



## IT Training Delivery Tender

The Northamptonshire Chamber provides a comprehensive calendar of commercial training courses to both Member and Non-Member companies. To provide this service to our customers we contract successful Member training providers to deliver courses here within the Chamber's training suite.

*(Non-Member companies will be considered if we cannot meet our requirements from within our membership)*

**We are now reviewing our current IT training programme and would like to hear from experienced IT training providers.**

We are looking for IT training providers who are experienced in delivering IT software training to a mixed group of delegates from a cross section of business organisations.

To be considered, please submit the following details by **Friday 27 August 2010**:

- Company profile and structure
- CVs of all tutors outlining experience and professional qualifications
- Details of current client base
- Details of delivery fees
- A course outline for **each** course you are submitting for consideration, using the attached training course proposal template
- **One sample** of course delegate notes/handouts

Submissions should be sent to:

**Linda Carter**  
**Training Executive**  
**Northamptonshire Chamber**  
**Opus House**  
**Anglia Way**  
**Moulton Park**  
**Northampton**  
**NN3 6JA**

Email: [linda.carter@northants-chamber.co.uk](mailto:linda.carter@northants-chamber.co.uk)



## Training Course Proposal Form

**COURSE TITLE:**

**Course duration/times**

**Purpose of course**

**Benefits for organisations**

**Who should attend?** (clearly defined):

**Topics covered** (bullet points)

**By the end of the course, delegates will be able to...**