



**REQUEST FOR PROPOSAL**  
**Curriculum Development for Enhanced Language Training for**  
**Internally Trained Education Professionals**  
**Consulting Services**

**Background**

COSTI Immigrant Services is inviting responses from consultants to develop a sector specific language training curriculum for the Enhanced Language Training (ELT) program. The ELT program combines sector specific workplace language training (Canadian Language Benchmark Levels 6+) with employment preparation and work placement. Participants in the ELT program are newcomers who have been foreign trained and intend to either re-start their careers or channel their job search efforts toward related occupations and professions to which their skills can be transferred. The goal is to assist participants in accessing gainful employment and job maintenance. The ELT program is funded by Immigration, Refugees and Citizenship Canada.

**What we need:**

The objective of this assignment is to develop **a language training curriculum for a 125-hour course delivered over an 8-week period at Canadian Language Benchmark (CLB) levels 7 to 9** that is workplace oriented to prepare participants **for employment in the Education sector (teaching and related occupations)** to which their skills can be transferred. The content should reflect the essential skills for effective communication in the Education sector and related occupations. The outputs should also reflect the learners' ability profile for CLB levels 7 to 9 and align with the competencies and level outcomes identified in the Revised Canadian Language Benchmarks 2012 and the LINC Curriculum Guidelines 2002.

**Deliverables:**

1. Develop a language training curriculum for 125 hours of classroom instruction (extended over 8 weeks) at CLB levels 7-9 for all four skills: listening, speaking, reading and writing
2. The curriculum will develop and enhance language skills for successful job search as well as effective communication in the workplace
3. The curriculum will align the language skills with the essential skills required in the Education sector and related occupations
4. The curriculum will incorporate labour market information and occupation related information in the Education sector in Ontario
5. The content should include but not limited to:
  - a) Modular themes and topics with suggested time allocations
  - b) Modular objectives and outcomes for all 4 skills (listening, speaking, reading and writing) described as corresponding real world task goals

- c) Target language competencies (by CLB levels) for listening, speaking, reading and writing in support of the modular objectives
  - d) Language focus items (grammatical, textual, functional and sociolinguistic) and strategic competence in support of achieving the objectives in each module
  - e) Suggestions on teaching strategies, skill building activities, skill using tasks, resources, topic development ideas and online resources for each module
  - f) Pronunciation and computer skills practice ideas
6. An introduction section on the principles and structure of the curriculum. Include an overview on how to use the curriculum for the instructor's reference

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

- Is experienced in curriculum development
- Has in-depth knowledge of the Canadian Language Benchmarks English as a Second Language for Adults 2012
- Is knowledgeable about TESL theory, methodology and best practices in adult second language instruction
- Is knowledgeable about workplace language skills development, classroom delivery and evaluation
- Has understanding of the work environment and expectations in the Education sector and related occupations
- Is familiar with the issues faced by internationally educated professionals in accessing the Canadian labour market

**Project Timeframe:**

1. Deliverables 5(a) and 5(b) for all the modules, and deliverables 5(c) to 5(f) for the first module to be completed by February 12, 2018
2. Deliverables 5(c) to 5(f) for the remaining modules to be completed by March 5, 2018
3. Deliverable 6 to be completed by March 8, 2018
4. Adjustments after final review to be completed by March 14, 2018

**Please send a succinct proposal by 4:30 pm on December 15, 2017, including:**

- A CV of the consultant(s) and reference examples of curriculum development projects and comparable assignments conducted. The CV should include contact information for two clients for references by phone
- A proposed workplan to achieve the deliverables. The workplan should outline the scope of the work products to be delivered and the timeline.
- A total and breakdown in fees by the 3 Phases of Deliverables outlined above including all applicable taxes, showing time attributed to each Phase and the applicable daily rate.
- A proposed schedule for fee payments
- Assumptions

**The submission deadline is December 15<sup>th</sup> 2017 4:30 pm with delivery by mail or email to the attention of:**

Regina Chan, General Manager, Language & Skills Training Services, York Region  
COSTI Immigrant Services

Welcome Centre Markham North, 8400 Woodbine Avenue, Markham

Ontario L3R 4N7

Email: [Regina.Chan@costi.org](mailto:Regina.Chan@costi.org)

### **Selection Process**

The selection team will review submissions, select and if deemed necessary, interview semi-finalists based on their comprehension of the project goals and objectives, knowledge of the Education sector, relevant past experience and cost. COSTI may choose not to accept any consultant from those submitting and is not bound to select the lowest bidder.

All work products and research developed for this project will remain the sole intellectual property of COSTI.