



Call for Proposals

Intensive English / Teaching Methodology Course in the UK for Mexican English Teaching Students

2 weeks February 2020

Call for Proposals

UK-based, 2 weeks Intensive English / Teaching Methodology Course for a group of 8 Mexican Teaching Students (20-21 years old | B2 Level)

A client of the British Council Mexico is looking for a University language centre in the UK to offer a 2 weeks Intensive English Course with Teaching Methodology Lessons, aimed for English language teaching students to present IELTS Certification. Please provide a quick assessment of the expected improvement based on the IELTS scale, taking into consideration the approximate level of students (B2), the number of English hours and the duration of the course. The course must include 25 hours of English language, plus 1.5 or 2 hours of teaching training daily. The course should be a combination of English classes in the morning and teaching training/practice in the afternoon. The focus of this course is the certification; thus, it is not mandatory to provide a social and cultural programme.

The call is open to all universities who can comply with the requirements set below.

I. **Duration:** 2 weeks

II. **Course Dates:** February 2020

III. **Group Description:**

A group of 8 Mexican college students, with B2 level of English wishing to improve their language and teaching skills (age range: 20-21). A representative of the Mexican institution will be traveling with them.

IV. **Course description:**

Intensive English Course: The students in the group will have an intermediate command of the English language (B2 level), looking to improve overall language skills.

The client would like to incorporate the IELTS methodology for this course because they want students to get their certificates soon. In this matter, proposals must include IELTS methodology components during the lessons as well as for their final evaluation.

Teaching Methodology lessons: They must improve teaching skills, including innovation and inclusion in the classroom, evaluation methods, and leadership. They would also like to include practice teaching lessons.

Additional **optional** activities (not counted as part of the teaching time) can include lectures, conversation clubs or guest speakers relating to topics of interest. A proposed timetable should be included in the proposal.

a. Class organisation and general aspects

- Open or closed group
- Students will always need to be guaranteed internet access while at the institution premises and residence/homestay.
- Students will need to be guaranteed a private study space at home and at the institution.

V. Budget

The client's total budget is 9000 GBP for 8 students, so please feel free to make all the amendments necessary to keep it under this amount. It should include the items listed below:

- **Course fees including registration fee**
- **Assessment System (including final student report);**
- **Final certification** (preferably under IELTS standards)
* If you are an IELTS recognised institution, please provide the cost for IELTS and your internal evaluation system) for the client to decide.
- **Course materials**
- **Accommodation**
- **Weekly lunch vouchers**
- **Bus/travel passes for local transportation**
- **Transfers** directly from airport to homestay (roundtrip)
- **One weekly social activity** to be completed in the evening during the weekdays. (as optional)
- **Cultural immersion activities** (as optional)
- **Travel Insurance**

***All costs should be specified individually**

VI. Selection criteria

All proposals deemed to comply with the above requirements will be reviewed by the British Council, who will also make the final selection/ who will shortlist three proposals to be reviewed by the client. Final selection will be made by the client.

VII. Proposal Terms of Reference:

Proposals should be sent having completed the attached template, covering 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
 - 1.5 Child Protection Policies in place within the institution (if relevant to group)
- 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);
 - 2.7 Expected improvement of the participants based on course time and IELTS evaluation system
 - 2.8 IELTS Methodology elements included in your evaluation system
- 3.** Accommodation description
- 4.** Additional activities related to the creative industries specified for this proposal;
- 5.** Cultural immersion and social activities specified for this proposal;
- 6.** Budget
 - 5.1 Total net cost
 - 5.2 Proposed breakdown of net costs to cover the items described in section IV
 - 5.3 Any other additional activities/services as a plus from the language school.

ACTION REQUIRED

Please complete the attached template and send to Pia Reategui pia.reategui@britishcouncil.org by no later than Friday 12 July 2019 using the Submission Template. Subject line: *UK Proposal – Group of Mexican English Teaching 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

Pia Reategui

**Project Coordinator Higher Education - Americas
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.

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