

Characteristics of Effective ELTPs

The following best practices in English language training can help SCOs plan for and set up effective ELTPs, along with guidance and support from DLIELC. During an English language site survey (see chart above), a DLIELC Overseas Program Manager (OPM) will discuss the feasibility and implementation of these recommendations with in-country ELTP managers and instructors.

<p>Training Management</p>	<ul style="list-style-type: none"> • Group students homogenously based on proficiency level • Use American Language Course Placement Test (ALCPT) for placement in ELTP and check progress with ALC book quizzes • Enroll a minimum of 150 students to allow for a greater degree of homogeneity in grouping students • Recommend a passing ALC book quiz score of 70 • Maintain a student-to-instructor ratio of no higher than 1:10 • Offer intensive English language training of 20-25 hours per week at least at one in-country ELTP
<p>Facilities</p>	<ul style="list-style-type: none"> • Designate adequate space for administrative and faculty offices, classrooms, training aids, secure test storage, a library, language laboratories, a laboratory maintenance shop, instructional materials and equipment storage, small but many classrooms * Large ELTPs may also require projection rooms, conference rooms, study halls, learning centers, and an auditorium • Check for adequate heating and cooling systems • Designate sufficient administrative space, to include that for program director, supervisors, instructors, admin, visitors, meeting space, computer equipment, copying machine. The larger the student load, the more office space to accommodate increased faculty and staff requirements • Ensure classrooms and labs are in noise-free areas and in adjacent buildings (if necessary), and they have good acoustics, sound proofing, adequate lighting, and sufficient number of electrical outlets
<p>Classroom equipment</p>	<ul style="list-style-type: none"> • Ensure classrooms have chalkboard, whiteboard (or interactive white board), desks, chairs, lectern (optional), a storage closet/cabinet, adequate lighting, projection screen, overhead projector, maps, TV (if possible), and CD or DVD player

ELTP Checklist

The checklist below helps SCOs start planning for and supporting an in-country ELTP. When a SCO requests DLIELC assistance in establishing or maintaining an ELTP through a site survey (English Language Survey MTT, MASL D307009, in the chart above), a DLIELC OPM will ask more in-depth questions about each item while conducting the survey in order to provide sound recommendations for the ELTP. If it is an on-going MTT or LTD, recommendations to an existing program are found in the last After Action Report (AAR) published. Contact the appropriate OPM for further guidance.

ELTP purpose and objective(s) have been identified and documented	
There is an adopted curriculum, and a sufficient supply of materials are on hand	
The number of students trained per year coincides with US Security Cooperation training objectives	
Students are placed appropriately in ELTP with American Language Course Placement Test (ALCPT) or another assessment tool	
ALCPT/ECL exit scores are based on FOT requirements	
The number of English language training hours per week meets the minimum recommendation of 20-30 contact hours for students to achieve the exit score requirement	
There is an adequate number of ELTP sites to meet English language training objectives	
There is an adequate number of qualified English language instructors to meet training needs	
Classroom, administrative, and storage facilities are adequate	
Lab programs complement the ELTP	
The number of lab facilities is sufficient; labs are in good condition and maintained regularly	