



# Invitation to Tender for Training Courses 2024/25

Becoming an approved training provider for Shropshire Chamber of Commerce

10.10.2023

Version 1

## Summary:

This is an invitation to tender for the provision of a new training course for Shropshire Chamber of Commerce.

Shropshire Chamber delivers a catalogue of over 100 training courses per year to delegates across Shropshire. Our training courses are delivered to clients from small start-ups to large corporations.

We are continuously looking to evolve our training provision to meet the changing needs of businesses and upskill staff in new areas. To this end we invite training providers to quote for the delivery of bespoke training courses to be delivered on behalf of Shropshire Chamber.



**Training Requirements:**

- Provide outline of the course
- Provide timings of the course (full or half-day)
- Examples of any course handouts
- Potential training partners must deliver one free trial training session for the Chamber before any paid courses are arranged.
- After successful delivery of the trial training course, the training provider will be able to deliver a minimum of 2x training courses per year at the discretion of the training team.
- Ability to deliver the training at either our Telford or Shrewsbury Office.
- Flexibility to deliver courses at other locations across the county, including in-house course delivery at company premises, as agreed in advance of delivery date with the training facilitator.
- Work with the training team to create and deliver bespoke courses where needed to support the business community with specific requirements.

**Course Specifications:**

Full-day courses run between 9.30am – 4.30pm including lunch break, morning and afternoon break. Half-day courses run between 9.30am and 12.30pm or 1pm to 4.30pm excluding lunch.

There is possibility to run multiple-day training courses upon request with the training facilitator.

Training courses take place at either our Telford or Shrewsbury offices throughout the year. Each training room comes equipped with projector & screen, flipchart and internet connection.

**Course Aims and Objectives:**

Delegates will be trained in the required topic to an appropriate level.

The level of the course will depend on the target audience – the course must target the right people for the level.

Train and upskill staff to support their development withing their role/career.

**Trainer Specification:**

- The trainer is required to provide references and/or testimonials to support their tender application.
- The trainer may need to provide proof of appropriate qualifications where applicable for certified courses.
- Provide a short professional bio.
- Provide overview of the training course and the course objectives/learning outcomes.
- Supply relevant supporting documents the courses to be delivered.

**Chamber membership:**

We ask that all trainers hold a chamber membership, at any chamber membership level, for the duration they are delivering training courses for the Chamber.

The successful supplier will be required to sign a Chamber Training Contract which sets out the terms and conditions of becoming an approved training provider and agreed fee for the delivery of courses.

**Tender Submission and Process:**

The trainer will be required to complete the trainer application form including all required details to express interest in becoming an approved trainer.

The application form can be completed through the following link:

<https://www.shropshire-chamber.co.uk/business-training/become-an-approved-trainer>

Supporting documentation for each tender submission should be sent to [training@shropshire-chamber.co.uk](mailto:training@shropshire-chamber.co.uk)

The tender submission will be processed and successful candidates shortlisted. Once shortlisting is completed then potential applicants will be invited to a meeting with the Chamber training team to discuss the application further to become an approved trainer and deliver courses.