

Learning and Training Services

Dynamic Purchasing System

Generic Prospectus (RM6219)

Section	Notes / Guidance
Supplier Organisation Name	
Contact Name	
Contact Email	
Contact Telephone	
D-U-N-S number	
Appointed Date	
Registered Company Address	
Registered Company Town or City	
Registered Company Country or State	
Registered Company Postcode	
Office Locations	
Website link to training services provided	
Website link to quality assurance report	
About your organisation	<ul style="list-style-type: none"> • In the context of 'Training delivery' describe your organisation's capabilities. • Examples of how your organisation does this, where and who for • Describe how you ensure high standards in training that is delivered is maintained • What is your 'Unique Selling Point' - what makes your business unique and valuable to the public sector market
Your organisation's experience in L&D	<ul style="list-style-type: none"> • Previous experience in delivering work based and/or commercial training • Previous experience in the development and delivery of technical/vocational skills • Previous experience in community training initiatives

	<ul style="list-style-type: none"> ● Previous experience in the development and/or delivery of organisational training programme(s)
Additional services your Organisation can provide	<ul style="list-style-type: none"> ● Training venue booking ● Help desk ● Training facility administration ● Learning technology sourcing ● Horizon scanning ● Apprenticeship schemes advice and guidance
Flexibility to deliver bespoke training	<ul style="list-style-type: none"> ● Details of your flexibility to bespoke and/or package the training/development programme to suit the specific needs of the employer and learners.
Subcontracting	<ul style="list-style-type: none"> ● Will any part of the training you can provide be subcontracted?
Learning technology	<ul style="list-style-type: none"> ● What is your approach to using learning technology to deliver a compelling learning experience? ● What learning technology do you use? ● How do you keep up to date with the latest technologies?
Continuous improvement	<ul style="list-style-type: none"> ● Please detail your approach to continuous improvement ● What actions do you take to identify opportunities for change? ● How often do you make updates to your training content and/or service delivery?
Value for Money	<ul style="list-style-type: none"> ● How do you deliver value for money? ● How do you ensure services are delivered efficiently? ● How do you measure and demonstrate VFM to customers?
EDI, accessibility and neurodiversity	<ul style="list-style-type: none"> ● Please detail your approach to EDI, accessibility and neurodiversity in the development and delivery of training
Added Value Services	<ul style="list-style-type: none"> ● Detail any additional benefits provided as part of your services i.e. support materials, wellbeing programme, access to guidance documents and resources.
Social Value	<ul style="list-style-type: none"> ● Please detail how you can contribute to customer's social value measures / targets
Industry Recognition	<ul style="list-style-type: none"> ● List any professional standards, accreditations and/or training awards attained ● Any other similar external accolades in the L&D or Apprenticeship market
Assurance Certification	<ul style="list-style-type: none"> ● List any ISO/BS or equivalent certification i.e. Quality Management, Security Management, Environmental Management, Business Continuity etc.

Security Management System and Controls	<ul style="list-style-type: none">• Details of data, physical, personnel and documentary security controls• Details of compliance with legislative requirements and any International Standards.
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