



Call for Proposals

Intensive Business

English-Language Courses in the UK for Colombian Managers and Executives

October-November 2018

Call for Proposals

UK-based, 2-to-4 week intensive Business and Professional English-language course for Colombian managers and executives (minimum group of 10, 25-45 years old)

A client of the British Council in Colombia is looking for a 2-to-4-week British Council Accredited residential language course provider in the UK to provide an intensive Business English-language course during weekdays and a range of cultural and complementary activities in the weekends for a group of manager and executives from Colombia. Further details are included below:

- **English-Language Course:** The students in the group will have an intermediate command of the English language (B1 level), so our client is looking for a course which covers general-English plus an English for Business component which includes but is not limit to the following areas:
 - Improving communication skills in meetings and delivery of presentations
 - Expand professional vocabulary according to lexical needs related to the student's profession
 - Increase confidence of students in networking opportunities
 - Improve written skills such as email and proposal writing
- **Weekend or Complementary Activities:** Proposals should include weekend cultural visits or complementary talks by guest speakers among other activities.
- **Length of Trip in the UK:** Our client welcomes proposals via the British Council Colombia for courses between 2 and 4 weeks in length (roughly within the months of October-November 2018, with some flexibility to extend before/after those months). There is also a bit of flexibility as to whether all 10 students should travel to the UK either together as a single group or split up.

Duration: 2 to 4 weeks

Course Dates: Ideally between October and November 2018

Group Description:

- A group of 10 Colombian managers and executives, with a B1 English level, wishing to improve their English skills in a business environment (age range: 25-45).

- Potentially a British Council-appointed accompanying member to ensure a safe and a smooth transition for the group into student life in the UK.

Accommodation:

Our client would like costing with regards to accommodation residence (if available) or homestays - preferably within walking distance from the language school premises. The Language School will arrange accommodation according to the details below:

1. For 10 students. We would like to receive information on available options, homestay or residence (individual) if available.
2. Potentially quote accommodation for 1 accompanying group leaders, including transportation from/to London if institution is located in a different city.
3. Meals: breakfast, lunch and dinner for all students and group leader.

Cultural Activities:

These are additional components of the course which will enable students learn more about the country, its people and culture. If the quote includes proposals for additional cultural activities, the latter should be planned ahead of time and have a learning objective, preferably linked to what students are seeing in the classroom. A detailed programme of activities and Institution Activity Leaders assigned will be requested if selected.

Proposal 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; 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;
- 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);
- 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 cultural/other activities (entrance fees/hire of equipment etc.), excursions;
- International health and travel insurance.

ACTION REQUIRED

Please complete the attached template and send to Bárbara De Castro barbara.decastro@britishcouncil.org.co by no later than Friday, 13 July 2018.
Subject line: "Proposal – Business English for Colombians, 2018"

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

Bárbara De Castro

Tertiary Education Lead

British Council Colombia