



## **Language and Skills Training Services, York Region Request for Proposal**

---

### **Request for Proposal Curriculum Adaptation and Development for Language Instruction to Newcomers to Canada for Skills Based Implementation Consulting Services**

#### **Background**

COSTI Immigrant Services is inviting responses from consultants for a curriculum adaptation and development project based on the Curriculum Guidelines for Language Instruction to Newcomers to Canada 2002. The goal of the project is to adapt the existing LINC Curriculum Guidelines that were released in 2002 for Skills Based modular delivery and to conduct research on and develop additional resources to supplement the existing curriculum in support of Skills Based modular delivery.

COSTI, JIAS (Jewish Immigrant Aid Services) Toronto and YCDSB (York Catholic District School Board) are collaborating on a pilot project to remodel their existing LINC and ESL classes into Skills Based Modules. The Skills Based modular approach schedules class time into modules that focus on the instruction of specific skills areas (for example, listening/speaking, reading and writing, etc.) Learners will receive training through these Skills Based Modules according to their Canadian Language Benchmarks for the respective skills areas rather than their overall LINC levels.

The Skills Based Delivery Pilot Project is supported by Citizenship and Immigration Canada. If you have any questions, please submit them in writing to Regina Chan at [rchan@costi.org](mailto:rchan@costi.org). All questions and answers will be posted on the COSTI website's home page.

#### **What we need:**

The LINC Curriculum Guidelines 2002 currently in use were designed and structured primarily for integrated skills delivery. The objective of this assignment is to review, re-align and supplement the LINC Curriculum Guidelines 2002 (Levels 1 -5 and Levels 5-7) content to support instructors' needs assessment, lesson planning, implementation and assessment for Skills Based Delivery. The outputs need to reflect the level outcomes of the LINC Curriculum Guidelines 2002 and the competencies laid out in the Revised Canadian Language Benchmarks (CLBs) that are being launched in November 2012.

This assignment is intended to be conducted in stages that can be executed partially or in full, depending on the progress of the pilot project and the availability of funding. Instructors will be involved in the development process to provide input. The expected deliverables include:

### Stage One

1. Develop a **Curriculum Template** that is structured for Skills Based Delivery
2. **Re-organize and Adapt** the existing LINC curriculum based on the Revised CLBs (1 – 7) for each specific skills area (listening/speaking, reading and writing) for effective Skills Based Delivery. The content should include:
  - level outcomes and competencies
  - suggestions on learners' needs assessment tools
  - themes and topic outcomes
  - language focus and grammar items listing
  - learners' strategies
  - pronunciation and computer skills
  - topic development ideas, resources, sample tasks and lesson plans
  - evaluation

Note: Organization of the content does not have to be restricted by the above groupings and should be conducive to Skills Based Delivery

3. List the **Teaching Strategies** for the systematic development of each of the 4 skills: listening, speaking, reading and writing for basic (CLBs 1-2, intermediate (CLBs 3-4) and advanced (CLBs 5 -7) levels
4. Recommendations on **How to Use** the revised curriculum for planning, implementation and evaluation

### Stage Two

1. Review Stage One Materials
2. Expand and further develop the lists of **Teaching Strategies** for the systematic development of each of the 4 skills for basic, intermediate and advanced CLB levels
3. Develop **21 Sample Lesson Outlines** for Skills Based Delivery (do not have to include resources list at this stage): 1 for each of listening/speaking, reading and writing for each of the CLB levels (1 to 7)

### Stage Three

1. Review Stage Two materials
2. Develop **28 Sample Assessment Tasks** reflective of the revised curriculum guidelines: 1 for each of the 4 skills (listening, speaking, reading and writing) for each of the CLB levels (1 to 7)
3. Research and develop a **Resource List** in support of the revised curriculum guidelines: 3 resource text/materials for each of the 4 skills

### **Stage Four**

1. Write an **Introduction and Overview** for the revised curriculum guidelines
2. Refine the **“How to Use” section**. Include information on planning, implementation and evaluation
3. **Final review, revisions and formatting** of the entire document

### **We are looking for a consultant who:**

- Has in-depth knowledge of the LINC Curriculum Guidelines 2002 (Levels 1 to 7)
- Is familiar with the Revised Canadian Language Benchmarks to be launched in November 2012
- Is knowledgeable about TESL theory, methodology and best practices on LINC and ESL instruction
- Is knowledgeable about curriculum development and classroom delivery and evaluation
- Has experience in curriculum development
- LINC and ESL teaching experience will be an asset

### **Curriculum Adaptation and Development Project Timeframe (subject to change pending on funder’s approval):**

- Stage One: to be completed by February 28, 2013
- Stage Two: to be completed by May 31, 2013
- Stage Three: to be completed by July 31, 2013
- Stage Four: to be completed by September 30, 2013

### **Please send a succinct proposal by 5pm on Thursday December 12, 2012, including:**

- A CV of the consultant(s) and reference examples of curriculum development projects conducted
- Activities, timelines and deliverables
- A total and breakdown of fees by the 4 Stages outlined above, showing time attributed to each stage of the project and the applicable daily rate.
- A proposed schedule for fee payments
- Assumptions

### **Send Proposal to:**

Regina Chan, General Manager  
COSTI Language and Skills Training Services, York Region  
Email: rchan@costi.org