



**Association  
of Colleges**

Promoting. Representing. Supporting.

**Invitation to Tender Document:**

**International Qualification Programme (IQP) for  
Brazilian students of Tourism and Hospitality**

**Completed applications must be received by midday on Friday  
23 June 2017**

**Funded by: Brazilian Ministry of Tourism**



## **Background**

Following a successful pilot programme delivered in winter 2014, the Brazilian Ministry of Tourism (MoT) has contracted with the Association of Colleges (AoC) to provide an International Qualification Programme (IQP). The IQP will comprise an 11-week training course for 120 Brazilian students of Tourism and Hospitality, commencing 8 January 2018.

The objective of the IQP is to improve the students' vocational skills by studying in a UK college context, with the added benefit of studying in the medium of English. A national campaign will be conducted by the MoT to select the 120 students who will take part in the programme.

The students will have completed their upper secondary education, aged 17 and over and will be currently enrolled on a course of study at a Brazilian college or university. The minimum English language level of the students will be B1, however it is to be expected that they may be at different stages in their vocational studies. The MoT require applicants to have completed 20% to 80% of their college course, meaning that some students selected to come to the UK may have completed just one semester of study, whereas others may have one final semester of study left to take. It is anticipated therefore that the students will need to be streamed into study groups by college.

## **Opportunity for colleges**

The MoT requires 10 UK colleges to host the Brazilian students, in groups of 12 students per college. AoC invites applications from colleges to host a group (only 1 group per college will be awarded). Colleges must be able to provide students with an infill course in the areas of Tourism and Hospitality, and are asked to note that the course level to be provided will depend upon the academic and English language levels of their student group. Colleges must also meet the criteria to host agreed with the MoT and outlined below.

## **Eligibility criteria**

This call is open to AoC members and to colleges who are UK government-funded. Colleges must be a legal entity with the financial and administrative resources to receive public grants.

Colleges must hold a minimum overall grade 3 in their latest Ofsted (or equivalent devolved education body) inspection. Colleges must also be able to demonstrate that all programmes they deliver within their Tourism and Hospitality provision are at or above the latest published national benchmark (at a learning aim or framework level).



The Ministry has requested that 1 host college of the 10 to be selected must be located in London.

Each host college will be expected to offer the following:

### **Course of study**

- An 11-week **infill** (not closed group) course for 12 Brazilian students in the areas of Tourism and Hospitality from Monday 8 January 2018 to Friday 23 March 2018. Students must be in timetabled activity for a minimum of 20 hours per week (including half term) and attend at least one relevant external visit (e.g. industrial, tourism-related) per fortnight
- Ability to supervise and support students during any non-teaching weeks in the college academic calendar that coincide with the 11-week IQP (e.g. half-term)
- Flexibility to split and infill the student group into different course levels/subjects. Once the profile of all 120 students is known, AoC will support each host college to determine the most appropriate course and curriculum for their group
- A dedicated course leader
- Uniform and course books as required.

### **Student support**

- A dedicated international student support officer and a 24-hour emergency contact service available to all students
- A dedicated liaison point at the college for AoC
- A course offer or acceptance letter and any other documentation as required to facilitate the students' entry to the UK on short-term visitor visas
- Daily student attendance monitoring
- Pre-arrival information pack
- Airport transfer guidance - each host college will advise students how to reach their accommodation and the college upon arrival in the UK
- Single occupancy self-catering halls of residence accommodation. This accommodation must either be on the college campus or within reasonable walking or public transport distance of the main campus where the students will be taught. Halls must be available from Friday 5 January until Monday 26 March 2018. Bedding and kitchen equipment in the halls of residence must be provided for the students
- Lunch at the college canteen Monday–Friday for the duration of the 11-week course
- A local bus pass for the duration of the 11-week course
- A college certificate of attendance and completion
- An individual progress report for each student.



### Funding and finances

Once the 10 host colleges have been selected, AoC will issue each host college with a contract to be signed for the provision of the services listed above.

Each host college will receive payment of **£6,000**, inclusive of VAT per student. Host colleges must be willing to host a minimum group size of 12 students, giving £72,000 as the maximum total of funding available per host college.

AoC will transfer payment to colleges in the form of a grant. The grant will be paid in 3 instalments:

1. **50%** of the grant will be paid after the college has signed the contract with AoC and submitted their IQP course timetable for approval – **payment issued 29 September 2017**
2. **25%** of the grant will be paid after the first 4 weeks of the course have been delivered – **payment issued 5 February 2018**
3. **25%** of the grant will be paid upon completion of the course delivery – **payment issued 23 March 2018.**

The grant cannot be used to fund any other college project or activity, and host colleges are not permitted to sub-contract this work.

### Monitoring and reporting

An AoC representative will carry out a minimum of one site visit to each host college. Regular conference calls will take place to monitor the progress of the IQP and colleges will be required to participate in the calls. Host colleges will be required to submit a mid and end-point report, a template will be provided.

### IQP draft timetable

8 June 2017	Host college call released
16 June 2017, midday	Deadline for questions about application and IQP
23 June 2017, midday	Deadline for applications
12 July 2017	Notification sent to applicants
12 July 2017	Student application call launched in Brazil
August – early September 2017	Discussions with MoT and colleges regarding the streaming of successful student applicants
29 September 2017	Deadline for colleges to confirm 11-week timetable for students and to sign contract with AoC



8 January 2018	IQP begins
23 March 2018	IQP concludes

Some dates are subject to change.

### Application process

Colleges interested to host a student group are requested to complete and return the application form attached to this document. Applications should be received no later than **midday on Friday 23 June 2017**. There will be no individual extensions. Proposals received after this date will not be considered or marked.

Applications will be judged using the evaluation criteria set out below. All colleges will be notified of the outcome of their application by 12<sup>th</sup> July 2017.

### Evaluation criteria

Applications will be judged solely on the information provided in the application form. The evaluation criteria and their weightings are as follows:

1. Organisation and contact details (0%)
2. College and curriculum information (50%)
3. Student support (25%)
4. International experience (25%)
5. Declaration (0%)

Each question will state the maximum score that can be awarded to a particular question.

Proposals will be evaluated by the AoC Projects Team. Upon completion of the evaluation, a recommended host college shortlist will be presented to the Ministry of Tourism.



## Application form

- Please note AoC will only assess the information you submit on this application and will not review or include any additional attachments (with the exception of the timetable requested) when assessing and marking your application
- Please submit your application in Word format and as a “.docx” or “.doc” document file. No hard copies or PDF versions will be accepted
- Please complete all sections; any sections not filled in will receive a zero score
- Please keep within all word limits; any information provided over the word limits will not be read or taken into account when assessing and marking your application
- Only one application can be submitted per college
- Once completed, your application should be sent to [projects@aoc.co.uk](mailto:projects@aoc.co.uk) Please include the name of your college in the email subject line and the title *Brazil Tourism and Hospitality IQP*.
- The application form will need to be signed off and/or completed by a senior member of staff who holds strategic responsibility for the organisation.
- If you have any questions about the application process or the programme please submit them via email to [projects@aoc.co.uk](mailto:projects@aoc.co.uk). Please do not send queries directly to AoC’s International Team. All submitted questions and their answers will be shared on [our website](#) in a Frequently Asked Questions document, for fairness and transparency. The last date to submit a question is 16 June 2017, midday.

### 1. Organisation and contact details

<b>College name:</b>	
<b>Key contact:</b>	
<b>Job title:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Email:</b>	
<b>Secondary contact name and job title:</b>	
<b>Telephone:</b>	
<b>Email:</b>	

No score will be awarded to the information in Section 1

### 2. College and curriculum information

<b>Current Ofsted grade (or equivalent)</b> Please note we are unable to accept applications from colleges	<input type="checkbox"/> Grade 1
	<input type="checkbox"/> Grade 2
	<input type="checkbox"/> Grade 3



who hold an Ofsted (or equivalent) grade 4	<input type="checkbox"/> Other educational oversight body (please provide details)	6 marks
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**Full-time courses offered within Tourism and Hospitality:**

Please specify all course levels and titles that you can offer, including evidence to demonstrate that the courses offered within your Tourism and Hospitality provision are at or above the latest published national benchmark (at a learning aim or framework level)

Course title	Course level	National benchmark

Please insert more lines for more courses

12 marks

<p><b>Industry partnerships</b> Please list and describe 3 initiatives delivered by your college in partnership with industry relevant to Tourism and Hospitality, stating the name of the industry partner</p> <p style="text-align: right;">200 word limit</p>	<p>1. 2. 3.</p> <p style="text-align: right;">6 marks</p>
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<p><b>Training restaurant</b> Please confirm that your college has a training restaurant which students can expect to experience as part of their course</p>	<p>Yes/No</p> <p style="text-align: right;">2 marks</p>
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<p><b>Course timetable</b> Please provide by separate attachment a sample timetable for a typical course week that you would offer for the IQP. <i>Please note that if successful, you will be asked to provide a full 11-week timetable for your group once the students have been streamed and you have signed the contract with AoC</i></p>	<p style="text-align: right;">6 marks</p>
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<b>Non-teaching weeks</b> Please confirm how you will support and supervise students during any non-teaching weeks in the college calendar that coincide with the IQP delivery dates	4 marks
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Maximum score 36

### 3. Student support

<b>Accommodation</b> Please confirm that you can provide 12 self-catering rooms in halls of residence located within reasonable walking or public transport distance from the college campus where you will deliver the IQP. Please provide details regarding the accommodation facilities and how far on foot and by public transport the accommodation is from your course delivery campus  150 word limit	3 marks
<b>Local attractions</b> Please detail the major tourist attractions available within reasonable travelling distance of your college  150 word limit	3 marks
<b>Contacts</b> Please outline how you will facilitate a dedicated student support officer for the Brazilian group and a 24-hour emergency contact  200 word limit	6 marks
<b>English language support</b> Please provide detail regarding the English language support services available at your college, and how the Brazilian group may access this during their course  200 word limit	6 marks

Maximum score 18



#### 4. International experience

<p><b>Please provide a summary of your college’s current international activity and international experience</b></p> <p style="text-align: right;">200 word limit</p>	<p style="text-align: right;">4 marks</p>
<p><b>Please outline your experience, if any, of working with partners or groups specifically from Latin America</b></p> <p style="text-align: right;">150 word limit</p>	<p style="text-align: right;">4 marks</p>
<p><b>Please detail 3 key reasons why your college should be selected to host a student group for the IQP</b></p> <p style="text-align: right;">200 word limit</p>	<p>1.</p> <p>2.</p> <p>3.</p> <p style="text-align: right;">6 marks</p>
<p><b>Scenario</b>          You are selected as a host college. One of the Brazilian students in your college’s group does not arrive in college to travel to a Wednesday afternoon visit to a local hospitality employer. Please outline what action you would take.</p> <p style="text-align: right;">200 word limit</p>	<p style="text-align: right;">4 marks</p>

Maximum score 18

#### 5. Declaration

<p><b><u>I (a member of the senior leadership team) declare that in submitting this proposal:</u></b></p> <p>I agree that any information submitted in this document is true and has been approved at senior management level in my college.</p> <ol style="list-style-type: none"> <li>1. I agree that any grant awarded will be spent solely for the purposes of this project as stated in this document and subsequent contracts</li> <li>2. I agree that my college and its operations will meet all the eligibility criteria stipulated if selected as a host college</li> <li>3. I agree to supply regular project updates to AoC and the Ministry of Tourism when requested</li> <li>4. I understand that applicants are not entitled to claim any costs or expenses that</li> </ol>
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may be incurred in submitting this application, whether it is successful or unsuccessful.

**Signatory:**

**Name:**

**Job title:**

**Organisation:**

**Signature (scanned):**

**Date:**