



Call for Proposals

Intensive ESP Course in the UK for a Group of Chilean students

July 2019

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UK-based, 2 week intensive ESP course for a group of 5-10 Chilean students (18-25 years old - residential, *preferably* homestays) | CEFR: A1-A2 (Beginners)

A client of the British Council in Chile is looking for a two week British Council Accredited residential language course provider in the UK to provide an intensive ESP course (CEFR A1-A2) during weekdays and a range of during weekends for a group of Spanish-speaking students wishing to learn English. Further details are included here below:

- **English-Language Course:** The students in the group have a very limited command of the English language so we are looking for a general-English course at a true-beginner level which at the same time will address basic ESP lexical needs related to the students' profession:
 - Tourism
 - Business English
 - IT

If the general English lessons are to be shared with students from other countries, then the Chilean students should have separate shorter ESP modules to address their specific professional lexical needs.

- **Weekend Excursions:** Proposals should include a sightseeing tour around landmarks of the city
- **Length of Trip in the UK:** The supporting institution welcomes proposals via the British Council in Chile for two week courses (roughly within the month of July- 2019, with some flexibility to extend before/after that months).
- **Accommodation:** Due to the students' limited English-language proficiency, it is preferred that accommodation should be in homestays in order to maximise their opportunities for language exposure while in the UK.

Duration: Two weeks

Course Dates: Ideally in July 2019

Group Description:

- A group of up to 5-10 Spanish-speaking students age range: (18-25).

- Potentially a Spanish-speaking British Council-appointed accompanying member during the first few days to ensure a safe and a smooth transition for the group into student life in the UK.

Accommodation:

The British Council in Chile would recommend costing with regards to accommodation in homestays - preferably within walking distance from the language school premises. (If available, student residence could be an option as well). The Language School will arrange accommodation according to the details below:

1. For 5-10 students, ideally in homestay.
2. If quote includes student residences, it should specify costs for both individual and shared rooms.
3. Potentially quote accommodation for 1 accompanying group leaders, including transportation from/to London.
4. Meals: breakfast, lunch and dinner for all students and group leaders.

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

ACTION REQUIRED

Proposals should be made by completing the attached template and should be sent to education@britishcouncil.cl by no later than August 10th, 2018. Subject line: "UK Proposal – Chilean students ESP course"

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.

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.