



Training Programmes 2011 - Tender Guidelines

Waterford County Enterprise Board is part of a national network of Enterprise Boards responsible for the delivery of quality business skills training to small businesses in County Waterford.

Training Proposal:

The proposal submitted should be submitted by email only and include the following information:-

1. A profile of your company.
2. An outline of the programme to be delivered. This should specify:-
 - The content of each module to be delivered.
 - Who is delivering each element of the programme (a short C.V. for each person should be included if not already included in the company profile).
 - The materials to be used in the delivery of the programme
3. The overall cost of the programme with an appropriate breakdown.
4. The duration of the programme.
5. Details of how the programme is to be certified and/or evaluated.
6. Details of reporting and evaluation procedures.
7. References for work recently carried out, particularly in the small business environment.
8. All trainers who conduct training for Waterford County Enterprise Board must submit a current Tax Clearance Certificate.

Closing date for receipt of tenders is Friday 21st January 2010 at 5pm



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