

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

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- 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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