



## **Call for Proposals**

# **Intensive General English-Language Course plus ESP Business and Finance components in the UK for a Group of Peruvian Business and Finance University Students**

July-August 2018

December 2018-January 2019

# Call for Proposals

UK-based, 2- week intensive English-language course for a group of 10/12 Peruvian university (18/24) years old - residential, *preferably* homestays) | **CEFR: Ranging from A2 to B2**

A client of British Council in Peru is looking for a British Council Accredited language course provider in the UK to provide an intensive two-week general English-language course (CEFR A2-B2). In the afternoons we would like proposals to include classes of English for specific purposes in the area of Business and Finance, and/or a programme of activities and visits related to Business and Finance (for example, if you're a university-based school you could include subject lectures or department visits) . The Peruvian university wants their students to enhance their English language skills, immerse themselves in a UK higher education environment and experience British everyday life with the purpose of enhancing intercultural skills. Further details are included here below:

- **General English-Language Course and ESP component:** The students in the group have varied levels English, so we would like proposals to include placement level testing, and the ability to offer students a course that suits their actual level. This general English-Language course would ideally be complemented with a course, or some classes in English for specific purposes (in this instance, Business and Finance), aimed at building on their professional lexical needs.
- **Visit Plan:** Proposals should include visits to UK sites or institutions that are of special importance in the professional field that students are pursuing (in this instance, Business and Finance).
- **Length of Trip in the UK:** The supporting institution welcomes proposals via the British Council in Peru for courses that last two weeks in length (roughly within the months of July and August 2018, and December 2018 and January 2019, so they welcome proposals for both sets of dates. There is flexibility as to whether 10 or 12 should travel to the UK, and there is special interest if there is a minimum number of participants that could generate a complementary or reduced-price pack
- **Accommodation:** It is preferred that accommodation should be in homestays in order to maximise their opportunities for language exposure while in the UK.

**Duration:** two weeks

**Course Dates:** Ideally during July-August 2018 and/or December 2018-January 2019

**Group Description:**

- A group of up to 10 to 12 Spanish-speaking undergraduate students from the Lima, the capital city of Peru, wishing to learn General English and English for Specific Purposes (age range: 18-24).
- Potentially a chaperone will accompany the group.

**Accommodation:**

The preference for accommodation is in homestays - preferably within walking distance from the language school premises. (If available, student residence could be an option as well).

The Language School will arrange accommodation according to the details below:

1. For 10-12 students, ideally in homestay.
2. If quote includes student residences, it should specify costs for both individual and shared rooms.
3. Potentially quote accommodation for 1 accompanying group leader, including transportation from/to London.
4. Meals: breakfast, lunch and dinner for all students and group leaders. Include **late night snacks** every night for duration of course.

### Proposal ToRs (Terms of Reference):

- Justification;
- General and specific objectives of course;
- Teaching methodology and course content;
- Additional components and/or features to the programme (e.g. use of new technologies to support the learning of English;the Business and Finance programme of activities and/or classes);
- 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;
- **Desirable:** Variation of activities in different locations on or off-campus;
- **Contact details of dedicated person assigned to British Council group.**

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

- Tuition (course fees);
- Airport transfers from Heathrow Airport;
- Local transport if necessary;
- Accommodation;
- Meals (Breakfast, hot lunch, dinner & **evening snacks**);
- Placement test on arrival and departure using the same testing system;
- Course materials for each student;
- Final report of students' progress and certificates;
- Costs of sporting/cultural activities (entrance fees/hire of equipment etc.), excursions;
- International health and travel insurance.

## **ACTION REQUIRED**

**Please complete the attached template and send to William Machaca [william.machaca@britishcouncil.org](mailto:william.machaca@britishcouncil.org) by no later than Tuesday 3rd July 2018. Subject line: “UK Proposal – Group of Peruvian Business and Finance University Students ”**

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**

**William Machaca**

**Education Coordinator**

**British Council Peru**

## **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.