

## Training Supplier Application Form

### Important Information To Consider Prior to Completing Your Application

- Submittal of your application form does not guarantee acceptance on to the Learning Services Directory (LSD)
  - Acceptance on to the LSD does not guarantee the award of any contracts or programme of work.
  - Please refer to the Learning Services Directory Terms and Conditions on page 10 of this document
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#### 1) Application closing dates and interviews

- The closing date for applications is 31<sup>st</sup> July
- Include any relevant documents. i.e. Copy of Professional Membership Details
- Applications will be reviewed following the closing date by 31<sup>st</sup> August
- Successful applicants will be invited for a meeting to discuss opportunities (Interviews will be held during September/October)
- Unsuccessful applicants will be notified in writing

#### Selection Criteria - applications are selected against the following:

- Knowledge and experience
- Industry sectors delivery
- Client needs
- Fit within strategic business development requirements of GWE Business West

#### Outcome of internal review and reference checks

- Successful Interviewees will be required to supply 3 references from the previous 2 years
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#### 2) Submit your completed application to:

Charlie Lonsdale  
GWE Business West Training & Development  
Leigh Court Business Centre  
Abbots Leigh, Bristol  
BS8 3RA

#### **Note**

- Copies of training materials are not required prior to interview
- Please **do not** send payment with your application form



3) Qualifications and Experience

List any nationally recognised qualifications you have achieved:

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Professional Membership:

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How many years experience do you have in the following?:

Training  Coaching  Mentoring  Consultancy   
Facilitation

When working within an organisation who have you delivered training to?  
E.g. CEO, Director, Manager, other staff

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4) Insurance Details

All members of the Learning Services Directory are required to have Professional Indemnity Insurance.

Do you carry professional indemnity insurance?

Yes  If so, how much £ \_\_\_\_\_ No

With (Company): \_\_\_\_\_

Policy no: \_\_\_\_\_

5) About your service delivery

What group sizes have you worked with? (Please tick)

1-5       6-12       15-20       20+

Please indicate below the topics areas you specialise in?  
E.g. *Management, Sales, Customer Service*

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List the industry sectors that you have experience working with.  
E.g. manufacturing, retail, public sector, private sector.

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Have you designed and developed your own programmes?

Yes       No

Please give examples:

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What type of materials/handouts/equipment do you use?

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Do you deliver accredited training courses?

Yes       No

If yes, please list

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6) Recent client and interventions delivered (*last 2 years*)

Please describe 3 of your most recent client interactions below.

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Client Name:
Size of Company:
Industry Sector:

Training Need Identified

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Training Solution Delivered

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2.

Client Name
Size of Company
Industry Sector

Training Need Identified

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Training Solution Delivered

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3.

Client Name
Size of Company
Industry Sector

Training Need Identified

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Training Solution Delivered

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References

Please give the names of three organisations we can approach as referees:

1. Company name:	
Contact Name:	Position:
Address:	
Post code:	
Telephone:	Email:

2. Company name:	
Contact Name:	Position:
Address:	
Post code:	
Telephone:	Email:

3. Company name:	
Contact Name:	Position:
Address:	
Post code:	
Telephone:	Email:

For Coaches/Mentors only

How do you maintain your professional development?

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Please describe your contracting process for coaching with a client:

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What arrangements do you have for supervision of your coaching caseload?

(Please note that if you do not currently undertake supervision this will not preclude you from registration, however, you must be willing to make suitable arrangements for supervision).

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What theoretical framework(s) for coaching do you use with your clients? (e.g. GROW)

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Please provide evidence of your ethical policy in respect of your coaching: (e.g. membership of EMCC (European Mentoring Coaching Council)).

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Preferred Fee Rates (Applicable for Bespoke Services & IT Training Only)

\* **Note** Fee rates payable to you by GWE BW may vary dependent on the scope of the project. All fees will be negotiated and agreed with you prior to delivery.

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**Standard Delivery rate:**

Full day £\_\_\_\_\_

Half day £\_\_\_\_\_

Hourly £\_\_\_\_\_

**Development rate:**

Full day £\_\_\_\_\_

Half day £\_\_\_\_\_

Hourly £\_\_\_\_\_

**Coaching:**

Full day £\_\_\_\_\_

Half day £\_\_\_\_\_

Hourly £\_\_\_\_\_

Other Expenses

- Mileage will be reimbursed @ 40 pence per mile where over 20 miles
- Travel and accommodation - will be paid at cost (receipts required)
- Support Materials - where provided by yourself these will be paid upon an agreed price

Standard Timings:

Full day = 9.00 am - 5.00 pm

Half day = 3.5 hours

### Annual Supplier Register Fee Rates

- All Services @ £200.00 + VAT
- 'Open' (scheduled) Training Courses Only @ £100.00 + VAT
- Bespoke Services Only @ £100.00 + VAT
- IT Training @ £ 50.00 + VAT

\* *Note: Additional associate trainers can be included and will be charged at 50% of the annual fee*

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### Open Training (Scheduled courses from April - March held at GWE BW premises)

- A daily rate will be agreed for delivery of each training course and an annual contract set up.
  - GWE BW are responsible for sales and marketing of courses, delegate bookings, course correspondence, client invoicing, print or production of course materials, collation of client feedback and final evaluation, venue hire and refreshments.
  - Members will supply GWE BW with electronic copies of course slides, manuals and handouts - please refer to T&C number 13 regarding branding of materials
  - A representative of GWE BW training and development will meet and greet all delegates and deliver a pre-course introduction and course closure.
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### Bespoke Services

- All delivery fees are negotiated by GWE BW directly with the client according to their specific requirements
  - All trainer fees are agreed with GWE BW according to the size and scope of each project.
  - GWE Business West (GWE BW) will match in-house leads to appropriate LSD supplier
  - GWE BW are responsible for marketing of bespoke services
  - GWE BW will manage all aspects of the client relationship - including writing proposals, production of course materials, logistics, client feedback and invoicing.
  - Trainers supply GWE BW with electronic copies of course slides, manuals and handouts - please refer to T&C section regarding branding
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### IT Training

- See above - As bespoke service provision

### Terms and Conditions

*I agree to abide by the following:*

1. To undertake only those assignments for which I am qualified and able to carry out.
2. To undertake professionally, diligently, impartially and honestly the work of any project and to ensure at all times a high standard of work is conducted.
3. To ensure I do not provide any training, when my judgement is, or might be, impaired through any cause.
4. To respect confidential information concerning a clients business
5. Not to disclose, or permit the disclosure or publication of any information of a confidential nature concerning the business, finance, transactions, intellectual property or affairs of any client or GWE Business West without the clients or GWE Business West's prior consent.
6. Not to use or exploit for the trainers own advantage or the advantage of any other client, any confidential information.
7. Not to knowingly entice away from a client any person in the client's employment nor to invite such an employee to consider alternative employment.
8. Not to entice away from GWE Business West a client in order to provide training or consultancy services direct.
9. To adhere to the payment structure and methodology as stated in this contract by GWE Business West Training according to the level of membership to the Learning Services Directory.
10. Substitution of a trainer other than the one contracted will only be allowed if previously approved by GWE Business West and the trainer is registered with the Learning Services Directory.
11. The trainer shall allow members of the GWE Business West Training to sit in on the training delivery.
12. We agree to indemnify GWE Business West and / or the client in respect of any loss or damage which may be suffered by GWE Business West or the client as a result of any breach by me / us of the above terms.
13. When providing training or consultancy services on behalf of GWE Business West, GWE Business West branded templates must be used for all interactions with clients (these will be provided to you).

### **Bespoke Services / IT Training Only**

The following details the way in which the service should be delivered to ensure consistency in our service provision.

- 1) Members must supply GWE BW with an up to date personal profile for client information.
- 2) Proposals will be agreed at all times between GWE BW and the LSD supplier prior to delivery and following either joint or individual client meetings or telephone leads.
- 3) The agreed Proposal will then be sent to the client by GWE Business West for final approval.
- 4) All bespoke client fees must be negotiated with GWE BW and not directly with yourself and the client.
- 5) GWE Business West will invoice clients direct and will raise a Purchase Order for your services based on the agreed rate and following completion of delivery
- 6) Members providing training at the client's premises must provide their own equipment to deliver training unless otherwise agreed, and be responsible for their own health and safety whilst working on client's premises.
- 7) Course evaluation forms will be provided by GWE Business West to be completed at the end of the training session. The LSD supplier must return the evaluation forms to GWE Business West within 7 days.
- 8) GWE BW business cards will be issued to all LSD members to ensure consistent representation of service to GWE Business West clients.
- 9) In the instance that a client contacts a LSD member directly, GWE Business West must be notified immediately, and the client contract will be managed as outlined above.

**Failure to comply with these terms and conditions may result in the termination of your Learning Services Directory and Open Training Contracts**

**GWE BUSINESS WEST LEARNING SERVICES AGREEMENT**

I agree that in the event of failure to meet these commitments, I may, at the sole discretion of GWE Business West, be removed from the Learning Services Directory.

**Declaration**

I certify that to the best of my knowledge, that the information given in this application is correct.

I accept and undertake to comply with the Learning Services Directory Terms and Conditions.

I accept that there is no guarantee by GWE Business West either real or implied that acceptance on the Learning Services Directory will entitle me to the award of any project.

**Data protection**

GWE Business West Ltd are registered under the Data Protection Act 1998. The information you provide will be held in accordance with the Act.

While you are registered with GWE Business West, your application and corresponding information will be kept on file and placed on the Learning Services Directory's database. The information will be used to match your experience and background to client requirements. Your profile, inclusive of contact details and past experience, may be sent to the client for their use for selection.

Your registration is valid for one year (from date of invoice). Should you wish to be removed from the register during your registration, a request must be made in writing. Your details will then be removed from the Learning Services Directory database and your paperwork will either be returned or destroyed.

Please tick box to state which membership package you are applying for below:

Full Membership (All Services)	£200 + VAT	<input type="checkbox"/>
Bespoke Services Only	£100 + VAT	<input type="checkbox"/>
Open Services Only	£100 + VAT	<input type="checkbox"/>
IT Training Only	£ 50 + VAT	<input type="checkbox"/>

This may only be signed by the applicant

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**EQUAL OPPORTUNITIES**  
**Private and confidential**

GWE Business West is working towards best practice in its Equal Opportunities policy and considers applicants on their suitability regardless of gender, race or disability. Please provide the details requested below.

**1. How would you describe your ethnic origin? (Please circle)**

White	Indian	Black-African
Chinese	Pakistani	Black-Caribbean
Bangladeshi	Black-other	

Other (please describe)

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**2. Are you male or female? (Please circle)**

Male          Female

**3. Do you consider yourself to have a disability? (Please circle)**

Yes          No

If yes, please give brief details

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