**Appendix III**

**Tender Submission Document**

**(all areas outlined below must be completed by tenderers)**

**Company/Business Name & Address**

**Website Address**

**Brief Overview of the Company**

**Contact Person**

 **Name :**

 **Telephone:**

 **Mobile :**

 **Email address :**

**Details & Biogs of Trainers delivering the programmes** *(a brief summary of experience, education and qualifications)*

**Please Type X beside any of the programmes below that you could deliver for Learning Waves Skillnet in 2017 :**

|  |  |  |
| --- | --- | --- |
| **Name of Course** | **Expected Duration** | **Please place X beside the programmes you are interested in delivering**  |
| **Digital Media Training (to include the following programmes)*** Digital for Radio (8 Module Course )
* Mobile Journalism
* Producing Podcasts
* Branding & Monetising Podcasts
* Creating, Writing and Publishing Online content
* Visual Media
 | 8 days2-6 days1 day 1 day 1 day 1 day |  |
| **IT Training to include :** * MS Excel – Introduction
* MS Excel – Intermediate
* MS Word – Intermediate
* Excel for Project Management
* MS Powerpoint – Intermediate & Advanced
* Adobe Photoshop for creation of flyers/banners for use on websites
* Adobe Illustrator
* Adobe Audition for Editing Audio
 | 1 day 1 day 1 day 1 day 1 day 1 day 1 day 1 day |  |
| **Legal Training to include :** * Broadcast Law – Part 1
* Broadcast Law – Part 2
* Broadcast Law Updates
* Court Reporting
* Legal Aspects of Social Media
* Mobile Journalism & the Law
* Data Protection – What Radio Stations Need to Know
 | ½ day ½ day ½ day ½ day ½ day ½ day ½ day |  |
| **Sales Training to include :** * Sales Negotiation Skills
* Sales Presentation Skills
* Psychology of Selling
* Selling Digital – Practical Solutions for Radio Stations
* Creative Proposal Writing for Radio
* Introduction to Radio Sales
* Sales Manager Mentoring Programme
 | 1 day 1 day 1 day 1 day 1 day 2 days1 day |  |
| **News,Sport & Talk Training Programmes to include :** * Speech & Voice Training
* Advanced Speech & Voice Training
* Original Journalism & Storytelling for News
* Sourcing News through Social Media
* Scriptwriting for News
* Creating Online News Content
* Research for Radio Content
* Using Burli
 | 1 day 1 day 1 day 1 day 1 day 1 day 1 day ½ day |  |
| **Music Training Programmes to include :** * Airchecking Music Presenters
* Using Selector as Music Playout System
* Understanding Programming Content & Structure
 | 1 day1 day 1 day |  |
| **Management Training to include :** * Senior Producer Course
* Effective Newsroom Leader Course
* Programme Director Training & Mentoring Programme
* What you Need to Lead
* Employment Law & HR Policies
* Strategic Business Development
 | 3 days2 days6 days2 days1 day 1 day |  |
| **Generic Training to include :** * Occupational First Aid
* Manual Handling Training
* Project Management
 | 3 days½ day2 days |  |
| **Workshops** Learning Waves are seeking to create a panel of speakers who can address the radio industry on specific topics as and when requested by Learning Waves Skillnet | Duration will be determined once speakers and dates are agreed. Workshops can vary from ½ day to 1 day in duration. |  |

Please list any other programmes you could deliver that are not shown, as we are always looking for new innovative programmes for our members :

1.

2.

3.

4.

5.

6.

**List of Previous Clients & References** *(2 written references, or contact details for 2 verbal references from previous clients)*

**Valid Tax Clearance Certificate***( please indicate that you hold a Valid TCC)*

**Insurance** *(providers must hold a professional indemnity insurance, are covered by/hold public liability insurance, where applicable, are in a position to provide copies of the professional insurance and (where applicable) public liability insurance when requested).*

**Acceptance of Terms and Conditions of this Procurement Process**

I hereby declare that in submitting this Request for Tender to Learning Waves Skillnet I am aware of the and accept the terms and conditions as set out in this document.

I further declare that I am duly authorised to make this application and that the information provided in my application is accurate and complete to the best of my knowledge and belief.

I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in this or future procurement processes.

Signed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact details : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_