



**Accelerating Higher Education Expansion and Development Programme (AHEAD)
ELTA- ELSE Faculty Grants**

**Department of English Language Teaching
Faculty of Arts & Culture
South Eastern University of Sri Lanka**

**Inviting Applications for Consultancy Developing Course Manual for General English
Courses (AHEAD/RA2/ELTA / LESE/SEUSL/FAC/CON/06)**

The AHEAD Operation of South Eastern University of Sri Lanka invites applications from interested parties for Developing Course Manual for General English Courses under the ELTA/ELSE Grant.

1. Background

The development of the higher education sector is of central importance to enable Sri Lanka to make the transition from a Lower-Middle Income Country (LMIC) to an Upper Middle-Income Country (UMIC). Recognizing this, the Government of Sri Lanka (GoSL) and the World Bank have agreed, to support the higher education sector through a bank funded Accelerating Higher Education Expansion and Development (AHEAD) operation.

The AHEAD program will have a three results areas. Among those “Enriching Learning, Teaching, Assessment and English Language Skills Enhancement (ELTA-ELSE) DP” aims at improving the quality of higher education and has two main components: (a) academic and socio-emotional skills development and (b) enhancement of English language skills. There is also a global trend towards promoting the integration of academic excellence and enhanced socio-emotional skills among university students, so that they are well prepared for the world of work, and for wider social and civic life upon graduation. The ELTA component of the DP seeks to address this issue through the meaningful integration of socio-emotional skills into the academic programs of the Faculty of Humanities and social sciences.

The Faculty of Arts & Culture of the South Eastern University of Sri Lanka under the ELTA-ELSE Faculty Grants wishes to revise/update the existing structure of the curricula to suit the present trend as well as based on the input from the subject review. The faculty had a subject review for its general degree programme. In addition, the regular curricula revision cycle comes into effect in 2018/2019, which is done in the faculty every five years.

The recent program review carried out by the UGC also suggests that the faculty curriculum can be strengthened further by adhering to the SLQF completely. Even though the faculty adopts the SLQF framework, more changes are needed to map the courses of the faculty, mainly the special degree programs. The curriculum revision also aims to standardize assessments methods and degree awarding criteria towards Learner Centered Teaching (LCT) and enhancement of desired skills of faculty graduates.

In addition, it is expected to introduce professional and multidisciplinary courses in order to cope with rapidly changing technology and needs of the world of work. The interfaculty collaborations are of imperative importance for the development of higher education. The activity intends to collaborate with other faculties of the university and even borrow models and standards from established higher educational institutes for exchanging resources, exposure and introducing interfaculty/ inter-university learning and teaching.

2. Background and detailed plan of the curricula revision process (as approved at the 198th meeting of the Faculty Board, FAC)

The Department of English Language Teaching of the Faculty of Arts & Culture, South Eastern University of Sri Lanka is planning to revise the existing curricula of the first, second and third year General English courses. Presently, in the faculty, General English courses are taught for the first three years in six semesters. The existing courses are Elementary English I & II, Pre-Intermediate English I & II, and Intermediate English I & II and they have been designed based on the textbook series ‘English for life.’

Present General English Courses

Year	Semester 1	Semester 2
Year 1	Elementary English I	Elementary English II
Year 2	Pre-Intermediate English I	Pre-Intermediate English II
Year 3	Intermediate English I	Intermediate English II

When the students enter the university, DELT conducts a placement test and places them in ability groups. Hence, students are being taught the same materials despite their varying levels of language proficiency and all the students need to sit for the same examination. The diverse groups of students following the same course and sitting for the same test became a challenging task for the faculty.

It has been observed that those students who come with good language knowledge improve their language proficiency further while the lower level students struggle to reach a satisfactory level of language proficiency over the three years. The reasons for this situation can be considered larger class size, limited hours of learning English and more importantly the existing common curricula; students have to follow the same curricula irrespective of their language proficiency in a particular year. These common curricula, it is felt, are not suitable for students’ language development. Most of the time these curricula seem to favour the students whose language proficiency is good, whereas the weaker ones are either demotivated or become inactive from learning English even though they are grouped separately. Moreover, in the faculty, students are exposed to only 180 hours of direct instruction for three years. Now the faculties feel that this duration is not sufficient to develop students’ language proficiency.

The proposed courses that are tailor-made for students' individual language proficiency levels would bring more benefits to the students to develop their language proficiency. Hence, the following changes are proposed.

- 1) The students will be assigned into three levels based on a placement test¹ conducted at the beginning of their academic year:
 - I. Lower Proficiency Level - Those who score less than 30 in the placement test.
 - II. Average Proficiency Level - Those who score 31 – 59 in the placement test.
 - III. Advanced Proficiency Level – Those who score 60 and above.
- 2) After completing the two semesters in a particular year, they will move to the other level as shown in the table below. Examinations will be conducted for each level and semesters separately. However, when the students follow the same proficiency level courses even in different academic years, will sit for the same examination irrespective of their academic year. For example, those first year students who follow AP I in the first year and the second year students who follow AP I in the second year have to sit for the same examination.
- 3) Only those students who are assigned to the Advanced Proficiency Level in the first year can move to Higher Advanced Proficiency Level in the second year. This level of course is available in the second year only.
- 4) Further, as practiced in the semester system, those students who fail any particular level also could move to the other level, subject to the condition that they are required to repeat the failed subject in the consequent academic year.
- 5) In this system, each student has to complete 02 levels (4 semesters) in the first two years. In the third year students will have to follow common courses that focus on public speaking and presentation and formal (business) writing.
- 6) Those students who complete Advanced Proficiency level and Higher Advanced Proficiency level will be **awarded a certificate** by the university. That is, the students who successfully complete those two levels with an average of 'B' pass or above will be given an English language proficiency certificate by the university.

Example 1: If a student gets 29 marks in the placement test, he or she will be placed at Lower Proficiency (LP) level in the First Year Semester I & II and will move to Average Proficiency level (AP) in the second year.

Example 2: A student who gets 75 marks in the placement test will be placed at Advanced Proficiency (AdP) level in the first year and will move to Higher Advanced Proficiency (HAdP) in the second year.

¹ Placement tests are conducted by the examination department including the assigning of different levels for students based on their performance.

All of these courses will carry 2 credits but for the teaching hours, it is recommended to allocate, for the levels 1 and 2, four (4) hours a week. After the completion of their respective levels in the first and second years, all the students are required to follow a common curriculum in the third year.

Different levels of courses students have to follow in three years – 2 credits each semester.

Year/Semester	Lower Proficiency Level (<30 marks)	Average Proficiency Level (31 to 59)	Advanced Proficiency Level > 60	Higher Advanced Proficiency
First Year Semester I	LP I	AP I	Ad P I	
First Year Semester II	LP II	AP II	Ad P II	
Second Year Semester I		AP I	Ad P I	HAd P I
Second Year Semester II		AP II	Ad P II	HAd P II
Third Year Semester I **	Public Speaking and presentation Common course for all the third year Semester I students.			
Third Year Semester II **	Business writing Common course for all the third year Semester II students			

Note: ** These two courses will be advertised separately.

The proposed revised ESL curriculum will ensure the OBE-LCT objectives are achieved. Incorporating the socio-emotional skills mentioned in SLQF guidelines into the new ESL curriculum will also enhance the English language skills and other soft skills needed for undergraduates. This will ensure better participation of graduates and assist functioning in the wider social & civic life and increase their job prospects and employment performance which will ensure social and economic development.

3. Scope and Coverage of Course Materials/manuals

The AHEAD ELTA-ELSE Faculty DP proposed an activity of 4.1 “**Enriching Existing ESL Curriculum**” which comes under the main activity “**Improving English Language Skills**”.

The Department of English Language Teaching under the Faculty of Arts and Culture seeks to obtain the service of expert / experts concerning the following activities.

- 3.1 Structuralize the course specification in line with the learning outcomes, number of hours etc. as mentioned in Sri Lanka Qualification Framework.
- 3.2 Prepare course materials for eight levels as indicated below: LP I, LP II, AP I, AP II, Ad P I, Ad P II, HAd P I, HAd P II.

Levels	Code	Credits and conduct hours	UTEL Band Alignments
Lower Proficiency Level	LP I	(2 credits / 40 hours including 10 hours of supplementary materials)	3-4
Lower Proficiency Level	LP II	(2 credits / 40 hours including 10 hours of supplementary materials)	3-4
Average Proficiency Level	AP I	(2 credits / 40 hours including 10 hours of supplementary materials)	4-5
Average Proficiency Level	AP II	(2 credits / 40 hours including 10 hours of supplementary materials)	4-5
Advanced Proficiency Level	Ad P I	(2 credits / 40 hours including 10 hours of supplementary materials)	5-6
Advanced Proficiency Level	Ad P II	(2 credits / 40 hours including 10 hours of supplementary materials)	5-6
Higher Advanced Proficiency Level	HAd P I	(2 credits / 40 hours including 10 hours of supplementary materials)	6
Advanced Proficiency Level	HAd P II	(2 credits / 40 hours including 10 hours of supplementary materials)	6

Manual must be developed according to the standards of developing the course specifications as mentioned in the Sri Lankan Qualification Framework. It should cover all the contents proposed in the course specifications.

4. Submission of manuals

Manual should be submitted to the Head, Department of English Language Teaching through the Project Activity Coordinator (English) of the AHEAD ELTA/ ELSE Faculty DP in accordance with the following schedule.

4.1. Draft of developed course specification in soft and hard versions should be submitted within 30 working days from the date of signing the contract to the project coordinator for submission to the curriculum development committee of the faculty.

4.2 Draft manual (materials) in soft and hard versions should be submitted within 60 working days from the date of signing the contract to the project coordinator for submission to the curriculum development committee of the faculty.

4.3 Final submission after amending the manual following the receipt of reviewer's input, in soft & hard versions should be submitted to the project coordinator within 15 working days of receipt of reviewer's comments.

5. Review Mechanism

The review process is specified as below

5.1 Firstly, the draft version will be reviewed by the committee appointed by the curriculum development committee of the faculty. The review is aimed to check for compliance with the format and the alignment with the developed course specification.

5.2 Secondly, final version of the manual incorporating these suggestions and comments should be submitted to the review committee for final recommendation. Finally, the review committee recommended manual should be approved by the curriculum development committee and the faculty board before distribution – uploading to the LMS.

6. Qualifications

- Minimum a Master degree in ELT/TESL/TESOL/Linguistics / English and
- Previous experiences in writing course materials / manuals

7. Payments and payments conditions

The schedule of the payments is specified below.

- 7.1 10% of the total value will be paid after signing the contract.
- 7.2 50% of the total value will be paid after submission of the drafts versions of the course specification and the course manual.
- 7.3 Balance 40% of the total value will be paid on the acceptance of the final version of course manual by curriculum development committee and the faculty board.

8. Duration of the consultancy

The expected duration of the assignment is three months (03) commencing from the date of signing the contract. Consultants need to discuss and provide their work plan and timeline to the head of the department through the coordinator.

9. Working Mechanism

Consultant(s) are expected to provide necessary expertise and guidance to the departments to improve the existing curricula. It is preferable if they could visit the faculty at the beginning of the revision process and continue to work with the respective head of the department or the person/s assigned for curricula revision at department level. They can also preferably arrange for the staff to visit consultant's university or other suitable higher educational institutes to expose the staff members to better practices and to gain firsthand information on implementing revised curricula. Interested consultant(s) should sign an agreement with the faculty (OTS) and submit a TOR describing the way they will carry out this consultancy.

If it is a group of consultants, the contract should be signed by the principal consultant / team leader who will be responsible for the whole assignments.

The payments will be paid to the principal consultant / team leader.

10. Budget

Consultancy / Manual writing – 75,000.00 per semester / course

Year 1 & Year 2 Courses

Lower Proficiency Level I	LP I – Rs. 75,000.00
Lower Proficiency Level II	LP II – Rs. 75,000.00
Average Proficiency Level I	AP I – Rs. 75,000.00
Average Proficiency Level II	AP II – Rs. 75,000.00
Advanced Proficiency Level I	Ad P I – Rs. 75,000.00
Advanced Proficiency Level II	Ad P II – Rs. 75,000.00
Higher Advanced Proficiency Level I	HAd P I – Rs. 75,000.00
Higher Advanced Proficiency Level II	HAdP II – Rs. 75,000.00

11. Coordinators of the Assignment

Person In-charge

MAM. Sameem, Activity Coordinator / PCP & Coordinator for Activity 4 / AHEAD ELTA ELSE Faculty DP.

Head / DELT

Dr. AMM. Navaz, Head, Department of English Language Teaching, and Coordinator, Curriculum Revision, Faculty of Arts and Culture.

12. Ownership of the materials/ manual:

The ownership of the course manual belongs to the Department of English Language Teaching, Faculty of Arts and Culture, South Eastern University of Sri Lanka. Department has the authority to make revisions, corrections and editing the manuals.

Applications and particulars:

Interested applicants should send their CV along with the work schedule and any other relevant details by email to navazamm@seu.ac.lk to reach him before **02.00 pm on 05.11.2020**

If the applicants are a group of consultants, there should be a principal consultant / team leader who will be leading the team and responsible for tasks. CVs of all the team members and their consent letter should be attached along with the application.

Prof. MAM. Rameez
Director / OTS,
AHEAD Operation.