Training Course Details

1. Training Courses (General)

The Contractor shall provide Training Services in accordance with the SOW, this Annex, and the Approved Training Schedule, for each Training course identified in this Annex.

Note to drafters: Copy the following section for each Training course to be provided, and fill in the appropriate details or refer to an external reference (to be provided to tenderers) where those details are already documented (eg, a Learning Management Package (LMP)). Clauses should be amended as required. Refer to the SOW Tailoring Guide for further guidance.

1. Training Course Details ‑ [INSERT COURSE NAME (AND IDENTIFIER)]
   1. Course Delivery

Note to drafters: If all of these courses will be delivered as a Task Priced Service, do not include subclause 2.1.1a. Otherwise, amend the clause as required for the draft contract.

The Contractor shall deliver the [INSERT NAME OF COURSE] course:

[INSERT NUMBER OF COURSES] courses per year, for the Term of the Contract;

for [INSERT NUMBER OF DAYS] days per course;

for up to [INSERT NUMBER OF PARTICIPANTS] participants; and

Note to drafters: Delivery standards may be “defined in the Learning Management Package”.

to the delivery standard [INSERT NAME OF APPLICABLE STANDARD].

* 1. Panelling

The Commonwealth shall panel all participants for each course to be conducted and provide a copy of the panel to the Contractor [INSERT NUMBER OF WEEKS] weeks prior to each course commencing.

* 1. Training Venue

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| Option A: For when the Contractor is to provide the venue:  The Contractor shall arrange the provision of Training venues for this course. |

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| Option B: For when the Commonwealth is to provide the venue:  The Commonwealth shall provide the following Training venues for this course:  [INSERT DETAILS (OR REFERENCES) OF COMMONWEALTH VENUES AND PERIOD OF AVAILABILITY FOR THIS COURSE, AS APPLICABLE]. |

* 1. Training Equipment and Training Materials

The Contractor shall use the following Commonwealth-provided master-copies of Training Materials as the basis for Training course delivery:

participant workbook: [INSERT DETAILS (OR REFERENCE) FOR MATERIALS REQUIRED FOR COURSE];

presenter / facilitator guide: [INSERT DETAILS (OR REFERENCE) FOR MATERIALS REQUIRED FOR COURSE]; and

exercise booklet: [INSERT DETAILS (OR REFERENCE) FOR MATERIALS REQUIRED FOR COURSE].

The Contractor shall utilise the following Training Equipment for Training course delivery:

[INSERT DETAILS (OR REFERENCE) FOR EQUIPMENT REQUIRED FOR COURSE]; and

[INSERT DETAILS (OR REFERENCE) FOR EQUIPMENT REQUIRED FOR COURSE].

* 1. Course Assessment

Note to drafters: Assessment requirements may cross-reference details in the applicable LMP.

[INSERT DETAILS (OR REFERENCE) FOR ASSESSMENT, INCLUDING COMPETENCY BASED TRAINING REQUIREMENTS].