



**TASMANIAN  
TRAINING  
CONSORTIUM**

DEVELOPING  
PUBLIC SECTOR  
PROFESSIONALS

# TTC Provider Register

Information for applicants

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# Tasmanian Training Consortium

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## Excellence in learning and development

The Tasmanian Training Consortium (TTC) uses a collaborative approach to deliver tailored learning and development solutions for our member organisations.

Our vision is to be *the first choice provider of learning and development solutions for the public sector in Tasmania.*

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## About the Tasmanian Training Consortium

The Tasmanian Training Consortium (TTC) is an operational unit within the State Service Management Office (SSMO) in the Department of Premier and Cabinet (DPAC), Tasmania.

First established in 1996, TTC provides a wide range of services to support the learning and development needs of its member organisations.

Membership is open to any organisation but is generally aimed at public sector agencies and authorities. Our members include Tasmanian government agencies, local government, government business enterprises, tertiary institutions and the Tasmanian offices of Australian Government departments.

Our members receive discounted rates for a wide range of training and development programs, as well as access to expert skills and resources to assist them manage their in-house training programs.

Our operations are guided by the TTC Executive, which is made up of representatives from member organisations across all sectors of the membership.

TTC Executive responsibilities include:

- providing advice on the needs of member organisations
- contributing to forward planning and new initiatives
- promoting membership and services
- overseeing the TTC budget to ensure member funds are well spent.

TTC operates on a cost recovery model, with all course expenses and staffing costs paid from revenue raised through annual membership fees and TTC courses and services.

TTC host regular member forums where representatives from member organisations meet to share ideas, experiences and innovations in the learning and development area. Forum members are typically human resources managers or training coordinators.

TTC's membership is quite diverse, which provides for a healthy mix of participant backgrounds and experience on the training courses and other events we schedule.

A list of current member organisations is located on the [TTC website](#).

## What we do

TTC is a Tasmanian collaboration that delivers cost effective, contemporary and high quality learning and development opportunities to our members, in a form that best meets their needs. We do not have any influence over how the Tasmanian State Service or individual member organisations meet their learning and development objectives, but operate as a key learning and development resource available to them. TTC offer a range of services which include:

- Coordinating professional development courses and events through
  - annual calendar of events in the areas of:
    - Public administration
    - People and resource management
    - Policy development and advice
    - Personal development and leadership
  - tailored programs to meet specific member organisations' needs
  - Partnership Programs (Australia and New Zealand School of Government, Public Sector Management Program, Institute of Public Administration Australia (Tas)),
- managing courses and events on behalf of our members and strategic partners

- learning and development advice and consultancy services.

## How we work

We support the learning and development needs of our members by:

- collaborating with a broad range of service providers to deliver high quality training and development opportunities.
- being agile, adaptable and forward looking in developing innovative learning and development solutions.
- being proactive, responsive and providing a high level of client service to our members and their employees.
- providing opportunities for our clients to be part of a diverse learning group.
- facilitating networking between member organisations and the exchange of ideas that support public administration.
- contributing to the ongoing development of a learning culture across the public sector.

## TTC Provider Register

The purpose of the provider register is to assist TTC, and representatives from TTC member organisations, identify quality training providers and their areas of specialisation. This list can then be used to streamline the selection and engagement of training providers.

The first step in becoming a registered TTC training providers involves inviting suppliers to apply for inclusion on the register and requires training providers to satisfy certain assessment criteria. If approved for inclusion on the register, details including categories in which you specialise will be recorded in the provider register. The register is used internally to search for relevant training providers and may be provided to TTC member representatives upon request.

The Provider Register is then used to inform the second stage of a procurement process. This second stage of the process involves TTC identifying a particular need i.e. calendar workshop or in-house program and inviting appropriate providers from the register to submit a quotation for a specific piece of work.

Being on the TTC Provider Register does not guarantee work with TTC or its member organisations. When TTC identifies a particular training requirement, TTC can source provider/s from the register using a Stage 2 procurement process (see Stage 2 process for information). While normally selecting from the TTC Provider Register, TTC may also engage other providers from time to time where the topic is more specialised or the TTC Provider Register does not include a range of providers with specialisation in that area.

Being on the Provider Register does not prevent you from being able to contact member organisations directly. Member organisations also coordinate training independently of TTC and may be interested in hearing from you.

## What we expect from our Providers

TTC's reputation is directly impacted by the quality of our providers. We therefore have high expectations, as set out below:

- We expect providers to be highly competent in both the subject area in which they are training, and in their capacity to present and transfer their knowledge to learners.

- We believe that for learning to be effective the learning process requires more than just attending a course. This means that we expect providers to incorporate strategies and activities to support learners to apply their new knowledge and skills in the workplace.
- We know that while many skills are transferrable across different sectors, the public sector has unique attributes and complexities that are different from the private sector, so we value an understanding of the public sector environment.
- We believe that one size does not fit all, so we expect flexibility to tailor training to specific needs.
- We value diversity and expect providers to leverage the life and work experience that learners bring to the room.

### **Stage 1 – Applying for inclusion to the TTC Provider Register**

Applications are open on a continuous basis and information regarding the registration process is advertised on the TTC website. To register, complete the application form available from the website and email it to [ttc@dpac.tas.gov.au](mailto:ttc@dpac.tas.gov.au). TTC may wish to meet with you as part of the evaluation process.

Registration as a TTC Provider is for a period of three years (from the date of approval), at which time you may apply to renew your registration for a further three years.

#### **Assessment of applications**

TTC will evaluate your application against the following criteria:

1. Organisational capability and capacity to deliver training services, including the ability to work flexibly with TTC and/or member organisations to maximise outcomes.
2. Capacity of the organisation/facilitator to design and deliver training in accordance with contemporary methodologies, adult learning principles, and to facilitate transfer of learning to the workplace.
3. An understanding of, and capacity to tailor services for, the public sector environment.
4. Level to which subject expertise aligns with TTC's targeted priorities of public administration, people and resource management, policy development and advice, and personal development and leadership.

As a part the evaluation process TTC will conduct referee checks. Contact details for two professional referees will need to be supplied with your application.

## Stage 2 – Quotation or Tender Process

Stage 2 involves TTC inviting provider(s) to submit a quotation or tender for the delivery of specific training. At this stage TTC will contact providers who are on the TTC Provider Register and will undertake a procurement process. The type of procurement process undertaken depends on the value of the procurement:

- **Single Quotation**  
Where the provider costs are estimated to be less than \$50,000 the procurement can be undertaken via the invitation of a single quotation.
- **Three Quotations**  
Where the provider costs are estimated to be more than \$50,000 but less than \$250,000 the procurement can be undertaken via the invitation of at least three quotations, including at least one local provider where local capability exists.
- **Open Tender**  
Where the provider costs are estimated to be more than \$250,000 the procurement must be undertaken via an open tender process.

Should your quotation in Stage 2 of the procurement process be successful, the TTC team will work with you to clarify all the operational arrangements for the particular course or event. Typically, TTC coordinates all arrangements concerning marketing, the training venue and catering, participant registration, training manual printing and workshop evaluation.

## Contact us

For further information about TTC or the TTC Provider Register please contact TTC's Manager on the details below.

Manager  
Tasmanian Training Consortium  
State Service Management Office  
Department of Premier and Cabinet

GPO Box 123, Hobart, TAS 7001  
Level 9, 144 Macquarie Street, Hobart

Phone (03) 6232 7511  
Email [ttc@dpac.tas.gov.au](mailto:ttc@dpac.tas.gov.au)  
Website [www.ttc.tas.gov.au](http://www.ttc.tas.gov.au)

## Further information

Tasmanian State Service Code of Conduct and State Service Principles

<http://www.dpac.tas.gov.au/divisions/ssmo>

*Work Health and Safety Act 2012*

<https://www.legislation.tas.gov.au/view/html/inforce/current/act-2012-001>

*Personal Information Protection Act 2004*

<http://www.thelaw.tas.gov.au/index.w3p>