



Call for Proposals

English-Language Course in the UK for Colombian Students (Young Learners)

November 2019

Call for Proposals

UK-based, 4 week General English-language course for a group of young Colombian students (12-17 years old)

A client of the British Council in Colombia is looking for a 4 week British Council Accredited language course provider in the UK, to provide 15 hours of English language teaching per week for a group of young English language students from Colombia. Preferably, the course will be a combination of classes in the morning, a range of social and cultural activities in the afternoons, with cultural excursions on the weekends. Ideally the client would like the classes to be integrated with students from other countries to promote intercultural relations and the use of the English Language.

Duration: 4 weeks

Course Dates: November 2019

Group Description:

- A group of young Colombian students, with beginner to intermediate levels of English (A2-B2), wishing to improve their general English skills (age range: 12-17).
- 2 accompanying adults.

Accommodation:

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

1. For 10 junior students in the school residence. Staff of the Language School will be responsible for overnight supervision of students, however the group leader should be placed in the same residence
2. Quote for accommodation for 2 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 leaders.

Cultural Activities:

These are additional components of the course which will enable students to 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 learning 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;
- 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);
- Inclusion of group leaders' costs;
- 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

Proposals should be sent to katie.mccoll@britishcouncil.cl by no later than Wednesday, 12 September 2018. Subject line: "Proposal – General English for Colombian Young Learners, 2019"

Proposals will be assessed according to compliance with the terms of reference above and breakdown of costs/budget. Only institutions shortlisted for consideration will be contacted for follow-up. Once a winning bid is confirmed we will announce the results through Newswire.

CONTACT PERSON

Katie McColl

**Project Coordinator Higher Education- Americas
British Council Chile**

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.