



Call for Proposals

English Methodology Course in the UK for Colombian Teachers

November 2018

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UK-based, 2 week bespoke English Methodology course for a group of Colombian teachers

A British Council stakeholder in Colombia is looking for a British Council Accredited language course provider in the UK, to deliver a two-week teacher training course of 35 sessions of English Language Methodology per week for a group of 100 English language teachers from Colombia. The two-week intensive programme will have to be a tailor-made English Language Methodology course aligned with the British Council's [Teaching for Success](#) scheme and specific professional development needs of the teachers. It should also include a range of cultural activities and excursions on the weekends. The call is open to all institutions who can comply with the requirements set below.

I. Duration: 2 weeks

II. Course Dates: 19 – 30 November 2018

III. Group Description:

- A group of 100 Colombian Middle School and High School English teachers, with minimum of B1 English level, wishing to improve their English language teaching skills.
- The group of 100 teachers will be split into 5 smaller groups of 20.
- Each institution can host a maximum of 1 group which will be further split into at least two classes.
- A group leader will accompany each group for at least 3 days.

IV. Budget

The total set budget per student is £1,900 and must cover the items described below:

- **Course fees including registration fee** for a 2 week, 35 sessions a week tailor-made English Language Methodology course according to the criteria described in section V.
- **Accommodation** can be either in homestay or residence according to availability (single accommodation). Must include accommodation placement fee, 14 nights, 15

days, breakfast, dinner and late night snacks. Students will be arriving on Sunday 18 November, and leaving Sunday 2 December 2018.

- **Weekly stipend** of £110 (£220 in total) to cover weekly lunches, local transportation and ad-hoc living costs. This stipend can be provided partially as vouchers to cover lunch in the institution cafeteria, bus/travel passes and the rest in cash, or can be provided entirely in cash.
- **Transfers** directly from the airport to homestay/residence (roundtrip)
- **Course materials**
- **6 cultural immersion activities** during stay. These can be weekly cultural activities and/or full day excursions, but must total at least 20 hours over the two weeks. We would suggest two short, evening activities each week and two full day excursions at the weekend, but we are open to suggestions. These are additional components of the course which will enable students to learn more about the UK, its people and culture. The proposals should clearly specify the additional cultural activities and have a learning objective, preferably linked to what students are learning in the classroom. **All incurred fees for the proposed activities should be included.**

Items not specified above such as air fare, medical insurance, and visas will be covered/purchased separately by the British Council.

V. Course description:

At a general level, the course should strive to develop practical aspects that allow the teachers to apply the learning outcomes to their immediate context. Therefore, the course should include the following aspects:

a. Content:

- A tailor-made teacher training course based on the needs of the teachers that will match 4 of the 12 areas of the British Council's [Teaching for Success](#) (TfS) framework:
 - Understanding learners
 - Managing the lesson
 - Managing resources
 - Using inclusive practices
- The course will have to focus on practical, reflective and analytical strategies related to the 4 areas above in which the teacher can develop their skills and share ideas with other teachers.

- Where possible (and subject to copyright and intellectual property rights) materials and handouts should be considered as a tool that teachers can potentially use when they come back to their schools in Colombia.

b. Methodology:

- Institutions will have to include a description of the training methodology which must comply with the objectives and general priority content of each one of the areas described above.
- Before teachers travel, we will request a copy of the final study plan and activity programme. This will be reviewed by the British Council and its stakeholder.
- Since each teacher will have to put their learning into practice upon their return, it is essential to include activities in which teachers will reflect upon and describe how they can apply the content of the course in their schools in Colombia.
- The course will have to include individual and team work activities in which the teachers create, share, and exchange knowledge.
- The institution will have to produce a final report, including attendance, evaluation and student certificate.

The selected institutions will receive guidance on their content and methodology proposals from the British Council Colombia and its stakeholder.

c. Class organisation and general aspects

- Institutions will host 20 teachers split into a minimum of 2 classes.
- Teachers will have to take 35 sessions a week from 9:00 until 16:45.
- Teachers will need to be guaranteed internet access at all times while at the institution premises and residence/homestay.
- Teachers will need to be guaranteed a private study space at home and at the institution.
- Teachers will have to be certified according to the following rubric:

Merit	The teacher participates in a 100% of the course activities; and The teacher demonstrates further comprehension in all areas and leaves the course with realistic strategies to put their learning into practice.
Pass	Participates in at least 90% of the course activities; and Overall, the teacher achieves the objectives of the course.
Fail	Participates in less than 89% of the course activities; or

	The teacher does not achieve most of the course objectives.
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VI. Selection criteria

All proposals deemed to comply with the above requirements will be reviewed by the local stakeholder who will also make the final selection.

VII. Proposal Terms of Reference:

Proposals should be sent specifying the points below in a single PDF document. No additional attachments will be accepted.

1. Institution
 - 1.1 Details
 - 1.2 Description (type, setting, unique selling points)
 - 1.3 Contact details of dedicated person assigned to this group
 - 1.4 Examples of past experience hosting similar groups (desirable)
2. Course
 - 2.1 General and specific objectives of course;
 - 2.2 Teaching methodology and course content (include sample timetable);
 - 2.3 Additional components and/or features to the programme (e.g. use of new technologies to support the learning);
 - 2.4 Materials to be used;
 - 2.5 Initial and final placement test;
 - 2.6 Assessment System (including final student report);
3. Accommodation description
4. Cultural immersion activities specified for this proposal;
5. Budget
 - 5.1 Total net cost (maximum budget £1,900)
 - 5.2 **Proposed breakdown of net costs to cover the items described in section IV.; no commission/management fee will be paid to the British Council for this opportunity.**
 - 5.3 Any other additional activities/services as a plus from the language school.

ACTION REQUIRED

Proposals should be sent to barbara.decastro@britishcouncil.org.co, copying in Katie.mcoll@britishcouncil.cl by no later than Thursday, 13 September 2018 at 18:00 pm UK time. Subject line: “Proposal – English Methodology Course for Colombian Teachers, 2018”

Proposals will be assessed according to compliance with the terms of reference above. All institutions with compliant proposals will be contacted. Once the final institutions are selected, all participating institutions will be notified.

CONTACT PERSON

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