# **Training brief** — **guide questions**

|  |
| --- |
| **This is a guide only** Use this template to prepare your answers offline — ensure your answers stay within the word limits. Then [create and publish your brief](https://marketplace.service.gov.au/buyers/frameworks/digital-marketplace/requirements/training) on the Marketplace. |

**Create a title for your brief**  
Describe the training you need, for example, ‘Agile coaching’.   
You can update your title later if needed.

|  |
| --- |
| 100 characters |

**Which organisation is requesting training?**  
Please write in full, for example, ‘Digital Transformation Agency’ instead of ‘DTA’.

|  |
| --- |
| 100 characters |

## 

## **Description of training**

**What training do you need?**

|  |  |  |
| --- | --- | --- |
| **Type of training**  *(you will select one or more as required)* | **What the training needs to cover**  *(you will select one from each category)* | **Extra information** (if required) |
| **Digital foundations**  Understand how to be part of an agile, multidisciplinary team that delivers digital services for government. | Ask sellers to create and deliver training around the [Digital Foundations Learning Design Standard](https://marketplace.service.gov.au/static/media/documents/digital-foundations-lds.pdf) (LDS) | *No further information needed.* |
| Select unit(s) from the [LDS](https://marketplace.service.gov.au/static/media/documents/digital-foundations-lds.pdf) | *You will be able to select from available units online.* |
| Specify training needs | Describe what the training needs to cover. 500 words |
| **Agile delivery**  Understand how to apply agile to your work area or work better with agile teams. | Ask sellers to create and deliver training around the [Agile Delivery Learning Design Standard](https://marketplace.service.gov.au/static/media/documents/agile-delivery-lds.pdf) (LDS) | *No further information needed.* |
| Select unit(s) from the [LDS](https://marketplace.service.gov.au/static/media/documents/agile-delivery-lds.pdf) | *You will be able to select from available units online.* |
| Specify training needs | Describe what the training needs to cover. 500 words |
| **User research**  Learn how to plan, design and conduct research activities to gain a deeper understanding of users. | Ask sellers to create and deliver training around the [User Research Learning Design Standard](https://marketplace.service.gov.au/static/media/documents/user-research-lds.pdf) (LDS) | *No further information needed.* |
| Select unit(s) from the [LDS](https://marketplace.service.gov.au/static/media/documents/user-research-lds.pdf) | *You will be able to select from available units online* |
| Specify training needs | Describe what the training needs to cover 500 words |
| **Content design**  Understand how to design the end-to-end journey of a service using the design process, service mapping and other techniques. | Ask sellers to create and deliver training around the [Content Design Learning Design Standard](https://marketplace.service.gov.au/static/media/documents/content-design-lds.pdf) (LDS) | *No further information needed.* |
| Select unit(s) from the [LDS](https://marketplace.service.gov.au/static/media/documents/content-design-lds.pdf) | *You will be able to select from available units online.* |
| Specify training needs | Describe what the training needs to cover. 500 words |
| **Other training needs** |  | Type of training (for example, ‘Cyber Security’) 100 characters |
|  | Describe what the training needs to cover. 500 words |

**Why is the training needed?**  
Reason for the training

|  |
| --- |
| 500 words |

**Who is the training for?**  
Who in your organisation requires the training. Include the number of people, their current capabilities and any accessibility needs.

For example, 'There are 8 graduates with no previous training and 1 participant uses a screen reader.'

Description of audience

|  |
| --- |
| 200 words |

**Training length**  
What is the ideal length of time needed for the training?

|  |
| --- |
| 100 characters |

**Training Methods**

A training method is a delivery format for training, for example, a workshop or on-the-job coaching.

**Preferred training method(s)**

*You will select from:*

* Open to receiving suggestions from sellers
* Define your preferences for the training approach

|  |
| --- |
| If defining your own, describe them here. 100 words |

**Approach the market**

**How long will your brief be open for?**

*You will select from:*

* 1 week
* 2 weeks (recommended for best results)

**Who can respond to your brief?**

Only sellers approved to offer [training, learning and development](https://marketplace1.zendesk.com/hc/en-gb/articles/333757011655-Assessment-criteria#tld) can respond.

*You will select from:*

* All qualified sellers
* Specify selected sellers

|  |
| --- |
| Enter specified seller email addresses |

* Specify an individual seller

|  |
| --- |
| Enter specific seller email address |

**Contact number**

This number will not be visible to sellers.   
It will only be used by the Marketplace operations team in case they need to contact you.

|  |
| --- |
| 100 characters |

## **Timeframes, location and budget**

**Commencement date**

**Ideal date for the work to commence**

|  |
| --- |
| 100 characters |

**Time constraints or deadlines** (optional)

For example, 'The material needs to be prepared onsite by 30 May and staff need to be fully trained by 10 June.'

|  |
| --- |
| 200 words |

**Location of training**

You can add more than one location, for example 'Sydney, Canberra.' If delivered remotely, leave this field blank.  
  
**City or region** (optional)

|  |
| --- |
| 100 characters |

**State or territory**

Select locations where the training can be done.

* ACT
* NSW
* NT
* QLD
* SA
* TAS
* VIC
* WA
* Can be delivered remotely

**Budget range** (optional)

For an accurate breakdown of costs in seller proposals, provide as much budget information as you can. Please specify if this includes travel and accommodation.

|  |
| --- |
| 200 words |

**Payment approach**  
Choose the approach that best fits the way you work and provides the best value for money.

*You will select from:*

**Preferred training method(s)**

* Fixed price
* Time and materials
* Capped time and materials

**Any additional payment information** (optional)

For example, this includes milestone payments of 30% upfront, 30% midway and 40% after training is completed.

|  |
| --- |
|  |

## **Additional information**

**Security clearance** (optional)

Only request this if access to classified material, environments or assets is required.

|  |
| --- |
| 100 characters |

**Length of contract** (optional)

Contracts cannot exceed 12 months. State if extensions can be built into the contract.

|  |
| --- |
| 200 words |

**Intellectual property**  
What is your preference for the use of intellectual property (IP) in training? You must not discriminate against sellers based on their IP approach.

*You will select from:*

* Up for negotiation
* Commonwealth owns the intellectual property

**Additional terms and conditions** (optional)

All sellers have agreed to the terms and conditions in the [Master Agreement](https://marketplace.service.gov.au/static/media/documents/digital-marketplace-master-agreement.pdf).

|  |
| --- |
| 200 words |

## **Evaluate responses**

**How many sellers will be evaluated?**

We recommend at least 3 sellers

|  |
| --- |
|  |

**Evaluation weighting**

Evaluation weightings guide sellers on what to focus on in their response.  
Weightings must add up to 100%.  
  
 **Technical competence** Can be between 0% and 100%

|  |  |
| --- | --- |
|  | % |

**Cultural fit** Can be between 0% and 100%

|  |  |
| --- | --- |
|  | % |

**Price** Can be between 0% and 100%

|  |  |
| --- | --- |
|  | % |

**Technical competence criteria**  
 Essential skills and experience

|  |
| --- |
| 1. Can list up to 10 |

Nice-to-have skills and experience (optional)

|  |
| --- |
| 1. Can list up to 5 |

**Cultural fit criteria**  
Suggested criteria:

* Builds and sustains collaborative relationships with internal and external stakeholders and clients
* Guides, mentors and develops people
* Ability to build rapport with people from diverse backgrounds and abilities

|  |
| --- |
| 1. Can list up to 10 |

**Assessment methods**  
**Step 1: What the sellers will submit through the Marketplace:**

* Written proposal
* Project costs
* Trainer résumés

**Step 2: Select what you will request later from shortlisted sellers.**

* Case study
* References
* Interview
* Presentation

## **Overview**

**Write a summary of your brief**

This will appear at the beginning of the brief. It helps sellers decide whether or not to view your brief in full.

|  |
| --- |
| 200 words |

## **Question and answer session (optional)**

While the brief is open, you'll need to answer all questions sellers ask, by posting them on your brief. You'll also receive an email from the Marketplace with further information.

Question and answer sessions can be by phone or video call. This gives buyers and sellers the opportunity to understand each other's needs.

For question and answer sessions please describe:

* the type of session, for example, a webinar, phone conference or meeting
* the date and time of the session

You could also include:

* software needed
* the URL
* the phone number
* the access code
* the address (including postcode)
* anything else needed to take part

This information will only be available to eligible sellers who have logged in.

After the session, post all questions and answers to your requirements brief for all sellers to see.

**Session information**

|  |
| --- |
| 200 words |