Date: 08/03/2016

Ref: CEPOL/2016/EAP/002 – Police English Online Course 2016

Rationale and background

Following the success of the 2015 pilot online course, CEPOL implements the online learning course for Police English Language (PEL) as part of the Annual Programme 2016. The results of the pilot confirms that Police English Language online course will support CEPOL's aspiration to develop the police specific language skills and in doing so improving operational cooperation between law enforcement authorities across the European Union. The 2016 online course will make use of content available on e-Net such as online modules, recorded webinars, etc. and takes into account the consolidated feedback of pilot trainees and trainers. The online course shall include an APTIS test[1] which is issued by the British Council in order to assess levels of the students' language skills by the end of the event.
The 2016 online course on Police English Language learning is planned to take place in the period of 6 June – 29 July 2016.

1. Planned curriculum for the Police English Language online modules

Number of trainers: 4

Number of trainees: 80

Objective

Four trainers shall prepare the course curriculum and learning assignments for the online course to address the learning and training of reading, listening, writing and speaking skills of the trainees for police English language according to Common European Framework of References for languages (CEFR) level B1, independent user. The lessons learned log and trainers' evaluation of the 2015 pilot online course on PEL learning shall be used for the preparation of the 2016 online course. Trainers shall use the CEPOL Learning Management System (Moodle) on e-Net, the webinar tool (Citrix GoToWebinar) and may select other online tools and resources. Trainers shall cooperate with the British Council for the implementation of the APTIS test, and its potential customisation for the assessment of police specific language skills as learned

[1] APTIS test is an online tool that provides reliable, accurate report assessing English language skills linked to CEFR requirements https://www.britishcouncil.hu/en/exam/aptis/what

in the online course. Trainers need to come with a work plan for design, develop, implement and evaluate mechanism and shall implement the course with up to 4 trainees per Member State with a maximum number of trainees: 80.

The CEPOL LMS will be enhanced with plugins for gamification of language learning, content recovery, certification and audio & video tools tailored to learning of listening and speaking skills. Updated content shall be available, especially in the domain of Cybercrime.
Trainers shall identify titles and content and further draft learning assignments compatible with the CEPOL LMS.

The course ends with the APTIS test to assess the levels of speaking, listening, writing and reading skills of the participants. Participants will receive an APTIS test report. The outcome of the APTIS test will determine whether participants will pass for the online course.

Domains
The PEL online course shall cover lessons in the following domains:

1. English Police Station, Equipment and Officers
2. Money Laundering
3. Cyber crime
4. Europol
5. Schengen
6. Counterterrorism
7. EU Policy Cycle
8. Joint Investigation Teams

Key accountabilities

Two work meetings for trainers are planned: an online kick off meeting late April and a 3 day long 'Train the Trainer' on the second week of May to be held at the CEPOL HQ in Budapest. In between the work meetings the trainers are required to work on their work packages. The work packages encompass the following tasks:

1.1 Developing the course curriculum for the learning and training of reading, listening, writing and speaking skills for Police English Language (PEL);
1.2 Mapping the online course curriculum with the APTIS test[2];
1.3 Designing and implementing learning assignments with special focus to cybercrime. Content for cybercrime will become available after review and development by the European Cybercrime Training and Education Group (ECTEG). Learning assignments are to be based on a selection of online resources such as online modules and recorded webinars databases;

[2] The APTIS test may be customised by trainers for assessment of English language skills specific for the police.

1.4 Designing and implementing a balanced learning environment for the online course using features of the Moodle LMS such as audio/video communication, forums, chats, games[3], etc. specifically for the learning of writing and speaking skills for PEL. Activities, additional plugins for Moodle and other resources mentioned above shall be used to achieve the learning outcomes;

1.5 Becoming familiar with and actively using Moodle plugins;

1.6 Assessing nominees' knowledge level to ensure all participants meet the CEFR A2 level criteria;

1.7 Interacting online with participants (webinars, forum and chat) on group and individual basis;

1.8 Monitoring participants' progress, providing feedback & reflection and take appropriate interventions where applicable;

1.9 Attending the online kick-off meeting with CEPOL preparing for the online course's work packages for trainers in April (date will be set in cooperation with the selected trainers);

1.10 Attending the three day Train the Trainer workshop at the CEPOL headquarters in Budapest in May (exact dates tbc.);

1.11 An estimated commitment of 15 hour per week for preparing and implementing the online course.

1.12 Evaluate the online course: continue the update of the 'lessons learned' log and fill the survey created for trainers at the end of the course.

Procedure:

The appointment of English language trainers can be divided into two stages:

1. Call for nomination allowing all trainers who are able to take part in the design, development and implementation of the online course on police English language to send their curriculum vitae with copies of the relevant diplomas or certificates to CEPOL via the National Contact Point for their country.
2. For those nominated language trainers who are from an organisation outside the CEPOL network, financial rules as stipulated in paragraphs 3.2.1.2 and 3.2.1.3 of Governing Board Decision 30/2006[4] shall apply. For such nominations CEPOL shall use a negotiated procurement procedure to engage into a contract with the selected trainers. This procurement procedure shall take two weeks during which selected trainers will be required to send a proposal for the design, development and implementation of the PEL online course.

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[3] For the development of games Moodle plugins GapFill (https://moodle.org/plugins/qtype_gapfill) and GameActivity (https://moodle.org/plugins/mod_game) will be available. Other Moodle compliant games may also be used.

[4] Governing Board Decision 30/2006/GB "Laying down administrative rules, commitments and guidelines for its courses, seminars, and conferences" can be downloaded at the CEPOL website at https://www.cepol.europa.eu/sites/default/files/30-2006-GB-consolidated_0.pdf.

English language trainers are advised to contact their National Contact Point for any questions regarding eligibility for such fees.

Essential criteria:

- Qualified trainer in English language in a EU Member State;
- Proven work experience in training development and implementation English as a Foreign Language of at least 3 years;
- Information and Communication Technologies (ICT) skills relevant for the identification of suitable online learning resources and the set-up of e-learning activities, such as:
    - MS Office applications proficient user skills;
    - Strong online presentation skills;
    - Online communication skills (i.e. email, discussion forum, chat);
- Ability to support learning activities in a Learning Management System;
- Experience in using online learning and communication tools for training purposes.

Advantageous criteria:

- Undergraduate or Postgraduate diploma/degree in Teaching English as a Foreign Language (TEFL) or Teaching English to Speakers Of another Language (TESOL);
- Proven work experience as an English Language teacher/trainer in the field of police or law enforcement;
- Proven experience in using a Learning Management System as part of their training practices;
- Proven work experience with implementing and/or adjusting the APTIS test with the British Council.

You may contact tender@cepol.europa.eu for further information about the online course.

More details with regards to the technical requirements, the selection criteria and the means of proof as well as the award criteria will be provided in the invitation to tender and tender specifications.

English language teachers and trainers interested in providing the above services and having the above listed capacities may express their interest by sending their **CV in Europass[5] format** with copies of relevant diplomas or certificate with the subject **"CEPOL/2016/EAP/002 – Police English Online Course 2016"** to tenders@cepol.europa.eu together with their name, address and business details no later than 11 April 2016, 12:00 (noon) Budapest time.

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[5] Europass CV template is available via https://europass.cedefop.europa.eu/

This publication has an indicative value and constitutes no obligation for CEPOL to invite to tender any economic operator having expressed its interest in participating.

Roeland Woldhuis

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