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**REQUIREMENTS LIST FOR ENGLISH AND
FOUNDATION TRAINING COURSES**

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Author: Training Manager Support & Service Design Riccardo Giorgi
Verification: Project Engineering Manager Support & Service Design Giovanni Greco
Approval: Project Assurance Manager Salvatore Maddaluno
Authorization: Program Manager Carlo Iori

Point of Contact

Carlo Iori Program Manager Support & Service Design carlo.iori@selex-es.com Tel. +390641504350 +39 338 6143953	Selex ES Site: Roma Via Tiburtina Km 12,400 00131 Rome- Italy
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1 INTRODUCTION

This statement of work specifies the requirements for the design, development, services, documentation, data and delivery of:

- English Language Training Courses, hereinafter called ELTCs.
- Foundation Training Courses, hereinafter called Foundation

to be provided by the supplier to Final Selex ES's Customer.

1.1 Scope

The scope of this SOW is to describe the requirements applied to the ELTCs and to list the services needed to reach it.

This ELTCs must be performed in UK.

The final aim of the ELTCs is to train the student putting them in condition to easily continue their studies, in UK, and in particular to give them the necessary preliminary requirements to access to the Higher National Diploma (HND) in Electronic, Electrical, Mechanical Engineering, Computer Science.

The Diploma allows continuing the studies at a University of Qatar for the bachelor degree through the recognition of credits achieved during the training path.

Consequently the Diploma must be supported and accredited by the Qatar Supreme Educational Council.

1.2 Applicability

TBD

2 REFERENCED DOCUMENTS

2.1 Applicable documents

PAM C04	Modalità operative per la gestione degli aspetti tecnico-contrattuali della fornitura
PRO013-R-IT	Linee Guida per Richiesta di Quotazione, Richiesta d'Informazioni, Richiesta di Proposta
PRO014-T-IT	Richiesta di Offerta / Request for Quotation
PAM F01	Approvvigionamento di beni, servizi e prestazioni destinati alla vendita

2.2 Reference documents

TBD

3 DEFINITIONS AND ACRONYMS

3.1 Definitions

3.2 Acronyms

Acronym	Description
ELTC	English Language Training Course
HND	Higher National Diploma
IELTS	International English Language Testing System
QESC	Qatar Emiri Supreme Council
TBD	To Be Defined
UK	United Kingdom

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4 English language training courses general requirements

- (1) ELTCs must be performed for forty-nine (49) students.
- (2) ELTCs must bring the students to International English Language Testing System (IELTS) certification needed as preliminary requirements to access to the Higher National Diploma (HND) in Electronic, Electrical, Mechanical Engineering, Computer Science.
- (3) The minimum level of IELTS must be six (6) or if there is a different preliminary requirements from the HND access shall be lower. In this case, the supplier must provide a written evidence about the preliminary requirements to access to HND training courses please refer also to point [(60)] of the present SOW.
- (4) The period of the training must be one (1) year.
- (5) ELTCs must start in September 2016 in UK, and this must be offer as primary quotation.
- (6) The period of the training must be the one considered suitable in order to reach the IELTS level required, as above defined, with a minimum duration of 39 weeks and a maximum duration of 43 weeks from the start date as mentioned below.. The training agenda must consider the Qatar festivity calendar (available at <http://www.ice.gov.it/paesi/asia/qatar/calendario.htm>)
- (7) The quotation provided by the potential supplier has to take into consideration also the event that the first two months of the ELTCs takes place in Doha (Qatar). A stand alone cost assumption for this circumstance is requested to be included in the offer to be provided to Selex ES.
- (8) An initial analysis, by oral or written interviews, shall take place in DOHA in order to establish the individual start level of each students. The interview shall be performed or by internet, or by phone call or by male teacher (preferable one). The results of this initial analysis must be delivered to Selex ES. The supplier shall offer also the possibility to perform an assessment to test the behaviour of the students and their school background in order to individuate the skill level. The interviews shall be performed also in Arabic language.
- (9) The supplier shall also provide psycho-aptitude test. Considering that at least 29 (on the total amount of 49 to be ELTCs trained) will continue their education with the HND college technical courses, the assessment have as primary objective to ensure that the human resources has the potential to access and to continue the education path. The assessment tests can be performed by oral or written interviews and shall take place in DOHA. The interviews could be performed by internet or by phone calls (in this case by a male teacher). The results of the assessment must be delivered to Selex ES.
- (10) The supplier shall provide all the documentation needed to obtain visa for each trainee for total the duration of the training courses.
- (11) The supplier shall guarantee that he is in possession of all the necessary intellectual property rights in force in the countries where the ELTCs will be performed and / or services will be performed, under the resulting contract and in other countries where the intellectual property rights are in force. It is the sole responsibility of the supplier to obtain any licenses necessary for the performance of this contract and for making any other arrangements required to protect Selex ES from any liability for intellectual property rights infringement in said countries.
- (12) All the didactic material (documentation, book, audio, video, ecc.) must be delivered to Selex ES without any copyright related. Selex ES will use this material only in it is Learning Management System (LMS) for training courses.
- (13) The Muslim Laws shall be preserved during the ELTCs and also during the trainees normal life. Also the calendar of the lesson must be scheduled in accordance with the needs of Muslim religion.
- (14) A Supervisor from Final Selex ES' s customer, hereinafter called Supervisor, will join the trainees during their stay in UK, the accommodation (in a private apartment), health

assurance, car rental (medium vehicles (i.e. Italian category D) must be included in the offer.

- (15) The Supervisor shall access to the school for lunch.
- (16) After contract award, the supplier shall appoint a unique representative contact person, in charge of all management aspects of the contract and exchange of related documentation.
- (17) The supplier shall participate to progress meetings with the Selex ES representatives to analyse the status and the progress of the training programme.
- (18) Basically, progress meetings will take place on monthly basis. The exact schedule and venue of each progress meeting will be proposed by Selex ES in due advance.
- (19) Progress meetings will usually take place at Selex ES facilities in Italy. Nonetheless, Selex ES may request the supplier to arrange some progress meetings in the UK. On Selex ES request, during progress meetings in the UK, visit to the school facilities should also be arranged.

4.1 ELTCs school requirements

- (20) The students shall be divided in classroom either at maximum of 4. The quotation provided by the potential supplier has to take into consideration also the event that the classrooms are composed by 8 (eight) trainee. A stand alone cost assumption for this circumstance is requested to be included in the offer to be provided to Selex ES
- (21) The teacher must be male with Middle Eastern cultural sensitivities.
- (22) The teacher must be mother tongue with experience of over 5 years.
- (23) The team of the School involved in the ELTCs must be male and they are also responsible for ensuring that the learning cycle is rigidly followed.
- (24) The time schedule of the lesson shall take into consideration a one hour pause for lunch break and prayer. The supplier shall provide/arrange an area for the prayer activities.
- (25) The supplier shall provide a general time schedule to be submitted by Selex ES for approval.
- (26) The school must provide a detailed (daily) lesson syllabus for approval.
- (27) Light lunch must be organized by the school in a restaurant or in a canteen as a "buffet lunch" according to Muslim law and to dietary preferences of the students.
- (28) The transportation from the homestay to the school, and vice versa, must be assured from the School every lesson day, please refer also to point [(52)] of the present SOW.
- (29) The classrooms shall be comfortable with the space necessary for six/ten people.
- (30) The classmates must be only from Selex ES' Customer.

4.2 ELTCs didactic material and additional resources requirements

- (31) All the didactic material must be delivered to each students with any extra-costs.
- (32) The school shall provide an online learning system, accessible from the multimedia classroom, and also from his own personal computer.
- (33) Lesson activities supported by the materials include: lively, interactive grammar and vocabulary development; speaking activities simulating real life situations; authentic listening, DVD & reading.

4.3 ELTCs Help and Tutor support requirements

- (34) A "support person" in each school is appointed to act as contact point for social matters in order to follow students for psychological aspects. This person shall be confident in Muslim Law. This person will work closely to the Supervisor to ensure the student status.
- (35) Different tutors, in each school, must be appointed to act as contact point for didactic matters for each student and to perform remedial lessons.

- (36) Remedial lessons must be performed for the students that need them in order to assure the needed IELTS certification.
- (37) The remedial lessons must assure the IELTS certification as request in point (2).
- (38) The CV of “Tutors” and “Support Person” must be submitted to Selex ES for approval.

4.4 ELTCs Extra-curricular activities requirements

- (39) The school shall propose extra-curricular activities (that are not obligatory).
- (40) The activities shall be agreed with the Supervisor and Selex ES representatives, giving a possible weekly/monthly agenda. Example are: sport activities (tennis, golf), visit to places of international interest.

4.5 ELTCs reports requirements

- (41) The school shall provide a daily record with the signature of each students and the lesson of the day with the signature of the teacher.
- (42) The school shall provide every month a report with the situation and the status of each student, this in accordance to the “support person” reports.
- (43) The school shall perform intermediate tests in order to evaluate the student prophecies. The results of these test must be included in the monthly reports.
- (44) The supplier shall provide monthly written reports to Selex ES. The reports shall describe at least:
 - a. The overall status of the training programmes
 - b. the activities performed in the reporting period (didactical and extra)
 - c. the issues encountered and the solutions adopted
 - d. open issues
 - e. the activities foreseen in the following reporting period

4.6 ELTCs “special” role requirements

- (45) The school shall provide a “problem solver” for each ten (10) students. The role of the problem solver is to revolve any doubt or issue coming from student normal life during their stay in the UK for extra-didactic activities (24hours availability).
- (46) The “problem solver” shall be tasked directly by the students but he must work in accordance with the Supervisor.
- (47) The school shall provide a monthly report with the actions performed by the “problem solvers”.

4.7 ELTCs accommodation requirements

- (48) The school shall provide accommodation in English families.
- (49) Each location must be first class homestay in high quality professional families.
- (50) Only one student per household with a private bathroom.
- (51) Cleaning and putting in order the room and bathroom shall be in charge of the family without any extra-costs.
- (52) Minimal travel time to school should be assured.
- (53) All families shall be selected on their ability to make student feel welcome and a part of family: sensitivity to religion, culture and dietary preferences shall be guaranteed.
- (54) The breakfast and dinner shall be prepared by the family in accordance to the Muslim law.
- (55) Families’ profile must be submitted to Selex ES for approval.
- (56) Anyway the “problem solver” will act as a contact point for any issues, questions and emergencies.

- (57) If the host family and the student do not find feeling and this circumstance appears to threaten the student concentration or happiness, for real matters, the students must be re-arranged in a family in at least three days otherwise an hotel accommodation must be found as a temporary solution.

4.8 ELTCs location requirements

- (58) The school shall be placed in England. London is excluded. It would be appreciated a city close to the Selex ES' sites (<http://www.selex-es.com/international-presence/uk/uk-locations>)

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5 Foundation training courses general requirements

- (59) Foundation Training course must be performed for twenty-nine (29) students, coming from the previous ELTC.
- (60) Foundation must bring the students to certification to the Higher National Diploma (HND) in Electronic, Electrical, Mechanical Engineering, Computer Science. Each student must bring only one of the above HND following the requested path and based on the future employ. A stand alone cost assumption for this circumstance (total costs for one HND for one student for all above HND) is requested to be included in the offer to be provided to Selex ES.
- (61) The HND diploma must be accredited and supported by QESC.
- (62) The period of the training must be two (2) year.
- (63) Foundation must start in September 2017 in UK.
- (64) The training agenda shall consider the Qatar festivity calendar (available at <http://www.ice.gov.it/paesi/asia/qatar/calendario.htm>).
- (65) The supplier shall provide all the documentation needed to obtain visa for each trainee for the duration of Foundation.
- (66) The supplier shall guarantee that he is in possession of all the necessary intellectual property rights in force in the countries where the Foundation will be performed and / or services will be performed, under the resulting contract and in other countries where the intellectual property rights are in force. It is the sole responsibility of the supplier to obtain any licenses necessary for the performance of this contract and for making any other arrangements required to protect Selex ES from any liability for intellectual property rights infringement in said countries.
- (67) All the didactic material (documentation, book, audio, video, ecc.) must be delivered to Selex ES without any copyright related. Selex ES will use this material only in it is Learning Management System (LMS) for training courses.
- (68) The Muslim Laws shall be preserved during the Foundation and also during the trainees normal life. Also the calendar of the lesson must be scheduled in accordance with the needs of Muslim religion.
- (69) A Supervisor from Selex ES' s customer, hereinafter called Supervisor, will join the trainees during their stay in UK, the accommodation (in a private apartment), health assurance, car rental (medium vehicles (i.e. Italian category D) must be included in the offer.
- (70) After contract award, the supplier shall appoint a unique representative contact person, in charge of all management aspects of the contract and exchange of related documentation.
- (71) The supplier shall participate to progress meetings with the Selex ES representatives to analyse the status and the progress of the training programme.
- (72) Basically, progress meetings will take place on monthly basis. The exact schedule and venue of each progress meeting will be proposed by Selex ES in due advance.
- (73) Progress meetings will usually take place at Selex ES facilities in Italy. Nonetheless, Selex ES may request the supplier to arrange some progress meetings in the UK. On Selex ES request, during progress meetings in the UK, visit to the school facilities should also be arranged.

5.1 Foundation college requirements

- (74) The teacher must be male with Middle Eastern cultural sensitivities.
- (75) The team of the college involved in the Foundation must be male and they are also responsible for ensuring that the learning cycle is rigidly followed.
- (76) The time schedule of the lesson shall take into consideration a one hour pause for lunch break and prayer. The supplier shall provide/arrange an area for the prayer activities.
- (77) The supplier shall provide a general time schedule to be submitted by Selex ES for approval.

- (78) The supplier must provide a detailed (daily) lesson syllabus for approval.
- (79) The transportation from the homestay to the school, and vice versa, must be assured from the supplier every lesson day, please refer also to point [(94)] of the present SOW.

5.2 Foundation didactic material and additional resources requirements

- (80) All the didactic material must be delivered to each students with any extra-costs.
- (81) The supplier has to provide an online learning system, accessible from the multimedia classroom, and also from his own personal computer.

5.3 Foundation Help and Tutor support requirements

- (82) A “support person” in each college is appointed to act as contact point for social matters in order to follow students for psychological aspects. This person shall be confident in Muslim Law. This person will work closely to the Supervisor to ensure the student status.
- (83) Different tutors, in each college, must be appointed to act as contact point for didactic matters for each student and to perform remedial lessons.
- (84) Remedial lessons must be performed for the students that need them in order to assure the needed Foundation certification.
- (85) The remedial lessons must assure the Foundation certification as request in point (2).
- (86) The CV of “Tutors” and “Support Person” must be submitted to Selex ES for approval.

5.4 Foundation reports requirements

- (87) The supplier shall provide a daily record with the signature of each students and the lesson of the day with the signature of the teacher.
- (88) The supplier shall provide every month a report with the situation and the status of each student, this in accordance to the “support person” reports.
- (89) The supplier shall perform intermediate tests in order to evaluate the student prophecies. The results of these test must be included in the monthly reports.
- (90) The supplier shall provide monthly written reports to Selex ES. The reports shall describe at least:
- The overall status of the training programmes
 - the activities performed in the reporting period (didactical and extra)
 - the issues encountered and the solutions adopted
 - open issues
 - the activities foreseen in the following reporting period

5.5 Foundation “special” role requirements

- (91) The supplier shall provide a “problem solver”. The role of the problem solver is to revolve any doubt or issue coming from student normal life during their stay in the UK for extra-didactic activities (24hours availability).
- (92) The “problem solver” shall be tasked directly by the students but he must work in accordance with the Supervisor.
- (93) The supplier shall provide a monthly report with the actions performed by the “problem solvers”.

5.6 Foundation accommodation requirements

- (94) The supplier shall provide accommodation in Campus (preferable one) or English families.
- (95) Only one student per Campus room with a private bathroom.

- (96) Cleaning and putting in order the room and bathroom shall be in charge of the supplier without any extra-costs.
- (97) Minimal travel time to college should be assured.
- (98) Anyway the “problem solver” will act as a contact point for any issues, questions and emergencies.
- (99) If the student do not find feeling and this circumstance appears to threaten the student concentration or happiness, for real matters, the students must be re-arranged in a new location in at least three days otherwise an hotel accommodation must be found as a temporary solution.

5.7 Foundation location requirements

- (100) The college shall be placed in England. London is excluded. It would be appreciated a city close to the Selex ES' sites (<http://www.selex-es.com/international-presence/uk/uk-locations>)

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ANNEX I REQUIREMENTS MATRIX

The following table refers all requirements defined in the previous paragraphs.

The Supplier shall fill the table, declaring for each requirement the relevant compliance degree (Compliant, Partially Compliant, Non-Compliant) and providing notes to explain reasons for the Non (or partial) compliance (if any).

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