**Response form for the call for UK partners to host a 3-month UK football study programme for Chinese coaches**

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| **Contact Information**  |
| Name of institution |  |
| Contact person |  |
| Title/Position |  |
| E-mail |  | Telephone |  |

**Application Deadline: 15 March 2018**

**Terms & conditions**

1. **Accredited institutions only**

All participating institutions must be accredited by a recognised UK authority.

2. **Finance**

The host institutions would settle all financial proceedings directly with China Scholarship Council.

# Evaluation criteria

Responses will be assessed using the criteria and weightings below. A score will be given for each part of the information submitted that is to be assessed. The qualitative aspects of your response will be evaluated entirely on your response submitted.

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| **Criteria** | **Weighting** |
| Study programme design and professional capacity of the institution  | 30% |
| Cost of the programme  | 25% |
| Accommodation, catering, sports and training facilities | 15% |
| Project management capacity in a cross-cultural context | 15% |
| Understanding of China’s campus football development  | 15% |

*Please complete the following response form, including criteria 1 - 5*

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| **Criteria 1 – Study programme design and professional capacity of the institution**Quality of the proposed programme is a critical factor for selecting a successful programme provider. Although the majority of the programme content will be centred on the FA coach awards curricula to ensure consistency in programme standards and accreditation, the host institution will still be expected to provide supporting courses and arrange study visits to improve the comprehensiveness of the overall training programme. Please provide information covering below areas:* **Overview of your institution:** Please provide an overall introduction to your organisation and provide highlights relevant to sports/football training.
* **Target participants of the programme**: Please state if you would prefer to host football coaches or coach educators, or both.
* **Number of participants**: Please state the minimum and maximum number of participants (out of the total of 180) that you can accommodate; and how many participants will be trained in one group.
* **Preferred dates:** Please state your preferred dates to deliver the study programme in the summer and autumn of 2018 (June - September).
* **Outline of the programme:** Please provide an outline of the study programme (training and any visits) including the number of hours involved for each element. Please note that the FA coach awards and assessments below are compulsory elements of the programme.

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| For coach training programme: * The FA International Foundation Course or The FA Level 1 – **7 days**
* The FA International Intermediate Course or The FA Level 2 – **20 days**
 | For coach educator training programme: * The FA International Intermediate Course or The FA Level 2 – **20 days**
* Blocks 1-3 of The FA International Advanced Course or the FA Level 3/UEFA B – **15 days**
* The FA Coach Tutor Training – **7 days**
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* **Professional capacity of staff:** Please provide the CVs of trainers and supporting staff relevant to the programme.
* **Practicality of the programme**: The programme should include examples of best practice from the UK/other well-performing education systems and be relevant to the participants’ daily needs.
* **Qualifications:** Please specify if there are any additional qualifications/certificates other than the FA’s qualifications that participants would acquire after participating in the programme.
* **Value added offers:** Please specify any value added offers beyond the programme your institution could provide for the long-term professional development of the programme participants. This can include, but is not limited to, any ongoing mentoring support, consultancy services, or system design, etc.

**Please provide your response below:**   |

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| **Criteria 2 - Cost of the programme**It is essential that the programme provider can provide an arrangement where pricing is clearly defined, competitive and transparent. To satisfy these criteria, each applicant must provide a breakdown of all expected costs with a clear explanation. **Costs may include:*** Tuition fees for the training programme (training venue, training materials, tea breaks, etc.) **To note**: *Cost of delivering the compulsory FA coach awards should be taken into consideration here*
* Accommodation (suitable on-campus or hotel accommodation)
* Transportation in the UK (airport pick-up, drop-off, daily transportation if needed between training and accommodation facilities, transportation for other visits, etc.)

Note: 1. For accommodation, please provide three options where the location is reasonably convenient, covering price ranges from economic, to medium, to high.
2. Please also include the pricing for any relevant value added services, if applicable.

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|  | **Unit cost per person** | **No. of participants** | **Sub-total** | **Breakdown**  |
| Tuition fee |  |  |  |  |
| Living expenses (accommodation and transportation) |  |  |  |  |
| Other expenses |  |  |  |  |
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| **Total** |  |  |  |  |

Other factors to consider:* Payment requirements – Does your institution have any specific requirements on how the payment should be processed (e.g. timeline, methods of payment)?
* Details of any particular arrangements that the National Youth Campus Football Work Leading Group Office, CSC and the FUSC/CSSF need to be aware of?

**Any points to make, please list down here:**  |

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| **Criteria 3 - Accommodation, catering, sports and training facilities**Please provide information about the proposed accommodation, catering, sports and training facilities and any host institutions for visits, including: * **Location** of accommodation, training venues and any host institutions for visits; distances between different venues; proposed ways of transportation
* **Training and other sports facilities**: Please specify if the training venue meets the following minimum requirements and if there are any other highlights:
	+ The training venue meets UK minimum health and safety requirements.
	+ The venue is spacious and located in quiet surroundings.
	+ The venue is equipped with comfortable desks and chairs, and multimedia facilities including projectors, video and sound equipment.
	+ The venue is equipped with a football pitch.
	+ The training room is air-conditioned and has good ventilation.
	+ Free internet access is available at the training venue.
* **Accommodation and catering facilities:** Please specify if the following minimum requirements are met and if there are any other highlights:
* The dormitory is equipped with basic cooking equipment: stovetop, microwave, refrigerator, electric kettle.
* Free WiFi in dormitory.
* Maximum four people sharing one shower room and lavatory.
* It is helpful to share webpages or photos of the proposed training, sports, accommodation and catering facilities as part of the response. (Please share photos via a link / an online platform)

**Please provide your response below:**  |

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| **Criteria 4 - Project management capacity in a cross-cultural context**Please provide information as to how you would organise the programme to provide the services as required, demonstrating capacity and flexibility in meeting the needs of the Chinese participants in a cross-cultural context.**Information to include:*** Describe the process you would propose to implement the programme, outlining the timeline and any milestones for the programme.
* Attach a brief CV of the project manager.
* Outline the mechanism through which you would monitor and manage the quality of your programme and related services, including how you would solve problems and manage any risks.
* Specify if there are any Chinese staff in the programme management team, or describe your experience in working with Chinese partners and hosting Chinese groups.

**Please provide your response below:**  |

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| **Criteria 5 - Understanding of China’s campus football development**Please provide details as to how your international experience (including the range, variety and type of training projects) will benefit you in working on the programme with China. Please provide evidence of your knowledge and understanding of the context of China’s campus football development, including but not limited to, national priorities and challenges, and the local market needs for football teacher’s professional development. **Please provide your response below:**  |