

## Call for application

**For: British Council Exams – Trainers of Exam Skills Workshops (IELTS and Aptis) and Teacher Training for Aptis**

**Date: 11/07/2021**

### **1 Overview of the British Council**

The British Council is the United Kingdom's international organisation for cultural relations and educational opportunities. Its purpose is to build engagement and trust for the UK through the exchange of knowledge and ideas between people worldwide. It seeks to achieve its aims by working in education, science, governance, English and the arts. In 2012-13, its programmes reached a total audience of 550 million people worldwide and we engaged directly with 10.8 million.

The British Council was established in 1934 and incorporated by Royal Charter in 1940. It is registered as a charity in England and Wales (charity no. 209131) and Scotland (charity no. SC037733). It is also an executive non-departmental public body, with the Foreign and Commonwealth Office as its sponsoring department.

Its primary charitable objects are set out in the Charter and are stated to be:-

- Promote cultural relationships and the understanding of different cultures between people and peoples of the United Kingdom and other countries;
- Promote a wider knowledge of the United Kingdom;
- Develop a wider knowledge of the English language;
- encourage cultural, scientific, technological and other educational co-operation between the United Kingdom and other countries;
- Otherwise promote the advancement of education.

In 2012 to 2013, the British Council had a total turnover of £781 million. Its income included a grant-aid of £171 million from the UK government, £490 million from fees and income from services such as English teaching, exams administration and the management of client-funded contracts, and funding from a wide range of public and private sector partners.

The British Council works in more than 110 countries around the world and employs over 7000 staff worldwide. It has its headquarters in the UK, with offices in London, Manchester, Belfast, Cardiff and Edinburgh.

Further information can be found at [www.britishcouncil.org](http://www.britishcouncil.org).

### **2 Introduction and background of British Council Exams Bangladesh**

Examinations form a critical element of the British Council's operation in Bangladesh. The Examinations operation is one of the largest in the world offering school,

professional and English language examinations, especially IELTS. We work with a range of awarding bodies including Cambridge Assessment International English and Pearson Edexcel and are in joint ownership of IELTS with Cambridge and IDP. We currently run over 135,000 exams per year, working with a wide range of Awarding Bodies in the UK and delivery partners in Bangladesh. There are about 50 people in the Exams team, mostly based in Dhaka, but also in Sylhet and Chittagong. Many more invigilation and test day staff are employed to manage each 'examination day'.

### 3 Position

The British Council seeks to recruit hourly paid trainers to run Exam Skills Workshops (IELTS and Aptis) and Teacher Training for Aptis. We welcome application from individuals.

The selection for trainers will involve a single stage process - prospective candidates submit a completed [application](#) and are assessed against the criteria stipulated within this document in section 8.

This position is based on **no work no pay basis**. Workshop schedules will be communicated to selected trainers. Based on their availability on the particular date and time work will be allocated.

### 4 Context of Aptis Teacher Training and Exam Skills Workshop for IELTS and Aptis

The International English Language Testing System (IELTS) is the world's most popular English language proficiency test for higher education and global migration, with over 3 million tests taken in the last year. IELTS is a test that measures the language proficiency of people who want to study or work in environments where English is used as a language of communication. IELTS provides a valid and accurate assessment of the four language skills: listening, reading, writing and speaking. An easy to use 9-band scale clearly identifies proficiency level, from non-user (band score 1) through to expert (band score 9). IELTS treats all candidates with the utmost fairness and respect by actively avoiding cultural bias and by accepting all standard varieties of native-speaker English, including North American, British, Australian and New Zealand English. Fair and consistent delivery of the test is ensured by secure technology and the continual monitoring of examiners and test results as well as test centre management and facilities. This high quality and secure test helps organisations like yours (whether an educational institution, government professional body or commercial organisation) identify people with the appropriate level of English language proficiency.

Aptis is an English assessment tool designed by the British Council. It is an effective tool to assess ability in all four English skills - speaking, listening, reading and writing. It is designed to help any organization or institution identify the level of English proficiency of their employees or students and find the group of potential people with desired set of skills as well as highlight areas for improvement.

We have government agencies, private institutions and corporates as our Aptis clients. Aptis Teacher Training is required to train their teachers for running sessions before the candidates take the test. On the other hand, the candidates also need Exam Skills before their actual test (both Aptis and IELTS). These sessions will be offered both in F2F from

different locations or via digital platform.

## **5 Conditions and contractual requirements**

The Contracting Authority is the British Council which includes any subsidiary companies and other organisations that control or are controlled by the British Council from time to time.

The services contract awarded under this tender will be for 24 months.

The appointed trainers will only process personal data accessed in performance of the services in accordance with the British Council's instructions and will not use such data for any other purpose. The contracted trainers will undertake to process any personal data on the British Council's behalf in accordance with the relevant provisions of the Data Protection Act 1998 and ensure appropriate and legislative consent is acquired where necessary.

The British Council is committed to equality and to positive action to promote this. It believes that an Equal Opportunities Policy helps to ensure that there is no unjustified discrimination in the recruitment, retention, training and development of staff on the basis of gender including transgender, marital status, sexual identify, region and belief, political opinion, race, work pattern, age, disability or HIV/AIDS status, socio-economic background, spent convictions, trade union activity or membership, on the basis of having or not having dependents, or any other relevant grounds. The appointed trainer must agree to operate in accordance with these principles while undertaking work at or on behalf of the British Council.

The British Council is committed to open government and to meeting its legal responsibilities under the Freedom of Information Act 2000 (the "Act"). Accordingly, all information submitted to a public authority may need to be disclosed by the public authority in response to a request under the Act. The British Council may also decide to include certain information in the publication scheme, which the British Council maintains under the Act.

If trainers considers that any of the information included in their completed documentation is commercially sensitive, it should identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity.

The trainers should be aware that, even where they have indicated that information is commercially sensitive, the British Council might be required to disclose it under the Act if a request is received.

The trainers should also note that the receipt of any material marked 'confidential' or equivalent by the British Council should not be taken to mean that the British Council accepts any duty of confidence by virtue of that marking.

The trainers will comply with all applicable legislation and codes of practice, including, where applicable, all legislation and statutory guidance relevant to the safeguarding and protection of children and vulnerable adults and with the British Council's Child Protection Policy; in addition the trainers will ensure that where they engage any other party to supply any of the services under this agreement that that party will also comply with the same requirements as if they were a party to this agreement.

All relevant policies that trainers are expected to adhere to can be found on the British Council website – <http://www.britishcouncil.org/about/policies>. The list of policies includes (but it is not limited to):

- Anti-Fraud and Corruption
- Child Protection Policy
- Equal Opportunities Policy
- Fair Trading
- Health and Safety Policy
- Environmental Policy
- Records Management
- Privacy

Mandatory due diligence information will form part of your response to this call. You are required to complete the information related to “mandatory and discretionary rejection” as part of your response.

The British Council’s contracting and commercial approach in respect of the required services is set out at for each of the Lots in their respective Schedules (the “Contract”). By submitting a tender, you are agreeing to be bound by the terms of this call and the Contract without further negotiation or amendment.

This document does not constitute an offer to provide goods and/or services to the British Council.

All costs incurred in the preparation of the proposal are the trainer’s responsibility.

The British Council reserves the right to request reference information.

The British Council is not obliged to award a contract for these services and reserves the right to withdraw from the procurement process at any stage.

## **6 Scope of work, specification and outputs**

The British Council seeks to appoint expert trainers to deliver high quality face-to-face and online training interventions for Aptis teachers and Exam Skills Workshops for candidates (IELTS and Aptis) from August 2021 to July 2023.

Each appointed trainer will deliver training interventions as part of an agreed programme of delivery agreed with the British Council.

Trainers will be mobile and be able to reach teachers and candidates from all/specific geographical areas in Bangladesh.

## **7 Instructions for Responding**

Please complete the online [form](#) and submit by 24 July 2021.

The following key points must be considered when responding to this call:

- Please ensure that you send your submission in good time to prevent issues with technology – late submissions may not be considered
- Do not submit any additional documentation with your application

## 8 Role Requirements

Threshold requirements:	
Passport requirements/ Right to work in country	Bangladeshi passport holder or legally entitled to work in Bangladesh.
Direct contact or managing staff working with children?	Yes
Other important features or requirements of the job Domestic travel, external visits, unsocial hours and weekend work	
Qualifications	
Essential	Desirable
CELTA or equivalent	DELTA
Role Specific Knowledge & Experience	
Essential	Desirable
2 years' work experience in IELTS Teaching in a reputed organisation Experience in running workshops and webinars	Current or previous IELTS examiner

Evaluation of submitted applications will be undertaken by an evaluation panel. This will consist of British Council representatives with significant experience and knowledge of the requirements. The qualitative aspects of your response will be evaluated entirely on your response submitted. Evaluation of all submissions will only consider information presented within the response. Any previous experience must be clearly evidenced within the response.

Evaluation will be fair and transparent.

*“The British Council believes that all children have potential and that every child matters - everywhere in the world. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC, 1989”*

*“The British Council is committed to a policy of equal opportunity. Our policy aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, age, disability, ethnicity, religion or marital status. We guarantee an interview to disabled candidates who meet the essential criteria”*“The British Council is