



Call for Proposals

6 – 8 week course for Chilean TVET students

January 2020

Call for Proposals

UK-based, 6 to 8-week intensive TVET course, with an element of English, for a group of Chilean technical students (18/24) years old - residential, preferably homestays)

A client of British Council in Chile is looking for a publicly funded University or Further Education college in the UK to provide a 6 to 8-week TVET course, focussed on the development of technical skills. The course should be made up a practical component (40-60% of the study time) in which the students will work in a company, industry setting or a classroom designed to simulate the 'real world'. The programme should lead to some form of certification, describing the skills acquired.

Our client, a government body in Chile, is open to receiving proposals in any technical area, but would be particularly interested to receive proposals focussed on a UK area of expertise. They are only looking for proposals from colleges, technical institutes and universities, with technical programmes.

Proposals should also include classes of English for specific purposes, to compliment the technical studies. These classes can be run by the same institution, or could be run by a PLS with whom you have a link.

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

I. Duration: 6-8 weeks

II. Course Dates: January 2020

III. Group Description:

- A group of 10 Chilean TVET students, with minimum of B1 English level, wishing to improve their technical skills, gain an experience of studying in the UK and improve their English.

IV. Course description:

The students are on courses focussing on industry, and a focus should be built around the following areas: technology, IT, renewable energy, agriculture, supply chain management, port management. A focus on technical skills development should make up 40-60% of the study time.

In the remaining time, the course should look at some elements of theory, related visits to local centres of industry, and an ESP course element to improve specific English skills.

Additional **optional** activities (not counted as part of the teaching time) can include weekend and evening cultural excursions. A proposed timetable should be included in the proposal.

a. Class organisation and general aspects

- 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. **Accommodation:** Can be either in homestay or residence according to availability (single occupation only).

All meals should be provided for. This can be directly through the homestay, lunch vouchers or a weekly stipend, or a combination.

VI. **Budget:** Your proposal should budget for the following:

- **Course fees including registration fee** for a 6-8 week, 30 hour a week technical course and Industry-related sessions and visits, with ESP element. Course can be taught in an open or closed group, or a combination.
- **Weekly stipend** to cover meals and local transportation. This stipend can be provided as vouchers to cover lunch in the institution cafeteria and bus/travel passes.
- **Transfers** directly from the airport to homestay/residence (roundtrip)
- **Accommodation and any reservation fees.**
- **Course materials**

VII. 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.]

VIII. Proposal Terms of Reference:

Proposals should be sent, 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 – technical skills to be gained by students
 - 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. 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 send your proposals to pia.reategui@britishcouncil.org and Jessica.swann@britishcouncil.org by no later than 25 July, 2019 at 12.00 BST
Subject line: “UK Proposal – Group of Chilean TVET 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**

Jessica Swann

**Senior Manager Higher Education – Americas
British Council Mexico**

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.