



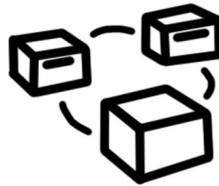
JC Training & Consultancy

Invitation
to Bid

Bidding
System



Pre-qualification



Document
Distribution





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COMPANY

Profile

About Us

Based in the East Midlands, JC training & Consultancy specialise in the delivery of Apprenticeships across a range of sectors. We understand the importance of learning and how Apprenticeships ensure the development and growth of knowledge, skills and behaviours which is why we focus our pathways to meet sector specific aims and goals, maximising your learning and development through robust teaching, learning and assessment.

Our tutors and delivery team have vast sector knowledge and experience and deliver teaching and learning tailored to your individual needs and learning styles whilst maximising all learning opportunities on and off the job.

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Profile

As part of our Apprenticeship offer, we deliver following pathways

Business:

- Business Administrator Level 3
- Business Improvement Technician Level 3
- Business Improvement Practitioner Level 4
- Business Improvement Specialist Level 5
- Business Improvement Leader Level 6
- Quality Practitioner Level 4
- Team Leader Level 3
- Operations/Department Manager Level 5
- Senior Leader Level 7
- Senior People Professional Level 7

Finance:

- Payroll Administrator Level 3
- Payroll Manager Level 5

Sales, Marketing & Procurement:

- Digital Marketer Level 3
- Marketing Assistant Level 3
- Marketing Executive Level 4
- Marketing Manager Level 6
- Sales Executive Level 4
- PR & Communications Level 4
- Procurement & Supply Level 3
- Bid & Proposal Co-Ordinator Level 3
- Customer Service Practitioner Level 2
- Customer Service Specialist Level 3
- Retailer Level 2
- Retail team Leader level 3
- Retail manager Level 4

Education:

- Learning Mentor Level 3
- Learning & Development Practitioner Level 4
- Assessor/Coach Level 4
- Employability Practitioner Level 4
- Coaching Professional Level 5
- Learning & Skills Teacher Level 5



OUR CORE VALUES

1

Learner Aspirations

Learning that goes beyond boundaries to create lifelong impact, that ensures pathways are achieved that meets our learners' aspirations.

2

Customer Delight

We Satisfy and Delight Our Customers, our customers are the lifeblood of our business and our most important stakeholder. We strive to meet or exceed their expectations in every aspect of our services. To honor our commitment and act with responsibility in all our relationships. Quality in Method and Design enables us to tailor our approach to sector and industry standards

3

Integrity

We are committed to right first time and on time in full principals across all aspects of the business, ensuring that the quality of services meets with customer expectation and beyond. We believe that nothing is more important than our reputation and behaving with the highest levels of integrity is fundamental to who we are

4

Transparency

Our business is run with clear and open communications with learners, client and employees that forms transparent transactions and delivery of high-quality training. We are one team and it's when we share our skills, knowledge and experience, ensuring that diversity makes us strong.

5

Passion

To excel through quality and to enjoy our work. To address sector developments ahead of the curve, that enables us to provide timely training for our clients and learners. To learn from our experiences, to encourage new ideas and try new possibilities

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BID & PROPOSAL CO-ORDINATOR LEVEL 3

Duration of apprenticeship:

Typically 24 months.

Maximum funding: £8000

Link to professional registration:

On successful completion of the apprenticeship, individuals will be eligible for membership of the Association of Bid and Proposal Management Professionals (APMP).

The role of bid and proposal professionals is integral to how businesses win work. Sometimes it is a separate job/discrete role, and sometimes it is rolled into another function. As a key part of the sales and business development function, the role works across various business teams to bring together compelling, customer focused proposals and tender submissions to win business. The apprentice will develop commercial capability, vital to businesses and valued across all business sectors.

The role of the Bid and Proposal Co-ordinator is to support new business through the full end to end proposal process – from initial interest and co-ordinating activities around pursuit of an opportunity, co-ordination of responses to pre-qualification questionnaires (PQQ), if applicable, and final tender proposal documentation submission. The role involves providing support to all affiliated functions to assist the quality and timely completion of proposal submissions – including organising meetings, structuring and writing proposal content, co-ordinating relevant activities and document management. This role extends to a range of related commercial activity such as sector analysis, trend analysis, engaging in contract law, and developing strategies to win business for a variety of goods and services.

On completion of the Apprenticeship, many transferable skills will have been acquired, lending themselves to a variety of careers and job pathways. Staying in bid/proposal co-ordination and management is the most obvious route but roles in procurement, sales, business development, project management and many more, are options available dependent on the individual and their preferences and appetites

KNOWLEDGE

Context of bidding

- Understanding the sales life cycle and how it all fits together; from opportunity tracking/pipeline, customer engagement, capture planning, competitive tendering, presentations, negotiations, contract award, implementation and delivery

Bid / proposal process

- Understand and follow a detailed proposal process from opportunity qualification/Request for Information (RFI) stage, solution development, bid resource allocation, proposal writing and development, production and submission
- Understand when to use appropriate supporting templates and procedures, ensuring necessary steps, reviews and signatories are planned prior to proposal submissions

Proposal development

- Know how to use bid software to compile electronic submissions and understand how e-portals work, including how and where electronic tenders are handled
- Understand how to assist in the dissection of a bid and identify the customer's key requirements
- Understand the relevant customer key issues and win strategy for individual proposals/bids
- Understand a range of tools and methods to analyse a proposal e.g. SWOT analysis
- Awareness of commercial and pricing positioning and frameworks – to best describe value versus cost
- Understand the importance of contract management and the key areas for risk and mitigation of contracts
- Awareness of the importance of handling data, confidentiality, data protection, competition law and relevant business commercial policy

Knowledge management

- The importance of relevant, high quality and up to date content including case studies and evidence
- Know how and when to use sensitive and confidential information
- Maintaining relevant certificates for registrations, accreditations memberships, frameworks, records and subscriptions

Roles and responsibilities of the bid team

- Understand the roles and responsibilities required for each bid and proposal lifecycle, including bid managers, proposal management, writers, document managers, graphics and knowledge base managers



SKILLS

Organisation and planning

- Excellent organisational and time management skills to manage multiple activities simultaneously and prioritise own and others' workloads
- Ability to meet defined deadlines and set own milestones to manage workload
- Ability to create and utilise a bid plan timetable and responsibility matrix, supporting virtual team adherence to process
- Contribute to proposal project timetable including the timely collection of data from various parties including sub-contractors, consultants and internal subject experts
- Ability to meet bid submission deadlines according to guidelines / instructions
- Logging and capture of all proposal data in central repository
- Able to maintain a healthy work life balance and understand the reasons why it is important to do so
- Maintain compliance matrices to ensure compliance to all questions Capable of managing multiple projects and deadlines

Writing and editorial

- Ability to proof read with an eye for detail
- Good creative writing skills and good grammar/authoring
- Collate proposal documents using library/information stores, search engines/corporate directories
- Ability to use a range of tools, methods and search engines, to analyse and assimilate data, such as competitor analysis or customer research

Communication

- Good verbal and written communication skills, and ability to communicate professionally with colleagues at all levels of the business
- Liaise with sales/legal/finance teams and other virtual team members as necessary

Customer focus

- The importance of putting the customer first and tailoring bid documents to their needs, wants and requirements

Team working and relationship building

- Work and engage with colleagues and virtual teams, leveraging relationships and networks to support information gathering and writing
- Build relationships with colleagues and subject matter experts across the business, learning the 'go to' people and how to manage their input
- Build rapport and trust



BEHAVIOURS

Initiative

- A self-starter, with a desire to succeed
- Uses initiative to ensure effective workload management, deadlines and co- ordination of activities

Flexibility

- Willing to work flexibly to ensure that workload is managed effectively and deadlines are achieved

Interpersonal awareness

- Awareness of self and impact on others
- Able to work across large and virtual teams

Results focused

- A drive to win
- A desire to go the extra mile to deliver winning bids

Professionalism

- Always acts professionally and ethically, protecting confidentiality of the organisation and customers.

Innovation

- Willingness to continuously look for new and better ways of working, whilst considering the underlining best practice processes

DELIVERY METHOD

- **Experience/educational attainment required to undertake the course?**

There are no formal entry requirements however as part of the apprenticeship, the apprentice would need to achieve Functional Skills Level 2 in Maths and English unless prior attainment of this is provided but the tutor would fully support as part of the learning journey.

- **How the apprenticeship is studied towards**

As part of the teaching and learning journey, we use a blended approach to support and facilitate the learning cycle whilst maximising the learning opportunities.

To do this, we complete teaching and learning on a face to face basis (prior agreement of dates and times with yourself as the employer), remote and online so that the apprentice can take advantage of receiving face to face teaching whilst using the remote and online to supplement the areas taught

We use an e-portfolio where all teaching and learning resources will be provided and the designated line manager will have access to the portfolio through their very own log in where they are able to support the apprentice, provide feedback and complete witness testimonies etc.

This encourages a full triangulated approach between us as the provider, the employer and apprentice

We ensure that apprentices have the opportunity to have enrichment to their learning through away days (planned & agreed with employer) along with our very own apprentice platform designed to experience others views within the same apprenticeship pathway operating as a forum to share ideas, opinions and experiences whilst gaining peer support

- **What support we can expect from you?**

We ensure that the triangulated approach is enacted and that regular reviews are completed on a monthly basis to measure your progression, learning, achievements and distance travelled and communicate this with you on a monthly basis where you can discuss these areas and any concerns or adaptations you require.

We ensure that your feedback is captured and you are then able to add your review feedback to the portfolio directly, again showing an employer journey throughout, keeping you involved and engaged to support you.

All we require in order to perform this is the designated manager to allocate monthly meeting times per month at a suitable date and time to them to complete this process.

ONBOARDING

We tailor our approach to all employers and apprentices needs which is why we are able to complete onboarding and preferred start dates anytime of the academic year and is based upon your request.

We complete stage gates for our onboarding, induction and official start date of the Apprenticeship which consists of:

Stage 1:

Employer Analysis

- Completion of Organisational Training Needs for the organisation

Stage 2:

Onboarding

Onboarding where our Apprenticeship Engagement Officer will meet with the employer/manager and apprentice to complete all onboarding actions which include:

- The entirety of the Apprenticeship overview including expectations
- Delivery Methods
- Introduction & Overview of the tutor
- Resources
- Online Portfolios

Stage 3:

Start of Apprenticeship Journey

- Planned official start date where the apprentice will meet with the tutor to complete their first teaching and learning

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**"WE BELIEVE IN
MAKING A REAL
DIFFERENCE TO
PEOPLES LIVES**

"That's why we only provide
the best for our clients. "

Jennifer Crook

Managing Director of JC Training & Consultancy



CONTACT US

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