

# TENDER ESSENTIALS PLUS+ PACKAGE

## INCLUDES:

- Tender Fundamentals Certificates 1 and 2
- Tender Writing Certificate
- Tender Pricing Fundamentals Certificate



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

[www.tendertrainingcollege.com.au](http://www.tendertrainingcollege.com.au)



# TENDER ESSENTIALS PLUS+ PACKAGE

**ENROL TODAY**

7.5 – 9 hours study time

Course includes

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

The Tender Essentials Plus+ Package includes four certificates:

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

The total study time is between 7.5 and 9 hours.

The **Tender Fundamentals Certificates 1 and 2** are designed for professionals from small and medium-sized companies and 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.

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

The **Tender Writing Certificate** is focused on the skills and capabilities to improve your tender writing. Gain an understanding of the steps involved to ensure your tender response is compliant, answers the question comprehensively, and is compelling to read. The Tender Writing Certificate is focused on the skills and capabilities to improve your tender writing.

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 (Tender Writing Certificate)
- Certificate of completion on pass mark of 80%
- Support via email and telephone in business hours.

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# TENDER FUNDAMENTALS CERTIFICATE 1

## ENROL TODAY

One 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?

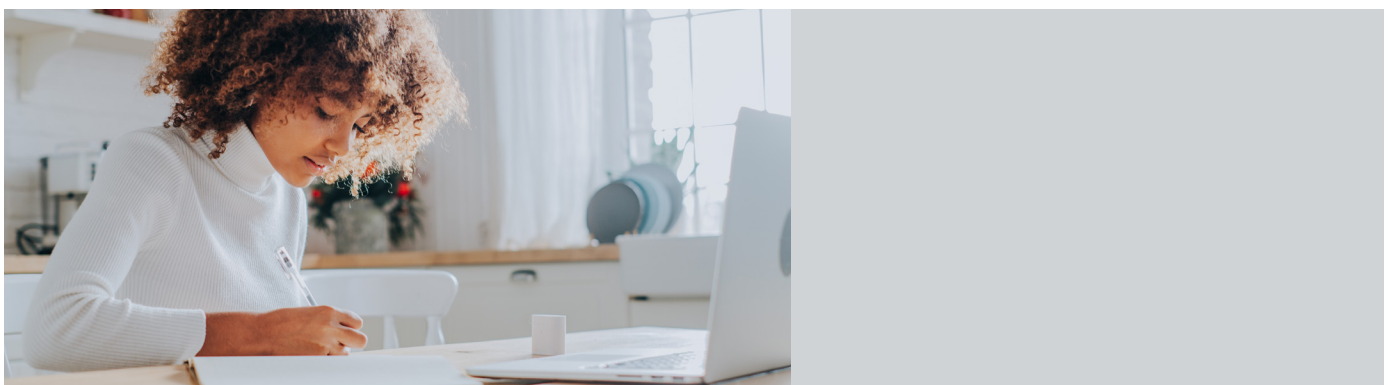
Our competency based training and assessments means you will be tested on your knowledge throughout each module. This means the learnings from the Tender Fundamentals Certificate 1 are embedded, and you can apply them to writing tenders immediately once you complete the course.

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

One 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

Four 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 PRICING FUNDAMENTALS CERTIFICATE

**ENROL TODAY**

1.5 – 2 hours study time

## 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.

Course includes

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

### 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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