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# CALL FOR PROPOSALS

## Summer English Course for Colombian Students

June -July 2016



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UK based 2-week (residential) summer English language course for a group of fifteen Junior Colombian students (12-14 years old) and 15 Senior (15-17 years old).

The British Council, Colombia is looking for a two-week British Council Accredited residential language course provider in the South East of England to provide four hours of English language teaching per morning and a range of sporting and cultural activities in the afternoons for a group of English language students from Bogota, Colombia. Classes to be taken by the students from Colombia should be integrated with students from other countries to promote intercultural relations and the use of the English Language.

**Duration:** Two weeks

**Course Dates:** From 18<sup>th</sup> June to 3<sup>rd</sup> July 2016

## **Group Description:**

- A group of 15 Colombian Junior and 15 Senior English language students currently studying British Council teaching centre in Colombia.
- 3 British Council staff members accompanying.

## **Accommodation:**

The British Council, Colombia would like costing with regards to accommodation in residence and homestays. The Language School will arrange accommodation according to details below:

1. For 15 senior students in a residence. Staff of Language School will be responsible for overnight supervision of students.
2. For 15 junior students in homestays (with local families close as possible to the school itself) with transportation to and from the school for duration of course.
3. For 3 accompanying group leaders, including transportation.
4. Meals breakfast, lunch and dinner for all students and group leaders. Include late night snacks every night for duration of course.

### **Cultural Activities:**

These are additional components of the course which will enable students learn more about the country, its people and culture. Activities should be planned head of time and have a learning objective, hopefully linked to what students are seeing in the classroom. A detail program activities and Institution Activity Leaders assigned will be requested if selected.

### **Proposal terms of reference:**

- Justification
- General and specific objectives of course
- Methodology and course content
- Additional components and/or features to the programme (use of new technologies to support the learning of English; range of sporting/cultural activities available).
- Assessment System (including final student report)
- Materials to be used
- Initial and final placement test
- Certification
- Proposed breakdown of costs/budget
- Child Protection Policies in place within the institution
- Any other additional activities/services as a plus from the language school
- Contact details of dedicated person assigned to British Council group

### **The breakdown of costs/ budget should include:**

- Tuition (course fees)
- Airport transfers
- Local transport if necessary
- Accommodation
- Meals (Breakfast, hot lunch, dinner & evening snacks)
- Placement test on arrival and departure using the same testing system
- Materials for each student
- Final report of students' progress
- Costs of sporting/cultural activities (entrance fees/hire of equipment etc.) Include option for trip to London

## **ACTION REQUIRED**

**Proposals should be sent to [eltplacement@britishcouncil.org.co](mailto:eltplacement@britishcouncil.org.co) by no later than Monday, 10 December, 2015. Subject line: Proposal – BC Summer Group 2016**

Proposals will be assessed according to compliance with the terms of reference above and breakdown of costs/ budget. Only institutes shortlisted for consideration will be contacted for follow-up.

## **CONTACT PERSON**

### **Rose Williams**

Project Manager Education – Services for International Education Marketing (SIEM)  
Colombia / Americas

## **BRITISH COUNCIL CHILD PROTECTION POLICY**

The British Council creates international opportunities for the people of the UK and other countries and builds trust between them worldwide. We believe child protection requires everyone to take responsibility. We recognize that the care and welfare of children is paramount and that all children have the right to protection from all types of harm. The British Council recognizes that we have a fundamental duty of care towards all children we engage with, including a duty to protect them from abuse. We achieve this through compliance with UK child protection laws and relevant laws in each of the countries we operate in, as well as by adherence to the United Nations Convention on the Rights of the Child (UNCRC) 1989.

A child is defined in the British Council as anyone who has not reached their 18th birthday (UNCRC 1989) irrespective of the age of majority in the country where a child is, or their home country. This policy is mandatory for all British Council staff worldwide. This includes anyone who works for the British Council, either in a paid or unpaid, full or part time capacity. This includes directly employed staff, trustees, contractors, agency staff, consultants, volunteers, interns and anyone working on behalf of the British Council.

### **The British Council is committed to:**

- Valuing, respecting and listening to children
- ensuring all necessary checks are made when recruiting staff
- maintaining strong child protection systems and procedures for staff
- training our staff and providing a common understanding of child protection issues to inform planning and practice
- sharing information about child protection and good practice with children and parents/careers
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- providing effective management for staff through clear processes, supervision, and support.
- We will provide adequate and appropriate resources to implement this policy and will ensure it is communicated and understood. The British Council will review this global policy statement annually to reflect new legal and regulatory developments and ensure good practice.