**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 days  2-6 days  1 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 days  1 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 day  1 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 days  2 days  6 days  2 days  1 day  1 day |  |
| **Generic Training to include :**   * Occupational First Aid * Manual Handling Training * Project Management | 3 days  ½ day  2 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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_