



Tendering and Procurement Practice

TaPP Course Fees

Fees for Course Code VJ2/3/LR/001 – Tendering and Procurement Practice

Fees include:

- course materials;
- access to the "student zone" of information and materials on the course website;
- all tutorial costs;
- marking, moderation and verification costs;
- registration with OCNLR;
- certification for successful students;
- telephone conferencing fees – calls are charged at national rates;
- one year registration with the "graduate zone" of the course website to enable the ongoing sharing of experience.

The course fees are as follows:

Full price:

- £1,250 + VAT = £1,437.50

Discounted price for employees of Registered Charities

- £990 + VAT = £1,138.50

All fees are payable in full before the student joins a course and are non-refundable

Possible help with Course fees may be available through a grant from the Leadership and Management strand of the Train to Gain Programme. In principal the grant operates as follows:

This funding is for Senior Managers in Private and franchise companies (including companies limited by guarantee) and public and voluntary bodies employing between 5 and 249 people. The grant is dependent upon the completion of a personal development plan.

Up to £1,000 is available to cover the costs of the course including VAT. The first £500 is paid as grant. The second £500 of this £1,000 has to be matched, e.g. if a course costs a total of £1,200 (incl. VAT), the grant of £500 is paid plus 50% of the remaining £700. The actual cost of the course to the employer would therefore be £350.

The CEO of a Voluntary Action said "This is excellent use of L & M funding and a real benefit for small organisations. It is just the help many need to tender successfully."

A Regional Broker for the programme said "send along as many people as you can – we are keen to help the voluntary sector."



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Fees are paid to the course provider by the student or employer with the approved grant amount being reimbursed on production of a receipted invoice.

The programme is administered by brokers on a regional basis on behalf of the Learning and Skills Council. There are some regional differences. There are two leaflets available on this page which provide more information. One is from the Yorkshire and Humber region, the other from the East Region. The broker from the North West Region may have additional resources available to help. The South East Region are keen to hear from companies and organisations who are seeking help.

Please contact us by e mail for the details of the named contact person in your region.

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