



Tendering and Procurement Practice

The only accredited course for individuals engaged in tendering for public sector contracts

The TaPP Course – is a substantial award, accredited by OCN at level 3 with a credit value of 6

The TaPP Course is offered by Project Development and Support Ltd. (recognised NOCN Centre number 55869), and has been designed to complement and run alongside their **Tendering for Care (TfC)** support services which provide information, training and advice to organisations tendering for public sector contracts.

The course has been developed over the past year and successfully piloted with the help and support of a number of organisations, both large and small, including charities, umbrella bodies and Housing Associations

The TaPP Course is for:

- Senior Managers, Trustees and Directors in charities and charitable companies;
- Business Development Managers and those with the responsibility for tendering for public sector contracts;
- Staff in CVS, Voluntary Actions and similar umbrella bodies or federations whose role is to advise other organisations tendering for public sector contracts;
- Commissioning Officers who do not wish to pursue the CIPS awards;
- Managers in private sector companies seeking public sector contracts.

The TaPP Course requires a major commitment amounting to approximately 70/90 hours of taught time and undirected work over a period of 20/25 weeks.

The TaPP Course is delivered by distance learning using teleconferencing.

This involves an induction session followed by a further eight telephone conferences, at approximately 3 weekly intervals. The requirement is to interrogate the materials provided, produce written work based on set tasks and to participate in and follow up the taught time and group session delivered by telephone conference.

The course has been piloted using this method of delivery and has proved to be very popular with the students involved. The group has included people from as wide spread locations as Scotland, Kent, Somerset, Manchester and Leeds.

The course demands a high level of commitment, whilst the distance learning format does not require travel to a location; participation can be from the office or home. It is the responsibility of the student to ensure that they attend every session and complete each of the tasks set. Failure to attend a session or to attain a pass mark for any task means failure of the course as a whole.



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Regional Winner
East Midlands
National Training Awards 2008



The TaPP Course (Course Code VJ2/3/LR/001) leads students on a journey through the principles and legislation to the impact this might have on the functioning of the organisation. The following are the learning outcomes for the course:

- an understanding of the principles that underpin all tendering and procurement;
- the current legislation and case law which governs tendering and procurement;
- procurement procedures and practice;
- the current legal climate and how this impacts upon tendering and procurement practice for organisations;
- the role of e-procurement in the tendering process;
- an evaluation of an organisation's suitability and ability to submit tenders;
- strategic planning for improvement in tender preparation;
- an understanding of how an effective tender may meet the requirements of procurement;
- the different models of consortia and how they may enable small organisations to benefit from tendering.

In addition to the necessary reference materials which are provided during the course, students receive a library of reference material on CD and have access to the "student zone" on the course website.

The course is arranged to ensure that those who have not engaged in this level of learning for some time and are returning to learning will be able to build up their confidence and skills during the early weeks. However, the course does not include a Skills for Life element, it assumes functional literacy, and a degree of computer literacy and ready access to the internet. Arrangements can be made to include students with disabilities.

Course 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.

Leadership and Management Funding

The TaPP Course is registered with Business Link and as such there is a **possibility** of funding support under leadership and management development programme.

This funding is for Senior Managers in Private and franchise companies (including companies limited by guarantee), also for public and voluntary bodies employing between 5 and 249 people and 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, the grant of £500 is paid plus 50% of the remaining £700. The actual cost of the course to the employer is therefore £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."*

Fees are paid 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, please contact us for more information and details of the named contact person in your region.

Fees for the TaPP Course

Private companies and public sector employees	£1,250 + VAT = £1,437.50
Employees of Registered Charities	£ 990 + VAT = £1,138.50

Fees are due in full before commencing on the course
Whilst fees are not refundable in exceptional circumstances arrangements can be made for a student to re-join a later course, provided that the entire course is completed within one year of the date of the Induction session.
Alternative arrangements can be made with organisations arranging taught courses in London and the South East Region. Please contact us in order to discuss options.

Please contact us for further details:

telephone: 01629 57501

email: info@tenderingforcare.com

The pilot course delivered by Tendering for Care in partnership with the OCNLR has been extremely useful in terms of cementing my 'on the job' experience of tendering and procurement practice with a theoretical knowledge base. The course is flexible and enables those in full time, busy roles to study towards the qualification in a way which works for them. The course materials are informative and diverse and the delivery of the course itself through the email and teleconferencing facility is well-organised, with the team at TFC clearly knowing their stuff! I would recommend this course to anyone who is interested in expanding their skills and knowledge in this area and would like to thank TFC for presenting me with this opportunity to continue my professional development." (Gemma Shepherd, Creative Support)

The course has provided a great opportunity for some members of the Business Development Team, to build upon their professional practice in the area of Tendering and procurement and in doing so been beneficial to the wider organisation". - Jeff Palmer (Head of Business Development, Dimensions UK).

The course is proving to be invaluable, it has enabled me to take my extensive practical experience and provided me with a far greater underpinning knowledge. This has already helped me considerably in my work." - Louise McInnes (Business Development Coordinator, Dimensions UK).