

Service proposal

Language immersion programme 2023

You have read the terms of reference regarding the accreditation procedure and wish to be listed as an accredited contractor by Le Forem, to provide your services as a language immersion school. Kindly fill in the questionnaire below. We will contact you to inform you further about the accreditation procedure under way.

Contact information

Name of the school :

Overall management :

Name of administrator who will be in contact with Forem :

Email of administrator who will be in contact with Forem :

Address of the school :

Web site :

This offer concerns an application for the programme for :

- Jobseekers (2 – 3 weeks)
- Students (18 weeks)

1. **Assets:** highlight your strong points compared to your competitors.
2. **Staff :**
 - teachers : describe recruitment procedure, life-long training, pedagogy, specific expertise ;
 - administrative personnel : number, availability to follow up enrolment process.
3. **Classrooms:** provide a brief description (if possible include pictures)
4. **Equipment and class material used:** do you provide learners with a syllabus; do you have online courses?
5. **Which extracurricular leisure and cultural activities can you propose?**
6. **Accommodation :**
 - How do you select and monitor host families?
 - Is the language usually spoken at home one of the selection criteria?
 - How do you handle requests from learners to change families, do you fulfill all requests? Explain and provide examples.
 - Do you have your own residence/campus or do you propose other accommodation alternatives?

7. **Describe your different courses relevant to our needs. Give information on additional courses/specific courses that your school offers.**

- 20h-course per week (full hours): how are they spread on a daily/weekly schedule?
- Consistent groups (same level: what is your min. number for a group? Max.? How do you assess their level?
- Face-to-face (classroom-type) or blended formats (lab-based)-tutoring (individual work)?
- Do you offer specific courses?
- Do you deliver course certificates (free of charge/paid)?

8. **Support for the company visits:** which support can you provide to enable company visits?

9. **Price:**

- Indicate your price
- Can you offer any discount to Forem learners? If yes, is it granted automatically when people specify that they are Forem learners?
- Are your rates valid throughout the academic year?

10. Complete the tables below.

Number of face-to-face classes /week	Specific formats (Lab-based tutoring, e-learning)	Class duration	Max. min number of participants per class	Price (discount)
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Once your bid has been received and fully assessed, we shall get back to you and inform you about the rest of the procedure.