

SECURE YOUR FUTURE WITH ONLINE STUDY



**AUSTRALIA AND NEW ZEALAND'S
TENDER TRAINING SPECIALIST**

www.tendertrainingcollege.com.au



ONLINE COURSES

WHY STUDY ONLINE

Our online courses offer you the freedom and flexibility to learn new skills when it is convenient for you.

Learn how to improve your tender writing, or the key steps to prepare a bid, or how to price your tender competitively.

COURSES ARE DESIGNED FOR INDIVIDUALS IN EITHER:

- **Small to medium-sized business and not-for-profits**
- **Large corporate businesses.**

We know the size and complexity of tenders varies depending upon the size of business you work in. So, we have designed our courses so that you learn only the skills that are relevant for the size of tenders you complete.

Our small business course are designed to be succinct and completed efficiently so that you can get back to business as soon as possible.

Courses for people in larger companies are slightly longer and more complex to reflect the more complicated tenders they complete.

NEED HELP DETERMINING WHICH TRAINING PATHWAY IS BEST FOR YOU?

CALL US ON 1300 414 000 TO DISCUSS YOUR REQUIREMENTS.



AFFORDABLE AND ACCESSIBLE

Cost effective training which can be accessed via the Internet



INSTANT ACCESS

Start studying straight away with our online courses



STUDY ON ANY DEVICE

Complete your study when and how it suits you



FREE SUPPORT

Offline and online support while you study



TRAINING NOTES

You will receive notes to support your training course



ABOUT US

Tender Training College was established in 2017 by Kate Burrows, one of Australia's most successful tender consultants.

Kate has helped businesses win more than \$25 billion in new contracts and has spent more than 15 years coaching business professionals on how to improve their tendering performance.

"I have seen how stressful, time consuming and costly tendering can be if not done correctly – particularly, when there is a lot at stake.

"I am passionate about empowering professionals with the knowledge and skills to take the guesswork out of tendering, and to be more efficient and successful."



WHAT OUR CUSTOMERS SAY



"I have been lucky to see the financial gain from this course as only today my company was awarded a tender that I was lead bid manager on."

Wayne Nicholson
Sales Manager
ARA Fire, Queensland

"Great short course which I'm confident will prove to be very useful in the future!"

Paul Barras
Executive Assistant
Anchor Inc, Melbourne

"I recently completed the Introduction to Tenders and Tendering Certificate with no background knowledge on this subject. The program was easy to follow, format well designed, and after completion I have gained essential knowledge and a clear understanding of the steps supporting the process."

Magdalene Julius
Safety Health Environment and
Quality Manager, Drain Cleaning
Services, Sydney



COURSES FOR PROFESSIONALS IN LARGE BUSINESSES

Online certificates for professionals who participate in complex, high-value tenders as part of a large tender team.

Our courses are designed especially for the type of tenders that you typically complete.

Key features include:

- Comprehensive content to enhance your professional development
- Address key issues that professionals face when preparing tenders
- Engaging content for ease of learning.



Introduction to Tenders and Tendering Certificate

Obtain the knowledge of the tendering basics, and how to participate as a valuable member of a bid team.

[LEARN MORE >](#)



Develop and Write Winning Tender Content Certificate

Learn how to develop content for answering a tender question, and write it in a winning format.

[LEARN MORE >](#)



Price a Competitive Bid Certificate

Understand the key elements of preparing a winning tender price to put you ahead of the competition.

[LEARN MORE >](#)



Review My Tender Online

Submit your draft tender response for an independent evaluation by our expert trainers before you submit it to the client.

SAVE WITH TENDER EQUIPPED PACKAGE
[LEARN MORE >](#)

INTRODUCTION TO TENDERS AND TENDERING CERTIFICATE

ENROL TODAY
COURSE COST \$295

2 modules: 2 – 3 hours study time

OVERVIEW

The Introduction to Tenders and Tendering Certificate will provide you with the knowledge of the tendering basics, and how to participate as a valuable member of a bid team when completing large, complex tenders.

It is for professionals who are new to tenders, or want a refresh in the tender fundamentals.

This Certificate provides the essential knowledge and practical tips to get started in tendering, and the capabilities to apply this to your next tender.

We introduce you to both sides of tendering:

- The client process for developing, releasing and evaluating a tender, and its primary objective of tendering
- The bidding party's key steps to develop and submit a winning tender response, and how to be an effective member of the tender team.

WHAT YOU WILL LEARN

Module 1. The Purchasing Side of Tendering

- The purpose of tenders
- The client tendering process
- Factors impacting a client's decision on whether to issue a tender
- What clients are looking to achieve through tendering
- Approaches to tendering
- Types of tender documents
- Core components of a typical tender document
- How a tender is evaluated.

Module 2. The Supply of Tendering

- The bidding party's tender process
- The steps to respond to a winning tender
- Key factors to consider when determining whether to bid for a tender
- What is expected of bid team members during the tender
- The key deliverables which comprise a winning bid
- How a winning response is submitted.

Is this course for me?

The Introduction to Tenders and Tendering Certificate is designed for professionals who complete complex tender responses as part of a large tender team, and want to improve their knowledge of the tendering process.

Do you know the difference between an RFP and an EOI? Or how a client scores a tender, or what is expected of you as a member of the tender team? If you don't know or are unsure about any of these topics, then this course is for you.

Course includes:

- Download training notes
- Support while you study
- Certificate of completion
- Immediate and unlimited access.

This course is suited to business development and sales personnel, proposal specialists, subject matter experts, such as finance, HR, communications and technical specialists, and other business professionals who are involved in tendering.

It can be applied across a wide range of industries, including but not limited to:

- Professional services and consulting
- Engineering, manufacturing, maintenance and construction
- Transport
- Computing, IT and telecom
- Aerospace, security and defence
- Not-for-profit organisations
- Educational institutions.

How long will it take me to complete?

Typically, it takes between 2-3 hours to complete the two modules. You can complete the Introduction to Tenders and Tendering Certificate at your own pace.

The length of time required to complete the course may vary depending on your skill level, your previous experience and level of computer literacy.

How do I access the course?

Once you buy and enrol in the course, you will receive an email with your log-in details to access to the course.

The Introduction to Tenders and Tendering Certificate is delivered online via the Tender Training College's e-learning system. You will require an Internet connection and speakers to complete the course.

You can access this at any time, and stop and start the certificate as you like.

Is there an assessment or exam?

Our competency based training and assessments means you will be tested on your knowledge throughout each module. This means the learnings are embedded, and you can apply them to tendering once you complete the course.

You will complete a Final Assessment at the end of each module. A certificate will be awarded at the completion of the course and when you gain an 80% pass in each of the Final Assessments.

Prior learning requirements

There are no prior learning requirements. However, we suggest the **Develop and Write Winning Tender Content Certificate** as the best follow-on course to Introduction to Tenders and Tendering Certificate. You can purchase these as the Tender Equipped Package and save.

[ENROL NOW >](#)

DEVELOP AND WRITE WINNING TENDER CONTENT CERTIFICATE

ENROL TODAY
COURSE COST \$445
6 modules: 5 – 6 hours study time

OVERVIEW

The Develop and Write Winning Tender Content Certificate is designed to help you develop an approach and content for answering a tender question, and write it in a winning format.

It is for professionals who answer single or multiple questions as part of a large tender response. These tenders are complex and the type of questions are equally challenging.

You will learn a step-by-step approach to address the elements for a winning tender, including:

- Identify an approach that will add value to the client
- Develop relevant content that addresses the question
- Ensure the response is compliant against the tender requirements
- Structure and write the response to answer the question in a compelling way.

WHAT YOU WILL LEARN

Module 1. Determine client objectives

- Identify the client's objectives as they relate to your question
- Understand how the client's objectives assist you to identify value-added opportunities in your response

Module 2. Determine client requirements

- Identify the compliance requirements from the tender document to address in your response
- Understand why it is important to address these requirements in your response

Module 3. Meet and exceed client requirements

- Learn to develop an approach and response to be compliant with the tender requirements
- Develop evidence of past relevant performance

Module 4. Add value to your approach

- Conduct a competitive and an internal SWOT
- Identify opportunities to add value to your approach and response

Module 5. Answer the question

- Identify component parts of the question and determine what the question is asking
- Apply the evaluation criteria to the question

Module 6. Write a winning response

- Design a response structure and outline
- Write a response using written examples and writing tips.

Is this course for me?

The Develop and Write Winning Tender Content Certificate is designed for professionals who complete complex tender responses as part of a large tender team, and want to improve their tender writing skills.

Course includes:

- Download training notes
- Support while you study
- Certificate of completion
- Immediate and unlimited access.

This course is suited to business development and sales personnel, proposal specialists, subject matter experts, such as finance, HR, communications and technical specialists, and other business professionals who are involved in tendering.

It can be applied across a wide range of industries, including but not limited to:

- Professional services and consulting
- Engineering, manufacturing, maintenance and construction
- Transport
- Computing, IT and telecom
- Aerospace, security and defence
- Not-for-profit organisations
- Educational institutions.

If you are new to tenders, we recommend the Introduction to Tenders and Tendering as prior learning.

How long will it take me to complete?

You can complete the Develop and Write Winning Tender Content Certificate at your own pace. Typically, it takes between 5 – 6 hours to complete all six modules.

The length of time required to complete the course may vary depending on your skill level, your previous experience and level of computer literacy.

How do I access the course?

Once you buy and enrol in the course, you will receive an email with your log-in details to access to the course.

The Develop and Write Winning Tender Content Certificate is delivered online via the Tender Training College's e-learning system. You will require an Internet connection and speakers to complete the course.

You can access this at any time, and stop and start the certificate as you like.

Is there an assessment or exam?

Our competency based training and assessments means you will be tested on your knowledge throughout each module. This means the learnings from the Develop and Write Winning Tender Content Certificate are embedded, and you can apply them to writing tenders immediately once you complete the course.

You will complete a Final Assessment at the end of each module. A certificate will be awarded at the completion of the course and when you gain an 80% pass in each of the Final Assessments.

Prior learning requirements

The **Introduction to Tenders and Tendering** is recommended as prior learning – purchase these with the Develop and Write Winning Tender Content Certificate as the Tender Equipped Package and save.

ENROL NOW >

TENDER EQUIPPED PACKAGE

ENROL TODAY
COURSE COST \$695

8 modules: 7 – 8 hours study time

Course includes:

- Download training notes
- Support while you study
- Certificate of completion
- Immediate and unlimited access.

The Tender Equipped Package has been designed by industry experts to improve your tendering skills and capabilities.

It is specifically designed for professionals in medium to large businesses, who do high value, complex tenders of several weeks or months in duration.

The package incorporates two individual courses:

- **Introduction to Tenders and Tendering Certificate**
- **Develop and Write Winning Tender Certificate**

The Tender Equipped Package includes eight online modules, which equates to approximately 7 – 8 hours of total study time.

Learn the fundamentals of tendering from both the client and the bidding side, and then how to write a top scoring tender question.

Designed to give you the practical tips, processes and checklists to put you on the path to tender success.

You will receive:

- Training notes to use in your next tender
- Step-by-step process (Develop and Write Winning Tender Content Certificate)
- Certificate of completion on pass mark of 80%
- Support via email and telephone in business hours.

“Enjoyed doing the course and look forward to the next cert,”

Gail Budden, Perth

Develop and Write Winning Tender Content Certificate.

[ENROL NOW >](#)



LIVE ONLINE IN-HOUSE TRAINING

Customised training for companies or industry groups delivered online

A tender team with the right skills and capabilities can mean the difference between winning and losing a bid.

Our live online in-house training solutions are designed to meet your organisation's specific learning requirements, and to improve the tendering skills and capabilities of your people.

We will work with you to identify the skills and knowledge required, and develop a customised training program to address these.

We also use tenders from your business in the training for greater relevancy.

- Win new business with a consistent standard of skill and capability in your organisation
- Save time responding to tenders with proven, step-by-step processes
- Improve productivity and performance through competency-based learnings and assessments
- Achieve greater engagement with increased understanding of the tender process.

“Transdev is delighted with the results achieved through the Tender Training College. Our internal tender capabilities have significantly increased resulting in less outsourcing/more internal delivery. A key additional benefit from the tender training course was the identification of both tendering talent and level of interest by staff to support tenders.”

Sean O'Neill
Deputy Business Development Director – Projects
Transdev Australasia



OUR IN-HOUSE TRAINING EXPERIENCE

The following companies are just a few that have utilised our in-house training:

- Beaumont Concreting
- CPB Contractors
- Ross Mitchell & Associates
- Transdev Australasia



**CALL US ON 1300 414 000 OR EMAIL SUPPORT@TENDERTRAININGCOLLEGE.COM.AU
TO DISCUSS YOUR TRAINING REQUIREMENTS.**

TENDER REVIEWS

Review My Tender Online provides a quality check of your tender – before it is submitted.

CURRENT TENDERS

We provide helpful feedback to improve your proposal and ensure it is of the very best quality before it is received and evaluated by the client.

We offer the convenience and accessibility of an online and independent review – whether you are preparing a complete tender or responding to a single question.

Not only will you build your tendering capability through the evaluation, it will also help you embed a review process which is an important component of a high quality submission.

PAST TENDERS

We can also apply the Review My Tender Online service to past tenders to identify areas of improvement.

We will evaluate your previous response against a set of pre-determined criteria, which make up the components of a successful tender.

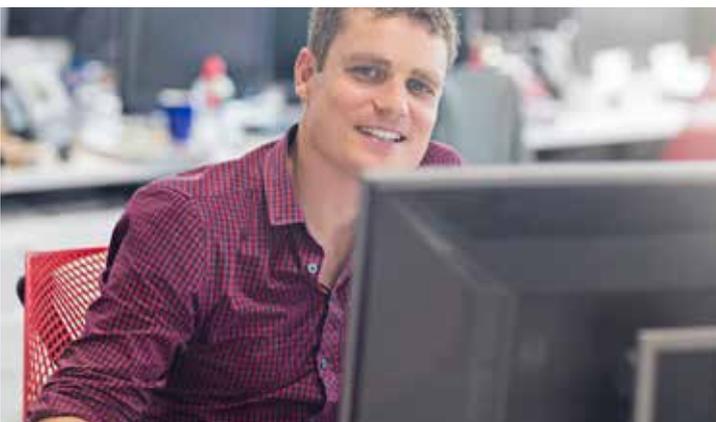
From here, we can provide advice on the best way to meet those areas of improvement, including customised training options.

BENEFITS OF REVIEW MY TENDER ONLINE



- Increase your win rate
- Take control of your success
- Improve your tendering skills
- Enhance your company's reputation
- Receive personalised feedback and follow-up.

[FIND OUT MORE >](#)





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