

Consultancy Service Proposal to Hillside Clubhouse for the Hillside Vocational Training Programme Delivery & Co- ordination

22nd October 2008

Proposal prepared by Claire Mitchell for
Graeme Jones, Executive Director

Contact: Claire Mitchell

Position: Employer Engagement Consultant
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www.engagesolutions.org.uk
Registered in England No: 6361340

Background

Hillside Clubhouse approached Engage Employment Solutions Ltd for a quote to deliver both co-ordination and training services for their 'Introduction to Hospitality' course for people with mental health conditions.

The course will take place five times, two days per month, over a five-month period; November 2008 until March 2009. The days would need to be Thursdays and Fridays to fit in with the already commission Food Hygiene course, an element of the training programme.

Therefore the time involved in co-ordinating and delivering the courses would be approximately thirty days in total, which can be broken down as follows:

- 10 days in actual course delivery
- 10 days co-ordination
- 10 days for client registration

Hillside Clubhouse has previously delivered these courses in-house, however there is now the requirement and desire to employ external support to formalise delivery.

Service

Engage Employment Solutions Ltd would look to deliver the following services for this contract:

1. Create lesson plans
2. Identify existing materials which can be used for lesson content
3. Provide co-ordination for course delivery and act as the main point of contact
4. Deliver training courses in CV writing, 'How to run a reception', 'How to run a café'
5. Carry out delegate registrations
6. Put together and manager delegate Individual Learning Plans

Costs

Claire Mitchell, Director of Engage – 30 days at £550.00 per day

£16,500 (+VAT)

Thank you for choosing Engage Employment Solutions Ltd, we look forward to working with you.



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