section II apply, or
  - institutions, i.e., legal entities or natural persons being classified as an enterprise – such as a language school – that book a *telc Training* and make it available to third parties as an in-house event. These institutions are subject to the special provisions in Section III.

The general terms in Section I apply to all clients, whether they are natural persons or legal entities. Participants in *telc Trainings* are either clients of telc gGmbH in their own right or they take part in a *telc Training* offered by an institution.

4. The *Terms and Conditions* are legally binding in the German and English versions. In the event of language discrepancies between the individual language versions of these *Terms and Conditions*, the German version takes precedence.

## I General Terms

### § 2 Area of Responsibility of telc gGmbH

1. telc gGmbH develops *telc Trainings* and is wholly responsible for conducting them. Additionally, in specific cases, telc gGmbH certifies the successful participation of participants in the form of certificates or licences.
2. *telc Trainings* are continuing educational measures of varying length and focus which serve to impart knowledge and skills in seminars, courses etc., and, where applicable, facilitate the acquisition of certificates and licences. *telc Trainings* are offered in various formats, for example as on-site events, live online events or as online self-learning courses. Details about the format of the training is provided in the published course description.
3. telc gGmbH provides qualified experts to conduct the trainings as well as, if required, course material and, if necessary, access to virtual resources and platforms. Furthermore, telc gGmbH arranges a suitable venue for the training unless this is to be offered as an in-house event by the client.
4. As an enterprise certified under ISO EN 9001:2015, telc gGmbH is committed to maintaining and continually developing its system of quality management.

### § 3 Area of Responsibility of the Client

1. By booking a *telc Training*, clients acknowledge these *Terms and Conditions*. During the booking procedure telc gGmbH refers to these *Terms and Conditions* in a reasonable manner and provides a reasonable method of viewing and storing the *Terms and Conditions*. Furthermore, clients can always access the *Terms and Conditions* under <https://www.telc.net/en/terms.html> to read, download and print.
2. Clients ensure and vouch towards telc gGmbH that they themselves or in the case of an in-house *telc Training* the participants in this event fulfil all requirements for attendance at the *telc Training* in question (see §5).
3. Clients provide telc gGmbH with a valid email address whose inbox they regularly check. Important information regarding the *telc Training* that the client has booked will be sent to this address. The clients undertake on their own responsibility to take timely note of all information sent to this email address by telc gGmbH. Clients acknowledge that proof of sending a message to the email address they provided will be deemed to be proof of delivery of the same. Clients remain at liberty to provide proof of non-delivery.

#### § 4 Publication and Updating of Information

1. The latest information about *telc Trainings* is regularly uploaded to the telc website (<https://training.telc.net>). In addition, information about *telc Trainings* is also published in print form, however not updated. Clients undertake to peruse the website at regular intervals to ensure that they always have the currently correct information at their disposal.
2. telc gGmbH is not bound to make or to accept an offer. These are subject to change. Information about *telc Trainings* published on the website of telc gGmbH are only requests to make an offer (*invitatio ad offerendum*). A contract comes into effect when the client places an order (*offer*) and receives a declaration of acceptance from telc gGmbH (*acceptance*).
3. telc gGmbH reserves the right to alter *telc Trainings* in advance of or during the event. The alterations in the areas of organisation, methodology, technology and content are carried out for objective reasons whilst exercising reasonable discretion. The changes apply mainly but not exclusively to the location, the format and the time schedule of the event. telc gGmbH ensures that any alterations to a *telc Training* do not significantly affect its value and usefulness for the participants when compared with the original course description and will always take the interests of the clients into due consideration.
4. In general, the course description for each *telc Training* names the person who is scheduled to conduct the event. However, the client has no right to insist that a certain event is conducted by a particular person. If persons are mentioned, this is not the content of the contract, in particular not a guaranteed quality or a quality agreement.

#### § 5 Requirements for Participation

1. Some *telc Trainings* have special requirements for participation, which are published by telc gGmbH together with other course details of the *telc Training* in question. Meeting these special requirements is necessary for concluding a contract and a condition precedent for an offer and/or acceptance within the meaning of §§ 145, 147 BGB (German Civil Code) by telc gGmbH. The requirements for participation in Examiner and Rater Trainings are set out in Appendix 1 of these *Terms and Conditions*.
2. In the case that *telc Trainings* consist of a series of modules which build up on one another, the participant can only take part in subsequent modules if the preceding section was completed successfully and in accordance with regulations and contract. This applies for example, but not exclusively, when online modules follow on from an on-site module, for the production of practical assignments and for the final tests in Examiner and Rater Trainings.
3. telc gGmbH is entitled to change at any time the terms of the requirements for participation with effect for the future and to make further participation conditional upon consent to the changed requirements for participation.

#### § 6 Non-Attendance

1. Should participants not attend a *telc Training* that they have booked, or should they stay away from parts of the *telc Training*, they have no right to a (partial) repayment of the participation fee, participation in an alternative training or any other compensation. This also applies in the event of illness.
2. The participant has no right to be sent the materials for a training that was not or only partially attended.

#### § 7 Certification and Licensing

1. *telc Trainings* leading to a qualification have special requirements laid out in the respective course details. Participants who attend these *telc Trainings* and who fulfil the specified requirements will receive a certificate or licence in digital format.
2. Persons who register for and take part in a *telc Training* do not have the right to a certificate, a licence or other confirmatory document unless the corresponding requirements are completely fulfilled. The decision as to whether a participant has met the awarding criteria lies with telc gGmbH, which makes the decision at their reasonable discretion while taking the interests of the participant into account.
3. A certificate or licence can only be awarded to a participant if the latter not only fulfils the professional and other criteria defined by telc gGmbH but also is proved to have been present for the duration of the *telc Training* in question and to have taken an active and appropriate part in it.

4. The format, nature and wording of the certifying document are at the reasonable discretion of telc gGmbH, taking the interests of the participant into account.
5. Participants in *telc Trainings* undertake to provide their own, personal, individual and verifiable performance without the use of any unauthorised aids. By registering for a *telc Training* they give permission for their identity to be verified by means of a valid official photo ID. Recognition of these *Terms and Conditions* implies that the participant agrees to their personal data being gathered, processed and stored by telc gGmbH. This can involve – after prior notification – making and storing copies of the participant’s identity document in order to enable telc gGmbH, enterprises connected with telc gGmbH and third parties engaged by telc gGmbH to execute contracts and monitor mispractice.
6. Participants who were not awarded a certificate or licence at the end of a *telc Training* may appeal to telc gGmbH within a period of six weeks after notification of the decision. If an appeal is lodged, telc gGmbH is obliged to re-examine the facts of the case and once again to decide whether or not to award the certificate or licence. It is neither possible to view documents relevant to the *telc Training* in question nor to make further claims on the basis of the appeal.

#### **§ 8 Copyright and Rights of Use**

1. telc gGmbH generally provides participants in *telc Trainings* with course materials which are either in printed or in digital form depending on the *telc Training* format. The materials provided by telc gGmbH may only be used for the purpose of the training, within the framework of the training and in particular not for commercial purposes. The participants undertake to respect any existing copyrights and related intellectual property rights.
2. Participants in a *telc Training* are granted the right to use the digital products made available by telc gGmbH for their personal use for the duration of the training in question, depending on the format. They are permitted to use virtual classrooms, online self-study courses or any technical infrastructure provided by telc gGmbH exclusively in order to benefit from the *telc Training* in question. Using the aforementioned in any other way, for example for private purposes, is not permitted. The right of use is not transferable to third parties and not sublicensable.
3. It is not permitted to make image, sound and audiovisual recordings of any kind or screenshots of any part of a *telc Training*. All video, audio and image rights are held by telc gGmbH. The participants in *telc Trainings* indemnify telc gGmbH against any claims asserted against them by third parties on the grounds of non-compliance with this agreement. The indemnification also includes legal costs which telc gGmbH may deem necessary. At the discretion of telc gGmbH, the indemnification shall be made upon first written request either by payment to telc gGmbH or by payment to the third party.
4. Participants in *telc Trainings* grant telc gGmbH free of charge the exclusive, spatially and temporally unlimited, transferable and irrevocable rights of use to all products, performances, findings and patentable results produced in *telc Trainings* in collaboration with other participants or other involved parties, insofar as the participants are entitled to intellectual property rights or are eligible for protection under copyright laws for patentable inventions or creations. telc gGmbH holds the sole right to file applications for intellectual property rights. The participant shall compensate telc gGmbH for any damage resulting from non-compliance with this regulation. All other claims remain unaffected.

#### **§ 9 Digital telc Training Products**

1. For all digital *telc Trainings* such as online self-study courses or live online trainings the client is responsible for providing the necessary technical equipment (PC, headset etc.). The internet connection is made using the client’s own technical infrastructure. telc gGmbH is in no way responsible for installing, configuring or otherwise administering hardware or software, nor does telc gGmbH offer a continual technical support.
2. Clients undertake to protect the data they use to log in for virtual courses from unauthorised access by third parties in line with current best practice.
3. In the case of a violation of the granted rights of use according to §8, the client’s right of use expires with immediate effect and automatically reverts to telc gGmbH. The client must in this case immediately cease to make use of any resources provided by telc gGmbH and telc gGmbH is entitled to block access to its digital products.

### § 10 Data Protection

1. A client's personal data may be stored in compliance with data protection laws and regulations for the purpose of order processing and certification results, for customer service and advertising purposes as well as to prevent misuse.
2. Further information on data protection is provided in the data protection policy of telc gGmbH. When these *Terms and Conditions* are an integral part of a contract, the data protection policy also becomes part of the contract. The policy is published under <https://www.telc.net/en/privacy-policy.html> where it can be downloaded, printed and archived.
3. By booking a *telc Training* clients agree to receive information from telc gGmbH provided that this is in connection with their contractual relationship with telc gGmbH.

### § 11 Liability

1. telc gGmbH's liability for damages, irrespective of the legal basis for the corresponding claim, is restricted to contract-typical and predictable damages.
2. Furthermore, telc gGmbH is only liable in the case of a violation of a cardinal obligation – i.e. an obligation which is essential for the execution of the contract and whose fulfilment can reasonably be expected by the contractual partner – as well as for damages resulting from injury to life, body or health based on an intentional or negligent breach of duty by its legal representatives or vicarious agents, as well as for other damages based on an intentional or grossly negligent breach of duty by its legal representatives or vicarious agents. In all other respects liability is excluded. This applies in particular to:
  - loss of or damage to personal property and data,
  - disruption of unimpeded access to telc gGmbH's digital products as well as expenses rendered useless as a result thereof,
  - failures and malfunctions of the technical infrastructure and in particular of the client's internet connection.

## II Booking by Individuals

### § 12 Registration and Contract Conclusion

1. Individuals who meet the published requirements for participation and, if applicable, the technical requirements, may book a *telc Training* at telc gGmbH as clients and at the same time as training participants.
2. Interested individuals can make a booking exclusively online via the telc website (<https://training.telc.net>). This requires registration with an email address, acceptance of these *Terms and Conditions* and confirmation of the storage and processing of data according to the data protection policy. Registration is free of charge.
3. Booking constitutes a binding offer within the meaning of § 145 BGB.
4. The booking confirmation (i.e. the acceptance by telc gGmbH according to § 147 BGB) will be sent to the email address given during registration. Participants in the *telc Training* can check their booking status online at any time.
5. In the case of fully booked events, interested parties can sign up on the waiting list. This is also binding, but when telc gGmbH confirms that it has received the individual's registration in the waiting list, this is not a declaration of acceptance according to § 147 BGB. In the event of the individual moving up from the waiting list to the event, telc gGmbH will send a further message to the email address provided, which then constitutes the declaration of acceptance.
6. telc gGmbH reserves the right to unilaterally revoke the confirmation of booking up to 14 calendar days before the scheduled start of the *telc Training* event or to cancel the *telc Training* at short notice for objective reasons. In this case, telc gGmbH undertakes to refund the full participation fee. There is no entitlement to an alternative date. The offering of an alternative date is a voluntary service by telc gGmbH. No further claims can be asserted.

### § 13 Venues and Technical Equipment

1. The venues where the *telc Trainings* will take place are announced together with the other course details when the offer is first made; the exact address may possibly only be communicated shortly before the date of the event. telc gGmbH reserves the right to change the venue up to one working day before the start of the event, as well as at any time during a *telc Training* course lasting several days.
2. In the case of *telc Trainings* where the details stipulate a virtual learning environment, participation is possible online regardless of location.
3. In the case of on-site events, participants in the *telc Training* undertake to handle the technical equipment provided by telc gGmbH (e.g. digital whiteboards) with care. The available software as well as the network access provided may not be used for purposes that are in conflict with generally applicable legal regulations. Accordingly, it is forbidden to transmit, store, process and distribute images, sounds and texts that glorify violence, are pornographic or racist. Copying, editing or deleting of external data is not permitted.
4. Defects in hardware and software and access by unauthorised third parties must be reported immediately.
5. Participants in *telc Trainings* may use the internet access provided at the venue for the duration of the course exclusively for the purposes of the course. The provision of internet access for purposes other than the course itself is a voluntary service offered by telc gGmbH. telc gGmbH reserves the right to exclude participants from using the internet connection.
6. The participants in *telc Trainings* indemnify telc gGmbH against any claims asserted against them by third parties on the grounds of non-compliance with this agreement. The indemnification also includes legal costs which telc gGmbH may deem necessary. At the discretion of telc gGmbH, the indemnification shall be made upon first written request either by payment to telc gGmbH or by payment to the third party.

### § 14 Fees and Invoices

1. *telc Trainings* are subject to the participation fees published in the respective course details.
2. Additional service fees may apply, for example, if a deadline is extended (cf. Appendix 2).
3. The billing address must be stated when booking. This is either the private address of the participant or the address of an institution that will settle the invoices for its employees.
4. Payment is due when the booking is made.
5. In the case of outstanding payments, telc gGmbH reserves the right to refuse an individual's participation in *telc Trainings* as well as the provision of services for this person.

### § 15 Cancellation

1. Participants in a *telc Training* can cancel their booking free of charge up to 14 calendar days at the latest before the scheduled start of the course they booked, unless a different cancellation deadline has been specified. Confirmation of the cancellation will be sent to the email address provided by the participant. After the cancellation deadline, the full participation fee is due without exception. In the case of sponsored events, special conditions apply. When purchasing an online self-study course, participants expressly agree that access will be provided immediately by telc gGmbH and that cancellation is not possible.
2. In general, telc gGmbH does not accept substitutes for the registered participant, i.e. the use of the service by a person other than the individual client. telc gGmbH may deviate from this in individual cases as a gesture of goodwill and without obligation to do so, provided that the requirements for participation for the *telc Training* in question are met. There is no entitlement to such a substitution. If a suitable substitute is named and a positive goodwill decision is made by telc gGmbH, no additional costs will be incurred. A substitution is only possible for the entire event. The registered participant is responsible for making the arrangements. The contact details of the substitute person must be sent by email to [training@telc.net](mailto:training@telc.net) at least two working days before the *telc Training* in question.

### III Booking by Institutions

#### § 16 Conclusion of Contract

1. If an institution books a *telc Training* as an in-house event, the conditions will be agreed on individually between telc gGmbH and the client. This applies to the content of the event, the location and time as well as the price plus any travel and accommodation costs incurred.
2. telc gGmbH submits an offer for the *telc Training* event in question, the acceptance of which establishes the contractual relationship. telc gGmbH is not obliged to make an offer. The contract cannot be concluded online and must be in writing.
3. Cancellation of the contract is possible free of charge up to 30 calendar days before the event.

#### § 17 Equipment

1. The in-house event shall take place in rooms provided by the booking institution. These must be appropriate in terms of equipment and size.
2. If digital *telc Trainings* are booked, the institution shall bear responsibility for the technical infrastructure necessary for conducting the event.

#### § 18 Contractual Relationship

1. A contractual relationship exists solely between telc gGmbH and the booking institution, i.e. the in-house client. Only the booking institution can claim against telc gGmbH for its services. In turn, the institution has a contractual relationship with the participants in the *telc Training*.
2. The institution transmits the necessary personal data of the training participants to telc gGmbH and ensures that the participants register with telc gGmbH. It ensures compliance with the applicable data protection regulations and vouches for this vis-à-vis telc gGmbH. The institution also indemnifies telc gGmbH against any claims asserted against them by third parties on the grounds of non-compliance with this agreement. The indemnification also includes legal costs which telc gGmbH may deem necessary. At the discretion of telc gGmbH, the indemnification shall be made upon first written request either by payment to telc gGmbH or by payment to the third party.
3. The institution ensures that it is able to fulfil the obligations set forth in Section I of these *Terms and Conditions* and shall obligate the participants which it has admitted to the *telc Training* to the *Terms and Conditions*, in particular to paragraphs: § 5 Requirements for Participation, § 7 Certification and Licensing, and § 8 Copyright and Rights of Use.
4. In the case that course documents are made available to the participants as part of the agreed services, telc gGmbH pledges to transmit these to the institution, which in turn passes them on to the participants in the *telc Training*.



## Appendix 1: Examiner and Rater Trainings

### 1. Requirements for Participation

In order to take part in an Examiner or Rater Training, participants must meet the following requirements in addition to those specified in §5 of these *Terms and Conditions*.

#### Preparatory Module

An online preparatory module must be successfully completed before participants can attend their first Examiner Training ([www.telc.net](http://www.telc.net)).

#### Examiner Trainings

Requirements for Examiner Trainings are:

- Teaching experience of at least 450 lessons with learners at the relevant proficiency levels of the *Common European Framework of Reference for Languages* (CEFR) in the target language
- Familiarity with the CEFR levels of proficiency as well as the communicative and action-based approach towards teaching and assessment
- Comprehensive knowledge of the formats of the telc examinations that are covered by the examiner licence in question
- Knowledge of the *Rules and Regulations for telc Examinations* ([www.telc.net/en/terms](http://www.telc.net/en/terms)) in their latest version
- At least CEFR C1 level language competence in the target language (In the case of a C1-C2 licence the competence must be at C2 level).

Should doubts as to fulfillment of requirements of a participant arise in the course of an Examiner Training, telc gGmbH is entitled to require the subsequent submission of documentary evidence before deciding on licensing:

- Language competence: A certificate attesting language competence at C1 or C2 must be submitted. Only recent certificates from language test providers who are full members of ALTE can be accepted for this purpose. The participant bears the cost of the language examination.
- Teaching experience: A current confirmation from a language school about the teaching work done there with detailed information about the type, scope and period of teaching must be submitted.

#### Rater Trainings

Requirements for participation in Rater Trainings are:

- Fulfilment of the requirements for participation in an Examiner Training
- Possession of a valid telc examiner licence in the target language

### 2. Requirements for Acquiring a Licence

In order for an Examiner or Rater licence to be awarded, the participant must fulfil the following requirements:

#### Face-to-face events

In order to acquire an Examiner or Rater licence, participants must meet the following requirements:

- Fulfilment of the requirements for participation
- Active and appropriate participation in the training
- Appropriate assessment of test takers' oral or written performances (deviation from telc sample marks may be tolerated providing the correct CEFR proficiency level is arrived at).

The trainer conducting the Examiner or Rater Training must check whether the participants fulfil these requirements. They are required to call upon the participants to contribute actively to the discussions. After the training the trainers make recommendations to telc gGmbH for each participant as to whether the corresponding licence should be awarded or not.

### Online Examiner and Rater Trainings

In order to acquire an Examiner or Rater licence within the framework of an online course of self-study, the following requirements must be met:

- Fulfilment of the requirements for participation
- Successful completion of the final test at the end of the online course

### 3. Validity of Licences

Examiner and Rater licences are valid for a maximum of three years unless a special ruling is applied. The holder is informed of the licence's expiry date at the time it is issued.

The *General Guidelines for Conducting telc Examinations* regulate which licence is required for working as an examiner or rater in a specific telc examination.

Any licence can be revoked with immediate effect for serious reasons such as violations of the telc Rules and Regulations or inappropriate behaviour towards test takers. Any licence can also be revoked by telc gGmbH if the latter cannot be reasonably expected to maintain the licensing agreement. This is in particular the case when there is a well-founded suspicion that the licensee is guilty of inappropriate personal conduct or a violation of duty, and if this suspicion cannot or not without unreasonably excessive efforts be dispelled within a reasonable period of time. As a rule one month is considered to be a reasonable period of time. When this period has elapsed the licensee retains the right to prove the reasonableness.

### 4. Trainer Licences

Trainer licences entitle the holder to conduct Examiner and Rater trainings and to make recommendations regarding the issuing of Examiner and Rater licences.

Prospective trainers apply to telc gGmbH. The trainer licence can be acquired within the framework of a qualifying seminar to which applicants are invited. It retains its validity as long as the holder regularly and successfully takes part in training measures, in particular by completing a yearly calibration task as well as attending trainers' meetings. telc gGmbH reserves the right to impose individual training and calibration measures.

The licence can be revoked with immediate effect for serious reasons such as violations of the *telc Rules and Regulations* or inappropriate behaviour towards participants of *telc Trainings*. The licence can also be revoked by telc gGmbH if the latter cannot be reasonably expected to maintain the licensing agreement. This is in particular the case when there is a well-founded suspicion that the licensee is guilty of inappropriate personal conduct or a violation of duty, and if this suspicion cannot or not without unreasonably excessive efforts be dispelled within a reasonable period of time. As a rule one month is considered to be a reasonable period of time. When this period has elapsed the licensee retains the right to prove the reasonableness.

## Appendix 2: Service Fees

A special fee is charged for the following extra services:

Extended deadline for handing in a practical assignment	€40.00
Assessment of a second version of a practical assignment after a failed attempt	€60.00
Re-issue of a certificate	€40.00
Printing and dispatching of a certificate	€40.00

The fees are inclusive of VAT.

Special fees apply for events sponsored by third parties, cf. the German version of these *Terms and Conditions*.

## Appendix 3: Glossary

### **CERTIFICATE**

Can be attained in a *telc Training* in which participants' competences are assessed, as a rule at the end of a COURSE.

### **CLIENT**

Juristic entity or individual who books a *telc Training*, can be either a PARTICIPANT or an INSTITUTION.

### **COURSE**

A *telc Training* course consists of several parts or modules, usually in the form of SEMINARS. Some courses may lead to a CERTIFICATE being awarded.

### **DIGITAL TELC TRAINING**

Generic term designating a *telc Training* which make use of digital technology, whether asynchronous or synchronous, e. g., ONLINE SELF-STUDY COURSE or LIVE ONLINE TELC TRAINING

### **EXAMINER TRAINING**

A qualification seminar aimed at enabling participants to become examiners. Successful participants are awarded a LICENCE, cf. RATER TRAINING.

### **FACE-TO-FACE TELC TRAINING**

Generic term designating a *telc Training* which takes place at a set time in a synchronous setting and which includes interaction among the participants. This can be either a LIVE ONLINE TELC TRAINING or an ON-SITE TELC TRAINING.

### **INHOUSE EVENT**

*telc Training* that takes place at an INSTITUTION and is organized by it for a group of participants.

### **INSTITUTION**

Legal entity or natural person being classified as an enterprise that books a *telc Training* and makes it available to third parties, cf. CLIENT

### **INSTRUCTOR**

Expert who conducts all types of *telc Trainings* with the exception of Examiner Trainings and Rater Trainings, cf. TRAINER.

### **LICENCE**

An examiner licence entitles the holder to conduct telc oral examinations and assess telc test takers' spoken performances. A rater licence entitles the holder to assess telc test takers' written performances. Licences are awarded by telc gGmbH.

### **LIVE ONLINE TELC TRAINING**

*telc Training* which takes place digitally in real time. Cf. FACE-TO-FACE TELC TRAINING

### **ONLINE SELF-STUDY COURSE**

Asynchronous learning opportunity provided for individuals studying online in their own time, sometimes for acquiring a LICENCE. Not a FACE-TO-FACE EVENT, cf. DIGITAL TELC TRAINING.

### **ON-SITE TELC TRAINING**

Takes place at a real location at a set time and in-person, not online. One type of FACE-TO-FACE TELC TRAINING.

### **PARTICIPANT**

Individual who takes part in person in any *telc Training* event. A participant may also be a CLIENT.

### **PRACTICAL ASSIGNMENT**

Refers to an individual assignment as part of a *telc Training* which the participant must accomplish alongside the face-to-face module(s) although it might be presented there. It is essential for acquiring a CERTIFICATE.

### **RATER TRAINING**

A qualification seminar aimed at enabling participants to become raters, i. e., to assess the written performance of test takers in telc examinations. Successful participants are awarded a LICENCE, cf. EXAMINER TRAINING

### **SELF-STUDY PHASE**

Component of *telc Training* (often supported by online resources) for independent acquisition of knowledge and/or expansion practical of competencies. Always in conjunction with FACE-TO-FACE TELC TRAININGS

### **SEMINAR**

Type of *telc Training* in which a subject of study is covered in one compact session, usually completed in one day, cf. TELC TRAINING

**TELC TRAINING**

Generic term designating a SEMINAR, COURSE or other event conducted face-to-face or online, with the aim of imparting or extending knowledge and competences. Depending on the focus of the *telc Training*, participants may aim to acquire a CERTIFICATE or LICENCE on completion.

**TRAINER**

Used exclusively for an expert holding a trainer licence who conducts an Examiner or Rater Training and can recommend that a LICENCE be awarded to participants.

**TRAINER QUALIFICATION SEMINAR**

*telc Training* event with the aim of bestowing a TRAINER licence onto participants who will conduct Examiner and Rater Trainings.



**telc gGmbH**

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