# **Training opportunities** — **guide for sellers**

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| **This is a guide only** Use this template if you are waiting to be assessed, or want to collaborate with others, before submitting your response online. |

**When can you start?**  
Refer to the opportunity for the buyer’s ideal date for the work to commence.

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**Written proposal**

Your written proposal will need to be uploaded in PDF or ODT format and not exceed 20MB.  
It should demonstrate:

* how you will address the buyer’s criteria
* how you will address the LDS (if listed on the brief)
* proposed training methods
* proposed duration of training

**Project costs**

Your project costs will need to be uploaded in PDF or ODT format and not exceed 20MB.  
It may include:

* preparation
* delivery
* hourly rate/day rate/fixed price
* resources and materials
* travel and accommodation

**Trainer résumés**

Your trainer résumés will need to be uploaded in PDF or ODT format and not exceed 20MB.

We recommend you submit up to 3 résumés (which you’ll need to upload as one document).

**Contact email**

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| This field will be pre-filled with the registered seller’s email address (which you can change). |

**Contact phone number**

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| 100 characters |