

Evaluation Criteria for an Educational Institution or Training Service Provider
Online Language-speaking Training Course (FRENCH)
November 24 to December 16, 2022

Company: _____

		%	SCORE
	REMARKS		
1	Experience of the company in handling French Language-speaking training(s)/course(s) (either face-to-face or online) (15 points)	15%	
	Has more than 5 years of experience: 15 pts		
	Has 2 to 5 years of experience: 11 points		
	One (1) year: 8 points		
2	Team composition (45 points)	45%	
	Presence of the following:		
	Team leader (25 points)		
	- has over 5 years of experience handling language educational training programs (25 points)		
	- has 3 to 5 years of experience handling language educational training programs (15 points)		
	- has at least 2 years of experience handling language educational training programs (12 points)		
	Language instructor / teacher facilitator experience (20 points)		
	- has over 5 years experience of teaching French language to students or corporate professionals (face-to-face or online) (20 points)		
	- has 3 to 5 years of experience teaching French language to students or corporate professionals (face-to-face or online) (15 points)		
	- has at least 2 years of experience teaching French language to students or corporate professionals (face-to-face or online) (10 points)		
3	Presence of online learning platform: (15 points)	15%	
	Online Learning Platform used for learning management system (e.g. Moodle, Google Classroom, etc.) (15 points)		
	Zoom, MS Teams or other online virtual conference platforms (10 points)		
4	Submission of proposed/sample training outlines, materials and feedback mechanisms (25 points)	25%	
	Sample language training outline and (downloadable) learning materials (10 points)		
	Sample language training exam (10 points)		
	Sample student training evaluation / feedback form (5 points)		
	TOTAL SCORE	100%	
	Passing score: 70 points		

Evaluated by:

Signature over printed name

Evaluation Criteria for an Educational Institution or Training Service Provider
Online Language-speaking Training Course (GERMAN)
November 2 to 22, 2022

Company: _____

		%	SCORE	REMARKS
1	Experience of the company in handling German Language-speaking training(s)/course(s) (either face-to-face or online) (15 points)	15%		
	Has more than 5 years of experience: 15 pts			
	Has 2 to 5 years of experience: 11 points			
	One (1) year: 8 points			
2	Team composition (45 points)	45%		
	Presence of the following:			
	Team leader (25 points)			
	- has over 5 years of experience handling language educational training programs (25 points)			
	- has 3 to 5 years of experience handling language educational training programs (15 points)			
	- has at least 2 years of experience handling language educational training programs (12 points)			
	Language instructor / teacher facilitator experience (20 points)			
	- has over 5 years experience of teaching German language to students or corporate professionals (face-to-face or online) (20 points)			
	- has 3 to 5 years of experience teaching German language to students or corporate professionals (face-to-face or online) (15 points)			
	- has at least 2 years of experience teaching German language to students or corporate professionals (face-to-face or online) (10 points)			
3	Presence of online learning platform: (15 points)	15%		
	Online Learning Platform used for learning management system (e.g. Moodle, Google Classroom, etc.) (15 points)			
	Zoom, MS Teams or other online virtual conference platforms (10 points)			
4	Submission of proposed/sample training outlines, materials and feedback mechanisms (25 points)	25%		
	Sample language training outline and (downloadable) learning materials (10 points)			
	Sample language training exam (10 points)			
	Sample student training evaluation / feedback form (5 points)			
TOTAL SCORE		100%		
Passing score: 70 points				

Evaluated by:

Signature over printed name