

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 SMALL AND MEDIUM-SIZED BUSINESS AND NOT-FOR-PROFIT PROFESSIONALS

Online certificates for professionals who are required to put together small and medium tenders on their own, or as part of a small tender team.

Designed especially for the type of tenders that you normally complete.

- Affordable and easy to complete
- Short succinct modules – designed to be completed in one hour each
- Address key issues that small business face when preparing tenders
- Engaging animated videos for ease of learning
- Easily applied strategies for your next tender.



Tender Fundamentals Certificates 1 and 2

Get the knowledge of the tendering basics and practical tips to get started in tendering and prepare a winning bid.

[LEARN MORE >](#)



Tender Writing Certificate

Learn a step-by-step process to write a top-scoring tender response that is compliant and compelling.

[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.

[LEARN MORE >](#)

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

TENDER FUNDAMENTALS CERTIFICATE 1

ENROL TODAY
COURSE COST \$140

1 module: 1 – 1.5 hours study time

Course includes:

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

OVERVIEW

Do you know the difference between an RFP and an EOI, or understand the different parts that make up a tender document?

If you don't know or are unsure about any of these topics, than this course is for you.

Tender Fundamentals Certificate 1 will provide you with an understanding of the client's process for developing, releasing and evaluating a tender, and its primary objective of tendering.

It is designed for professionals from small and medium-sized companies who are new to tenders, or want a refresh in the tender fundamentals.

Tender Fundamentals Certificate 1 provides the essential knowledge and practical tips to apply to your next tender, and the capabilities to develop a client-focused response.

WHAT YOU WILL LEARN

Module 1: Client's Tendering Process

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

Is this course for me?

Tender Fundamentals Certificate 1 is designed for business professionals who prepare small to medium-sized tenders, often on their own or as part of a small tender team.

You may be new to tenders, or want a refresh in the tender fundamentals.

This course is applicable across multiple industries.

How long will it take me to complete?

Typically, it takes between 1 – 1.5 hours to complete the single module. You can complete Tender Fundamentals Certificate 1 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.

Tender Fundamentals Certificate 1 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 Tender Fundamentals Certificate 1 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

There are no prior learning requirements. However, we suggest the **Tender Fundamentals Certificate 2** as the best follow-on course to Tender Fundamentals Certificate 1. You can purchase these as a package and save.

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TENDER FUNDAMENTALS CERTIFICATE 2

ENROL TODAY
COURSE COST \$140

1 module: 1 – 1.5 hours study time

Course includes:

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

OVERVIEW

Tender Fundamentals Certificate 2 will provide you with a step-by-step process of what is required from a bidding party to compile a tender response.

A follow-on from Tender Fundamentals Certificate 1, this course provides you with an overview of how to submit a compliant, compelling and competitive tender.

It is designed for professionals from small and medium-sized companies who are new to tenders, or want a refresh in the tender fundamentals.

Tender Fundamentals Certificate 2 provides the essential knowledge and practical tips to produce more effective and efficient tender responses.

WHAT YOU WILL LEARN

Module 1: Bidding Party's Tendering Process

- What is a bidding party?
- The bidding party's tendering process
- The key requirements for a compliant response
- Key factors bidding parties consider when determining whether to bid
- How to avoid the tender horror stories
- The key deliverables which comprise a winning bid
- How a winning response is submitted.

Is this course for me

Tender Fundamentals Certificate 2 is designed for business professionals who prepare small to medium-sized tenders, often on their own or as part of a small tender team.

You maybe new to tenders, or want a refresh in the tender fundamentals.

This course is applicable across multiple industries.

How long will it take me to complete?

Typically, it takes between 1 – 1.5 hours to complete the single module. You can complete Tender Fundamentals Certificate 2 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.

Tender Fundamentals Certificate 2 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 Tender Fundamentals Certificate 2 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

Tender Fundamentals Certificate 1 is recommended for prior learning. Purchase Tender Fundamentals Certificates 1 and 2 as a package and save.

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TENDER WRITING CERTIFICATE

ENROL TODAY
COURSE COST \$375

4 modules: 3 – 4 hours study time

OVERVIEW

Do you want to learn how to write a top-scoring answer to a tender question and improve your tender writing skills?

Gain an understanding of the steps involved to ensure your tender response is compliant, answers the question comprehensively, and is compelling to read.

Tender Writing Certificate is focused on the skills and capabilities to improve your tender writing.

You will learn a step-by-step process to respond to an example tender question.

You will obtain a copy of the Tender Writing Checklist and course notes to apply the skills and understanding you gain to future tenders.

We will also show you how to avoid the common mistakes business professionals make when tender writing.

WHAT YOU WILL LEARN

Module 1. Plan a complete response

- Module 1: Plan a complete response
- Analyse the question to understand what it is asking
- Identify all parts of the question to answer it completely
- Overcome common difficulties with tender questions.

Module 2. Develop a compliant response

- Identify relevant tender requirements and show how you will meet them
- Identify relevant evaluation criteria and apply them to the question.

Module 3. Structure a comprehensive response

- Design a response using a clear structure
- Write a strong introduction with a direct answer
- Provide the detail to answer comprehensively
- Create order and flow of information.

Module 4. Writing a compelling response

- Write for a wide-ranging audience
- Learn how to demonstrate and substantiate, and communicate benefits
- Create easy-to-read sentences
- Use correct spelling, grammar and punctuation.

Course includes:

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

Is this course for me?

Do you own, or work in a small or medium-sized business, and need to answer single, or, multiple questions as part of a tender response?

The Tender Writing Certificate is designed for professionals who complete small or medium tender responses, and want to improve your tender writing skills.

You typically may be the only person on your tender team, or part of a small team completing a tender.

The Tender Writing Certificate is suited to professionals in a wide variety of roles, and is applicable to multiple industries.

If you are new to tenders, we recommend the Tender Fundamentals Certificates 1 and 2 as prior learning.

How long will it take me to complete?

You can complete the Tender Writing Certificates at your own pace. Typically, it takes between 3-4 hours to complete all four 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 Tender Writing Certificate is delivered online via the Tender Training College's elearning 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 Tender Writing Certificate are embedded, and you become more efficient and effective at writing tender responses.

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 **Tender Fundamentals Certificates 1 and 2** are prior learning. Purchase these with the Tender Writing Certificate as the Tender Essentials Package and save.

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TENDER ESSENTIALS PACKAGE

ENROL TODAY
COURSE COST \$595

6 modules: 5 – 7 hours study time

Course includes:

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

Are you ready to tackle tenders?

Save money with the Tender Essentials package, which includes the following three certificates:

- **Tender Fundamentals Certificate 1**
- **Tender Fundamentals Certificate 2**
- **Tender Writing Certificate**

There are a total of six modules to complete, with a total study time of 5 – 7 hours.

Equip yourself with the necessary skills and knowledge to get started in tendering, and learn how to write responses to tender questions.

This package will give you the practical tips, processes and checklists to get you and your business on the path to tender success.

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

You will receive:

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

“Awesome online course with great animations that break up the reading. Easy to grasp information and all topics explained thoroughly for good understanding. The printable course format also helps a lot for future references. Would definitely use again for another cert”,

Wayne Nicholson
Sales Manager, Queensland

[ENROL NOW >](#)



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.

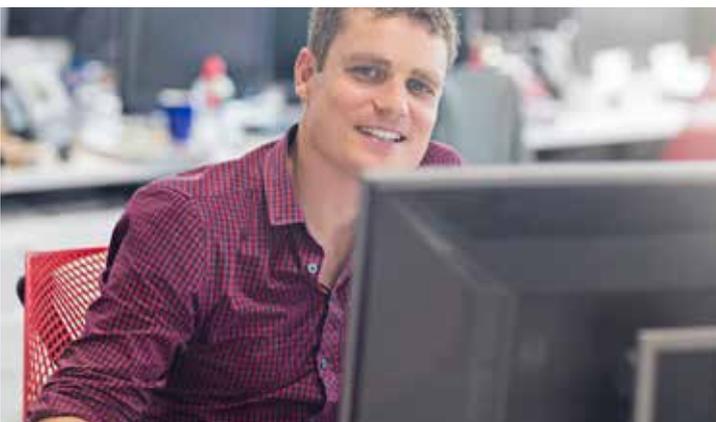
From here, we can provide advice on the best way to meet those areas of improvement, including customised training options.

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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