

## English Teacher Training Programme in the UK - proposal

**PROJECT NAME:** English Teacher Training Programme in the UK - proposal  
20130930\_004

### **Project Background:**

To improve and develop aspects of English teaching methodology and teaching techniques, a Chinese Local Education Bureau is planning to organise an English Teacher Training programme in the UK for one month for selected 25 high school teachers in the area.

Currently, the Bureau is asking for assistance from the British Council to approach potential institutions in the UK to arrange the programme for English teachers, and will apply to State Administration of Foreign Experts Affairs, the P.R. of China for approval accordingly.

### **Programme length:**

- 30 days during July ~ August 2014

### **Programme target audience:**

- English Language Teachers
- Group size: 25 plus a team leader

### **Programme content:**

- Language development
- Background to language learning and teaching
- Different teaching methodologies
- Classroom management and practical teaching skills
- Lesson planning
- Teaching resources and aids

- Observation of experienced teachers

### **Accommodation:**

Accommodation should be included in the proposal, including details of price. There are no specific requirements for the type of accommodation provided and a number of options would be preferred.

### **Important Notes:**

1. The Local Education Bureau requires the partner to be a university covered by the Framework Agreement on Mutual Recognition of Academic Degrees by both relevant authorities in the UK and China.
2. The approval from State Administration of Foreign Experts Affairs, the P.R. of China will be confirmed by February, 2014. We will inform the winner bidding if the trip is approved or not around this date.

### **How to get involved?**

Please complete the proposal form in Appendix 1 and send it back to Ms Su Si ([su.si@britishcouncil.org.cn](mailto:su.si@britishcouncil.org.cn)) before **13 October 2013**. Please note that all forms should be sent back via email and fax or paper-based forms cannot be accepted.

The British Council will charge GBP100 per head to the proposal winner as service commission.

Please note the British Council is only involved in the provision of partnership brokering services. The final decision will ultimately be made by Chinese partner from the following facts: *quotation, programme design, course content, programme location, trainers' profile*, etc.

**Appendix 1**

**English Teacher Training Programme in the UK - proposal**

Name of organization: \_\_\_\_\_

Main contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact address:  
\_\_\_\_\_

ORGANISATION BRIEF INTRODUCATION:	<i>Please provide a brief introduction to your institution. (500 words max)</i>
PROGRAMME LOCATION	
TIME PROPOSED (DATE AND DURATION)	
FEES	<i>Please provide a quotation of the fees related to this programme, including course fee, accommodation, etc.</i>
DETAILED PROGRAMME (COURSE CONTENTS/ PROGRAMME SAMPLE)	<i>Please feel free to attach other documents in this area if needed.</i>

TEACHING RESOURCES	<i>Please list if there any professional/well-known teachers involved.</i>
OTHER NOTES	<i>Please include any other information you deem appropriate to this proposal, e.g: learning hours, class size, mixed nationalities in class, professional certificates/tests, excursion options, etc.)</i>

## Appendix 2 Terms and conditions

### VAT Disclaimer

The British Council is currently reviewing the VAT liability of all its activities. Depending on the outcome of this review, and agreement of liabilities with HM Customs and Excise, we may have to send you a supplementary invoice for VAT at some point in the future on the items we invoice you for from 1 April 2001 onwards.

### Payment schedule

The British Council will invoice all institutions for the publication fee. Terms of payment are within 30 days of the invoice date. Payment arrangements for travel, accommodation and freight for speakers are the responsibility of the participants. In accordance with British Council audit procedures reminder letters will be issued for all outstanding invoices over 45 days. Until all invoices are cleared a block will be placed on your British Council account. Further applications to participate in events and other British Council organised programmes of activity cannot be accepted until all outstanding invoices have been paid.

### Declaration

The institution/service provider knows and agrees that as stipulated in the above "Proposal submission", the Chinese partner will be solely responsible for conducting the evaluation and making the final decision without any involvement from the British Council, so the British Council shall not be liable to any institution/service provider for the evaluation, selection and decision in relation to this English Teacher Training Programme in the UK, including but not limited to the procedures and the results.

### Contact us for queries:

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British Council China

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