TENDER EQUIPPED PLUS+ PACKAGE

- Introduction to Tenders and Tendering Certificate
- Develop and Write Winning Tender Content Certificate
- Tender Pricing Fundamentals Certificate

AUSTRALIA AND NEW ZEALAND'S TENDER TRAINING SPECIALIST

www.tendertrainingcollege.com.au

tender training
COLLEGE

TENDER EQUIPPED
PLUS+ PACKAGE

The Tender Equipped Package PLUS includes three certificates:

• **Introduction to Tenders and Tendering Certificate**
• **Develop and Write Winning Tender Content Certificate**
• **Tender Pricing Fundamentals Certificate**

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 **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.

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.

The **Tender Pricing Fundamentals Certificate** provides you with the essential skills and knowledge of pricing a bid for government or private sector tenders.

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.

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INTRODUCTION TO TENDERS AND TENDERING CERTIFICATE

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Two modules
2 – 3 hours study time

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

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.

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.

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DEVELOP AND WRITE WINNING TENDER CONTENT CERTIFICATE

ENROL TODAY
Six modules
5 – 6 hours study time

Course includes
• Download training notes
• Support while you study
• Certificate of completion
• Immediate and unlimited access.

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 these elements, 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.

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.

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TENDER PRICING FUNDAMENTALS CERTIFICATE

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Four chapters
1.5 – 2 hours study time

Course includes
• Download training notes
• Support while you study
• Certificate of completion
• Immediate and unlimited access.

OVERVIEW

Do you want to learn how to price tenders?

Tender Pricing Fundamentals Certificate provides you with the essential skills and knowledge of pricing a bid for government or private sector tenders.

This 100% online course is designed for professionals who are new to pricing tenders and who want to start developing winning bid costs.

This course has been designed by a tender pricing specialist and features engaging videos to make the learning entertaining and enjoyable.

You will follow an example tender pricing scenario to ensure the knowledge you gain is relevant and can be easily applied to the real-life business environment.

By completing the Tender Pricing Fundamentals Certificate, you will have the knowledge required to complete the follow-on course – Develop a Winning Tender Price Certificate.

WHAT YOU WILL LEARN

There are four chapters in this certificate:

• Chapter 1: What is a tender price and its components
• Chapter 2: Respond completely to the tender pricing schedule
• Chapter 3: The key elements to determine a tender price
• Chapter 4: How the price is evaluated and value for money.

At completion of the course, you will:

• Understand what a tender price is
• Be able to identify the core elements of a tender price
• Understand the importance of completing the tender price section completely
• Understand how the price is evaluated
• How to demonstrate value for money in the tender price.

Is this course for me?

Tender Pricing Fundamentals Certificate is designed for business professionals who are required to price tenders on their own, or as part of tender team.

This course is applicable across multiple industries for professionals who are participating in the Australian or New Zealand tendering markets.

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

How long will it take me to complete?

Typically, it takes between 1.5–2 hours to complete the single module. You can complete this 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 Pricing Fundamentals 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 the module.

This means the learnings from the Tender Pricing Fundamentals Certificate are embedded, and you can apply them to pricing tenders once you complete the course.

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

Prior learning requirements

It is recommended that you complete the following courses as prior learning to gain an understanding of tenders and tendering: **Tender Fundamentals Certificate 1 and 2**, or **Introduction to Tenders and Tendering** – depending upon the type of tenders you normally complete.

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