



Tendering and Procurement Practice

How to register for a place on a TaPP course

Places are available on courses commencing from October 2009 onwards.

We operate a rolling programme. A course starts when there are eight students registered for a particular day and time. If a course is full, then we will offer you the a place on the next available day and time

If you would like to study for the TaPP qualification:

- 1) Download and read the course information
- 2) Download the Learner Registration Form. This is not designed to be completed on screen. It should be completed by hand for sending to us by fax (01629 584972) or post.
- 3) Send us your cheque or tick "my employer is responsible for the course fee". We can invoice, but please note that students may not commence the course until payment has been received.
- 4) . On receipt of payment, our Registrar will offer you three alternative start dates from which you may select the course you wish to join. The telephone conferences are held on the same weekday and start time throughout your course. So if you book onto a course with telephone conferences on Tuesdays starting at 11 am, then you will meet at this day and time, at three weekly intervals, for the entire course. Days are amended to make allowance for Bank Holidays and traditional holiday periods. These variations will be arranged with your tutor.

Leadership and Management Grant

If you wish to apply to the Leadership and Management scheme for grant aid please contact us by email, giving us both your home address and the address of your employer's head office.

We will place you on our waiting list for your preferred course and start date and send you details of your relevant broker to whom you should apply directly. The application process can take from 4 to six weeks. If the grant is approved you must start the course within 60 days of receiving approval confirmation.

When you have received your grant approval, then follow steps 1) to 4) above.

For further details contact:

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