



CIRCULAR MEMORANDUM

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FROM: Chief Executive Officer, Ministry of the Public Service, Energy and Public Utilities

TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

SUBJECT: SPANISH LANGUAGE COURSES FOR PUBLIC OFFICERS

DATE: 1st August, 2018

The Ministry of the Public Service, Energy and Public Utilities and the Embassy of Colombia, through the Ministry of Foreign Affairs, invite applications from Public Officers to participate in the **Spanish Language Courses for Public Officers** which will be conducted through a prominent Colombian university (Pontificia Bolivariana), with the coordination of the Ministry of the Public Service, Energy and Public Utilities.

A total of **sixty (60) participants** are being sought to enroll in courses at the **beginner's, intermediate and advance levels**.

General Provisions:

- 1.1 The Government of Colombia will provide a trained instructor from the Pontificia Bolivariana University in Colombia. The instructor will arrive in Belize to conduct onsite **(Face-to-Face) sessions**.
- 1.2 The courses will commence on **3rd September, 2018** at the Ministry of the Public Service's Training Room on Mountain View Boulevard in the City of Belmopan.
- 1.3 The duration of each course will be **ninety-six (96) contact hours**.
- 1.4 Applications are to be submitted with support and recommendations from the applicants' respective ministries.
- 1.5 Successful applicants will be selected to participate in either the beginner's, intermediate or advance level. Selection will be made based on the results of a pre-test that will be used to determine the person's current knowledge of the Spanish language.
- 1.6 After successful completion of the course, each participant will receive a certificate from Pontificia Bolivariana University.

Purpose/Aims:

The aim of each course is to assist in developing the necessary competence and confidence to communicate using the Spanish language.

Objectives:

NO.	COURSE	OBJECTIVES: At the end of this course participants will be able to:
1.	Beginner's Spanish	<ul style="list-style-type: none">▪ Use some basic expressions;▪ Greet and say goodbye;▪ Identify people, places and objects;▪ Refer to habitual actions and the present moment;▪ Express preferences;▪ Discuss free time, fashion and clothing;▪ Describe:<ul style="list-style-type: none">i) people (including the members of a family), places, objects and states of being;ii) important events happening in the city;iii) jobs and occupations;iv) parts of the human body;v) the regions of a country.
2.	Intermediate Spanish	<ul style="list-style-type: none">▪ Describe places, people and culture;▪ Ask and give the time;▪ Talk about the weather;▪ Seek information about the study and work of another person;▪ Express and inquire about wishes and needs;▪ Compare people, places, objects and states;▪ Refer to habitual, past, present and future actions;▪ Produce complete texts using the past and imperfect tense;▪ Contrast socio-cultural elements between countries and their regions.
3.	Advance Spanish	<ul style="list-style-type: none">▪ Describe and create narratives of various experiences;▪ Give directions, recommendations and advice;▪ Express probability, needs, hope and wishes;▪ Describe important historical events and past situations;▪ Express doubt, uncertainty and disbelief.

Course Methodology:

The instructor will utilize various multimedia, such as music and other cultural representations to relate key terminologies and statements. This will include some level of exposure to the Colombian culture. It is expected that the course will be applied using an adult learning approach.

Course Assessment:

The facilitator will provide the final assessment for each course; however, the assessment will generally include the following:

- I. Class participation
- II. Course work
- III. Final examination

Resource Material Required for Each Course:

All necessary textbooks and other relevant training resources will be provided by the Government of Colombia.

Application Requirements:

Interested applicants are required to submit their names with support and recommendation from their particular ministry to the Chief Executive Officer, Ministry of the Public Service, Energy and Public Utilities.

All successful applicants will be required to complete a pretest in order to determine their placement levels.

Successful applicants will be informed of their placement levels through their respective ministries. Similarly, they will receive schedules before the commencement of the course, which will address approved time-off to attend these sessions. Thus, once selected, it is expected that the participants will make good use of the time to ensure success in the course.

CLOSING DATE:

All interested applicants must submit their names, **no later than 5:00 p.m. on Friday, 17th August, 2018.**

Grateful if the contents of this Circular Memorandum is brought to the attention of all officers concerned.


NYSHA L. MATUTE (MS.)
For CHIEF EXECUTIVE OFFICER

c: *Director, CITO*