BID & PROPOSAL CO-ORDINATOR
Level 3

#REACHWITHRHG

What is a Bid and Proposal Co-ordinator apprenticeship?

The role of bid and proposal professionals is integral to how businesses win work.

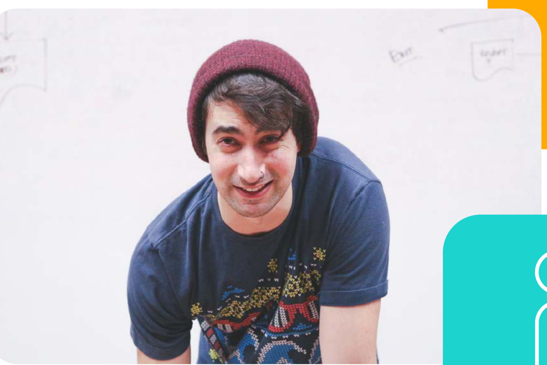
During your apprenticeship you will develop commercial capability, vital to businesses and valued across all business sectors. You will support the full end to end proposal process – from initial interest and co-ordinating activities around pursuit of an opportunity, co-ordination of responses to pre-qualification questionnaires (PQQ) and final tender proposal documentation submission.

You will provide support to all stakeholders to assist the quality and timely completion of proposal submissions – including organising meetings, structuring and writing proposal content, co-ordinating relevant activities and document management.

Typically, the programme runs for 18 - 24 months

Topics covered:

- Using bid software
- The bid life cycle and how it applies to your organisation
- The roles and responsibilities of your bid team
- Using a CRM tool and knowledge library
- Proof reading and editing proposals
- Creating bid resource plans and compliance matrices
- Customer win plans and proposal analysis
- The importance of GDPR



What qualifications will you gain?

In addition to the apprenticeship, on completion of the apprenticeship, individuals will be eligible for membership of the Association of Bid and proposal Management Professionals (APMP).

Who is it for?

This apprenticeship is suited to individuals with a broad scope of responsibilities and exposure to a wide range of tasks such as those listed above.

Typically, applicants will have 5 GCSE's or equivalent at grade C or above. If not already achieved, then Level 2 in English and maths will be required prior to end point assessment.

Want to know more?

Read more about the programmes we offer on our website at www.rhgconsult.co.uk or contact us directly and we will be happy to answer your questions and give you more detail on the apprenticeship programmes we offer, how to access funding or even how to hire staff.

The apprenticeship standard journey

Initial assessment → Induction → Learning & assessment → Learning reviews → Gateway → End point assessment → Exit review

What do our learners say?

The online resources and scheduled one to ones from RHG flexibly incorporate learning into my everyday role – helping me to build confidence and understanding within my role and the industry that I work within. Prior to this apprenticeship, I had no knowledge in my industry and due to the support from my tutor and the learning strategies employed, I have been able to develop independence and expertise.

The tutors go out of their way to make the course as relatable and personable as possible – creating a friendly and welcoming experience that inspires personal growth and skills that can be applied to everyday life as well as course specific learning.

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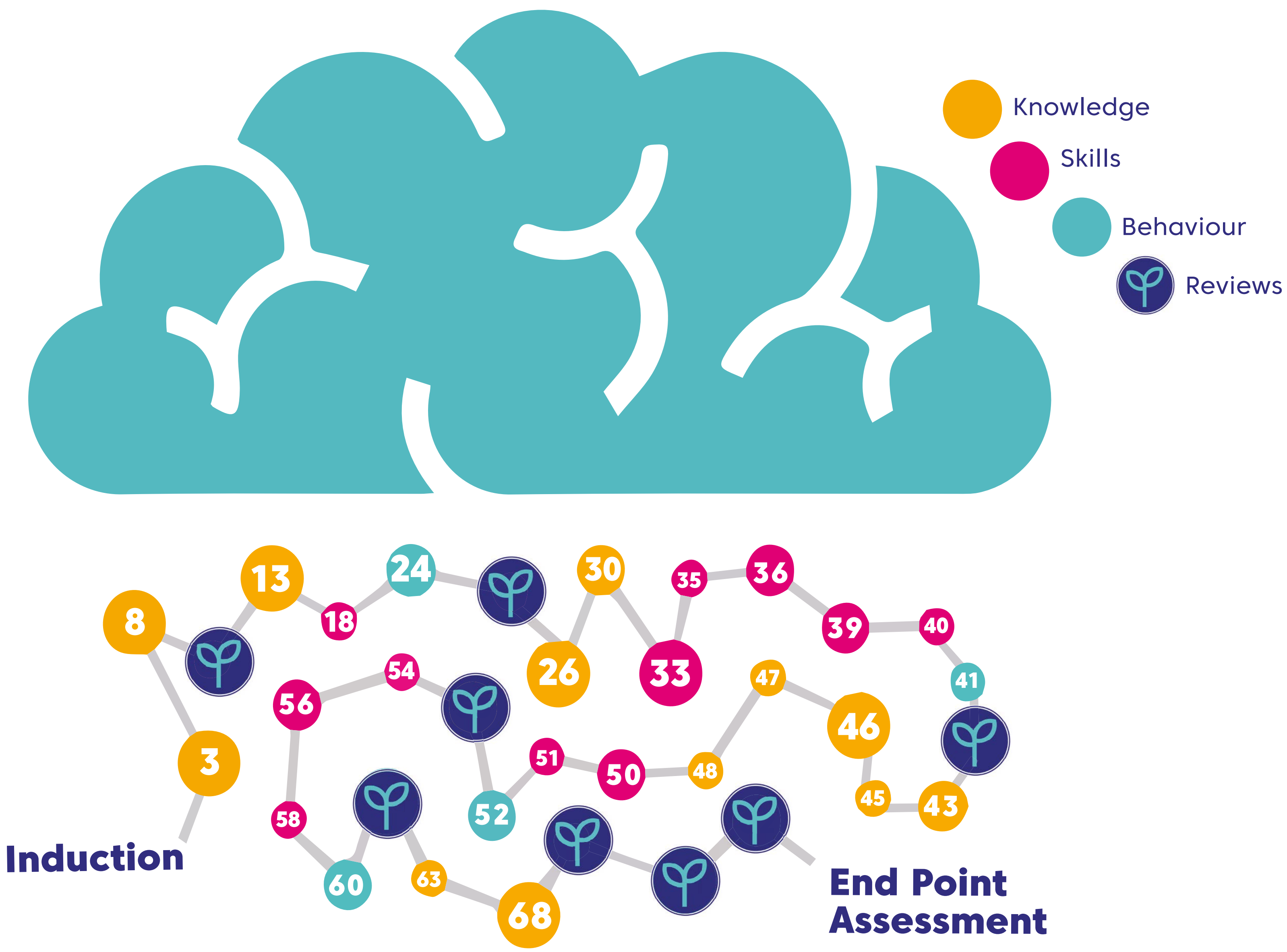
The sessions are thorough and there are direct communication channels to ensure that learners can achieve, at a manageable pace which is bespoke to individual learning styles.

Saffron Gordon-Leah

BID AND PROPOSAL CO-ORDINATIOR
Mindmap of weekly timescales



Week No.	Learning Unit
1	INDUCTION
3	Understanding the context of bidding
8	Understanding the sales life cycle
12	PROGRESS REVIEW
13	Roles & responsibilities of the bid team
18	Teamworking & relationship building
24	Interpersonal awareness & flexibility
25	PROGRESS REVIEW
26	Understand & follow bid/proposal process
30	Using supporting templates & procedures
33	Organisation & time management skills
35	Using bid plan timetables & responsibility matrices
36	Contributing to project timetable & meet deadlines
39	Data management into a central repository
40	Maintaining a healthy work life balance
41	Results focused and professionalism
42	PROGRESS REVIEW
43	Know how to use bid software to compile submissions
45	Understanding customer key issues & win strategies
46	Awareness of commercial & pricing positioning
47	Importance of contract & risk management
48	Awareness of handling data & data protection
50	Tailoring bid documents to meet customer needs
51	Collating documents & using knowledge libraries
52	Innovation
53	PROGRESS REVIEW
54	Using verbal & written communication skills
56	Proof reading effectively & accurately
58	Using a range of tools to assimilate & analyse data
60	Initiative
61	CONSOLIDATION TIME
63	Keeping information relevant & up to date
68	Understand the importance of knowledge management
70	PROGRESS REVIEW
71	EPA PREPARATION
82	GATEWAY REVIEW
86	EPA

End point assessment explained

Apprentice	Employer/ Training provider	Independent assessor
Creates and submits a portfolio, attends a professional discussion and completes a knowledge test.	Ensures the apprentice has covered all the knowledge, skills and behaviours and evidenced them all in the portfolio.	Assess and grades the apprentice based on professional discussion underpinned by the portfolio of evidence and the marking of the knowledge test.

What to include in your reflective portfolio?

Your portfolio will contain 12-15 pieces of evidence such as witness testimonies, case studies, observations or training records covering all the knowledge, skills and behaviours.

Professional discussion

The independent assessor will review the portfolio of evidence for context and ask 8-10 open questions from a question bank to cover a minimum of 2 knowledge areas, 3 skill areas and 3 behaviours.
The professional discussion will last approximately 1 hour.

A typical question that could be asked in the professional discussion would be: “Explain your role within the customer engagement and capture planning process of a recent bid”

Did you know?

Both components of the final end-point assessment must be passed for the apprentice to be deemed competent. Satisfactorily meeting the criteria is a pass, exceeding them can lead to a merit or a distinction.

Knowledge test

This will test your understanding of the 5 knowledge areas in the Standard. It will last 2 hours and 15 minutes and include 5 essay style questions and 1 practical written assignment.
A typical question that could be asked in the knowledge test would be: “Describe each stage of the end to end bid process within your organisation”.

Grading

The professional discussion and knowledge test are weighted evenly and the grades added together to give an overall grade of fail/pass/merit/distinction.

FAQs

We have compiled a list of frequently asked questions so whether you're looking to grow your team by hiring new members, or upskill your current workforce, you can gain maximum benefits from apprenticeship schemes.

Background

The Apprenticeship Levy was introduced from 6 April 2017 to inspire employees to expand existing and introduce new apprenticeship schemes.

Here at RHG, we help employers to deliver high-quality, professional apprenticeship programmes to grow existing employees by closing skills gaps and hire new team members.

What is the Apprenticeship Levy?

The Apprenticeship Levy is a compulsory levy on employers that is used to fund the delivery of and increase the quantity and quality of apprenticeships within the UK.

Who has to pay the levy?

From April 2017, UK employers within the private and public sector with a bill of over £3 million pay the Apprenticeship Levy.

Non-levy paying employers will contribute 5% towards the cost of training and assessing apprentices, with the government paying the remaining 95%.

How much do organisations pay?

The levy is set at 0.5% of an organisation's pay bill, however employers receive a £15,000 annual allowance to offset against the levy.

How are levy payments made?

HM Revenue and Customs (HMRC) will collect monthly payments. Businesses are required to calculate and report the levy that they owe each month.

What happens to the levy?

The payments made by levy-paying organisations go into the Digital Apprenticeship Service account where employers can get access to funding as well as find relevant apprenticeships and training providers.

Did you know?

A 10% top-up is applied by the government to funds added into the account. So for every £1 an employer adds, the organisation has £1.10 to spend on apprenticeships.

How can funds be accessed?

Levy-paying employers can access their Apprenticeship Levy contributions through their Digital Apprenticeship Service (DAS) account to pay for their apprenticeship training.

For non levy-paying organisations please contact us or visit https://www.apprenticeships.gov.uk/employer/funding-an-apprenticeship-non-levy#

How are funds spent?

The funding can be put towards the cost of training and assessments within the apprenticeship and can only be used with an approved training provider who is on the register of apprenticeship training providers.

Are there any funding rules?

Yes, and a key one is that apprentices must be permitted to dedicate at least 6 hours of their working week to off the job training.

Who can become an apprentice?

The apprenticeship scheme is available for both new and existing employees to enable you to develop existing team members, as long as they meet eligibility criteria. There are no age restrictions on the apprenticeship scheme.

Is there a time limit to spend the levy funds?

Levy funds will expire 24 months after they enter the account unless they are spent on apprenticeship training.

How do I find out more?

Contact us today to discuss how you could fill skills gaps within your existing team, hire new team members through the apprenticeship scheme or for more information about the Apprenticeship Levy.

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