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**INVITATION TO TENDER**

**First Aid at Work and Fire Marshal Training for Herefordshire & Worcestershire Chamber of Commerce**

**Date: 07/05/2021**

**Version 1.0**

# ****Executive Summary****

This document is an Invitation to Tender for the provision of selected Herefordshire & Worcestershire Chamber of Commerce (HWCC) training courses. Companies are invited to quote for the delivery of a ‘First Aid at Work’ and or ‘Fire Marshal’ training course(s) to be delivered on behalf of the Chamber. The training course will fit into a well-established course portfolio and be delivered to the highest standard.

The Chamber Business Training department delivers a wide portfolio, of over 100 training courses a year to a large number of delegates from across Herefordshire, Worcestershire and beyond. All Chamber training courses, and bespoke solutions are delivered to the highest standards by professional and highly qualified trainers and consultants.

Chamber Business Training has an enviable portfolio of clients ranging from small to medium enterprises to larger multi-nationals, and our flexible approach makes us a first-choice training provider for many local firms.

# ****Business Requirements:****

* An appropriate course outline (1-2 pages maximum)
* Detailed delegate handouts
* A full-day course
* To deliver one free training course before any paid courses are scheduled
* On completion of the free training course, to deliver a minimum of two paid courses per year at the discretion of the Training Co-ordinator
* Flexibility in delivering the course across both our Worcester and Hereford offices
* Delivery as a bespoke in-house course at company premises if required

The key objectives for the new training course are:

* To train delegates in a specific topic
* To engage and inform members
* To widen the range of training offered by HWCC
* To encourage membership retention

**Timeline**  
The timeframes are shown below for the process:

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| --- | --- |
| Invite to Tender released | 02.06.2021 |
| Response to Tender deadline | 11.06.2021 |
| Shortlist applications | 14.06.2021 |
| Notification of results of short listing | 16.06.2021 |
| Shortlist interviews | 23.06.2021 |
| Preferred supplier chosen | July 2021 |

# ****Specifications****

HWCC would welcome supplier ideas regarding the content of the training course to enable the course objectives to be achieved. Guidance would be welcomed in selecting an appropriate course outline.

The course must run to specific timings to fit into our training portfolio. Full-day courses run from 9.00am-4.00pm with a mid-morning and mid-afternoon break and a 30-45 minute lunch.

The course will run a minimum of twice per financial year with the opportunity to deliver this across both of our Hereford and Worcester offices as well as a bespoke in-house training course at company premises.

# Course Outline – First Aid at Work

In accordance with the Approved Code of Practice to the Health & Safety (First Aid) Regulations 1981, employers are “strongly recommended” to consider the need for emergency first aid training for appointed persons within their organisation.

Who is this course for?

This introductory level course is suitable for most low-risk employers in meeting their legal obligations for minimum first aid provision in the workplace. It is also suitable for employers with a higher risk who wish to provide appointed persons to support their First Aiders.

Course Content

On completion of training, successful candidates should be able to:

Understand the role of the first aider; including the use of equipment, recording incidents and actions, and the importance of infection control.

Basic Infection Control

Cardiopulmonary Resuscitation

The Respiratory System

Choking and Care of Airway

Care of the Unconscious Person

The Circulatory System

Control of Bleeding

Treatment of Burns & Scalds

Dealing with common medical conditions - Asthma, Epilepsy, Diabetes, Allergies

# Course Outline – Fire Marshal

To provide general fire safety and awareness training, and, additionally, to cover subjects which are specific to the duties of a fire warden in order to equip them to carry out their duties effectively and safely both in a fire and non-fire emergency role.

Who this Course is for?

Staff who may, as part of company fire procedures have additional responsibilities for fire safety in the workplace, or simply wish to increase their knowledge of general Fire Safety procedures.

Course Content

Why fire training?

Evacuation procedures.

Fire Warden duties- Prevention.

Fire Warden duties - Fire emergency.

Theory of fire.

Human behaviour in the event of fire.

Practical fire extinguisher demonstration.

Home fire safety.

**Public Courses**

To deliver the agreed training on the agreed dates, to take place at Severn House, Prescott Drive, Warndon Business Park, Worcester, WR4 9NE for the sum of £320.00+VAT (subject to variation strictly by the HWCC) per full-day course on behalf of Herefordshire & Worcestershire Chamber of Commerce.

* The trainer will deliver one free training course in line with the published course overview ensuring each objective is met, before any paid courses will be scheduled.
* To deliver a minimum of two public courses per year as agreed with the Training Co-ordinator upon the successful completion of a free training course.
* To ensure all training materials, course outlines and course notes are branded to the Chamber guidelines.
* To arrive at the designated training venue no less than 30 minutes before the start time of the course.
* To complete the training course no earlier than 15 minutes before the scheduled finishing time, unless previously agreed with the Training Co-ordinator.
* To ensure an up-to-date version of the course notes has been sent to the Training Co-ordinator a minimum of 2 working days before the date of the course.
* To ensure that a Chamber feedback form is completed by each delegate attending the course and that these forms are collected by the trainer and returned to the Training Co-ordinator on completion of the course.
* The trainer must be flexible to work across Herefordshire and Worcestershire if required.
* The Chamber reserves the right to cancel training courses, up to 1 week before the delivery date without payment to the trainer, should the target number of attendees not be reached.

# ****Bespoke Courses****

HWCC often delivers bespoke in-house training courses for both Members and Non-members of the Chamber when the company requires a course for more than six delegates.

* The trainer must be willing to deliver any bespoke training course within the Herefordshire and Worcestershire region on the agreed dates and at the agreed time with both the Chamber and the client.
* To be flexible upon content of bespoke courses and to be willing to tailor the course to suit the business where applicable. If a fee needs to be charged for extra content changes, this will be agreed prior to the course by the Training Co-ordinator.

# ****Trainer Background****

To ensure the same standard of training is delivered by the Chamber, each trainer must provide relevant references.

* The trainer must be able to provide the Training Co-ordinator with adequate references, showing their ability of delivering the agreed training courses and/or similar courses.
* If applicable, proof of appropriate qualifications.
* To provide several case studies/testimonials from previous course attendees.
* To provide training supplier history

# ****Chamber Membership****

As the Chamber is a non-profit membership organisation, all trainers must hold a valid Chamber Membership throughout the duration they are delivering training courses.

* As a Chamber trainer, the trainer will not promote or undertake any services under his/her own or association business, without the written consent of the Chamber, where the client has been sourced via the Chamber.
* Not without prior written approval from the Chamber, acquire any business or other interest which may be considered to compromise the independence and objectivity of the services provided to Chamber members from the Chamber.
* The successful supplier to the tender will be required to sign a Chamber Supplier Contract, detailing provision of the training fee and other general terms and conditions.

# ****Tender submission****

The supplier’s tender document must include full details of how the training course will fit into the training course portfolio and fit into the specified course objectives.

# Submission Process

Each tender submission will be processed the week after the deadline date, with successful candidates shortlisted and invited to the Chamber for an informal interview to discuss the tender application further.   
  
Successful shortlisted candidates are asked to bring with them the course outline, course content, proof of qualifications (if applicable) and testimonials along with any other relevant supporting data to their interview.

All applicants will be contacted via email if successful and have made it through to the shortlisting stage.

# ****Contacts****

Responses to the tender should be sent to Olivia Williams - [training@hwchamber.co.uk](mailto:training@hwchamber.co.uk)