

Call for Proposals

COURSE IN ENGINEERING | AUTOMOTIVE INDUSTRY FOCUS

02 – 17 November, 2018

Call for Proposals

UK-based, 2- week intensive engineering and automotive industry focused course for a group of 10 Mexican students 19-25 years old from areas related to the automotive sector, mechanical engineering, automotive, industrial, senior technicians and profiles with experience in this area. CEFR: Ranging B1-B2

A client of British Council in Mexico is looking for a University in the UK to provide an intensive two-week course (lectures and workshops) in the area Engineering and the Automotive Industry. A programme of activities and visits to design centres, manufacturers and other points of reference in the sector should also be included in your proposals. An English Language course (ideally ESP) and additional cultural activities are optional.

The service should include:

* Accommodation homestay or residence
* All Meals
* Transport to and from the airport for the group
* Academic activities (conferences, workshops, lectures)
* Visits and tours to innovation centres or key industrial hubs in automotive sector
* Optional English Language course
* Other cultural activities
* Local guides
* Course certificates

**Visit Plan**: Proposals should include visits to UK sites or institutions that are of special importance in the professional field that students are pursuing, for example: 2-3 visits per week related to the automotive industry included: Gran Prix Williams collection, the Mini Cooper plant and others.

**Duration:** Two weeks, preferred dates from 02 to 17 November, 2018.

**Accommodation** is in homestays / residence - preferably within walking distance or local transportation included:

1. For 10-12 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 leader, including transportation from/to London.

**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 activities and/or classes);
* Materials to be used
* Course certificate
* 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 (Optional)
* Course materials for each student
* Final report of students’ progress and course certificate
* Costs of visits. sporting/cultural activities (entrance fees/hire of equipment etc.)
* International health and travel insurance.

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| **ACTION REQUIRED** |
| **Please complete the attached template and send your proposals to the contact persons below no later than Friday 27 July 2018. Subject line: “UK Proposal – Engineering course automotive industry focus ”**  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**

**Rodrigo Bueno**

**Head of Higher Education**

**rodrigo.bueno@britishcouncil.org**

**Miguel Téllez**

**Higher Education Project Officer**

**miguel.tellez@britishcouncil.org**

**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.