**Submission Template**

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| ***Sections should be expanded to provide more space for detail*** | |
| **TRAINING COURSE OUTLINE – Local Enterprise Office, Carlow** | |
| **Course Title:** |  |
| **Course Duration:** |  |
| **Delivering Trainer’s Name:** |  |
| **Training Company (if applicable):** |  |
| **A. Proposed Content (40%)** | *Course Objectives, outline syllabus and training methodology (incl. use of supplementary sources of information/multimedia etc.).* |
| **B. Qualifications, Background and Experience of *delivering* Trainer (40%)** | *Qualifications and background of delivering Trainer. Relevant Training Experience (of delivering Trainer) with the target market (pre start-ups/ SMEs).* |
| **C. Price (20%)**  ***(Please provide a total cost and also a breakdown per half day. Prices are to be shown ex VAT and are to be fixed for a 3 year period from date of submission)*** | *Total cost: (ex VAT)*  *Equivalent rate per half day:*  *Duration refers to actual training time, net of a one hour lunch break for full-day courses. In most cases the full one hour lunch break is not opted for by the participants. However, when short morning and/or afternoon coffee breaks are taken into account with this shorter lunch break, this generally amounts to a total of one hour break time from a course beginning at 9.30am and concluding at 5.30pm. Therefore a ‘one-day’ course should be priced as 7 hours duration, and a half-day course as 3.5 hours duration.* |
| **Name, Business Name, Address and Nature of Work carried out in respect of 3 Referees.**  **(Full written references should not be submitted at this stage)** |  |