



# Tendering and Procurement Practice

## Tapp Course Information (15.06.09)

**The Tendering and Procurement Practice (Tapp) course** – is offered by project Development and Support Limited (NOCN Registered Centre number 55869). The company also offers the Tendering for Care suite of training, information and support services for charities, companies and organisations tendering for public sector contracts.

**Tendering and Procurement Practice** - is the ONLY accredited qualification for staff in charities and companies whose role is to prepare tenders for public sector contracts.

**Accredited** – at level 3 by the Open College Network London Region (OCNLR) the course is worth six credits.

**Learning Outcomes** - by the end of the course the learner will:

1. Understand the principles that underpin all tendering and procurement
2. Understand current relevant legislation governing Tendering and Procurement Practice
3. Understand procurement procedures and practice
4. Understand the current climate and the impact this may have on tendering and procurement practice for organisations
5. Understand how to evaluate an organisation's suitability and readiness to tender
6. Know how to plan strategically for improvement in preparation for tendering
7. Understand the features of how an effective tender may meet the requirements of Procurement
8. Understand the different models of consortia and how they enable small organisations to benefit from tendering
9. Understand the role of e-procurement in the tendering process

**Course delivery** – the course is delivered over a period of 22 to 24 weeks by distance learning. This is a high level course as befits a professional qualification. It is structured as follows:

- Each student is required to commit to participating in a total of nine telephone conferences, each of between 60 and 90 minutes and spaced at roughly 3 weekly intervals. The first session is an induction, the remaining eight include taught time;
- Having made a commitment, missing one conference without prior arrangement means failure of the entire course. However, 2 changes to alternative telephone conference sessions are allowed, by prior arrangement;
- The course structure requires the completion of eight tasks and one major assignment. There is no examination. This means that the student must reach a pass standard for every task;
- Individual tutorials are available for students when undertaking the major task;



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- Where possible tasks draw from the students' day-to-day experience of working on tenders. The tasks are also designed to contribute towards the overall tendering effectiveness of the students' employer;
- Successful completion of the course does require a considerable amount of self directed work although, a library of documents and useful links are provided. The TaPP website is developing a "student zone" whilst students on the pilot course have shared email addresses and found support from their group members;
- For successful completion of the course students need ready access to a computer and the internet. Sharing of some large files may be necessary.

Students from the pilot course said:

*As Advisers to local Age Concerns, the course has been a huge support in learning about the tendering process and how to challenge problems organisations may face. We now feel much better equipped to advise and support local Age Concerns  
Three Regional Service Development Advisers – Age Concern and help the Aged*

*This course has provided me, and subsequently the organisation I work for, with an invaluable insight into the processes and procedures involved in tendering and procurement. It provides a solid background to the legal frameworks involved in procurement, as well as giving a practical and extremely relevant guide to tendering practice.  
Paul Holbrook Wilf Ward Family Trust  
Procurement & Contracting Officer*

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