



Australian Government

Assessment Requirements for SITXMPR008 Prepare and present proposals

Release: 1

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Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- prepare one proposal for a product and one proposal for a service, each of which responds to tender specifications or client needs, and includes:
 - capacity of organisation to produce product or provide service
 - organisation's management structure and services
 - policies, procedures and practices to be managed as part of tender
 - product or service specifications
 - resources that will be used and associated supplier, supply and cost specifications
 - special, technical, new or hired equipment required to produce product or provide service
 - transport requirements and costs
- comply with the following criteria when preparing each of the above proposals:
 - eligibility criteria for submission
 - formatting requirements
 - lodgement specifications
 - tender specifications
 - questions to be answered
- effectively analyse client tender brief, specifications and needs in relation to each of the above proposals and confirm viability before proceeding
- present professional and creative proposals that:
 - promote the organisation
 - meet commercial time constraints.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- specific industry sector:
 - formats for and inclusions of tender proposals or bids
 - presentation techniques for proposal and bid materials and current technology options
 - role and nature of tender, proposal or bid processes

- sources of specialist advice and expertise for developing proposals and bid materials
- specific organisation:
 - full details of organisational products, services and facilities
 - operational requirements and production logistics for delivering the products and services subject to tender, proposal or bid
 - sources of costs for products, services and fees
 - sources of organisational information to be included in tender proposals
 - standards of presentation and contents of style guides
- factors that impact organisational capacity to meet a tender:
 - budgetary constraints outlined in the tender brief
 - compliance with regulations
 - diversification from products and services currently offered
 - geographic constraints
 - likely profit
 - other conflicting projects
 - resource capacity of organisation to provide scope of products and services
 - risk assessment of providing the products and services
- factors to assess in determining viability to meet tender requirements:
 - ability to meet lodgement deadline
 - ability to meet tender criteria and provide full information required
 - competition and prospect of winning the tender
 - cost of preparing tender
- supporting materials for bids and proposals:
 - awards won by the organisation
 - copies of:
 - business registration
 - industry accreditations
 - insurance policies
 - licences
 - membership of organisations
 - qualifications
 - details of current client base
 - organisational and individual employee profiles
 - photographs of current or previous products and services
 - plans, drawings and job specifications
 - product and service manuals
 - references and details of other successful undertakings
 - sample promotional materials
 - samples of work
 - structure of organisation

- testimonials
- methods to manage intellectual property of product and service concepts
- features and functions of presentation software packages used to prepare professional and comprehensive tender information.

Assessment Conditions

Skills must be demonstrated in a tourism, hospitality or events environment where tenders, proposals or bids are prepared. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to: computers, printers and software programs currently used to prepare proposals:

- organisational templates:
 - budgets
 - proposals
 - product or service specifications
- tender briefs and specifications for products and services
- financial and operational data used to prepare tenders
- customers seeking services via a tender process and team members from whom to seek input on proposal preparation; these can be:
 - those in an industry workplace who are assisted by the individual during the assessment process; or
 - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>