



Assignment Request for a Train-the-Trainer Course

PART A)

General information of inquiring FIATA Association Member. Note that only FIATA Association Members can request a Train-the-Trainer Course.

All information will be treated as **strictly confidential** by the FIATA Foundation (Board of Foundation).

1. Name of the Association

Name of Association	
Postal address	
Street	
City / Town	
Zip Code	
Telephone	
Mobile phone	
E-mail	
Fax	
Web site	
Year of formation of Association	



2. Legal Form

Legal form of the Association Registration with the State Authorities	
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3. Number of staff working for the Association

Total number of staff

Please state how many staff members are involved in training

4. Contact person

Please note that it is mandatory, to designate a **key person** as the local representative of the Association. This person must be familiar with training and ideally should be the **Training Manager/Director**. Please include a CV of this person when you send this form.

Name	
Position within the Association	
Education and Training of key person	
Professional experience of key person	
Tel. /Mobile	
E-mail	



6. Information about previous training assignments

Did your Association benefit from **previous training/education** assignments

Year of assignment	Duration of assignment	Type or main area of assignment	Provider of the training assignment



Part B) Detailed information of inquiring Association

1. Main activity and size of the Association

Main activity	
Total Members of the Association	

2. Management

Please provide information on the Management of the Association. (Names, function, organisation chart)	

3. Financial situation

Annual revenue (current and last two years) in USD/EURO	
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4. Marketing

4.1. Please provide information on the marketing measures to promote the Association (e.g. website, brochures/flyers, communication, etc.). Please also state if there are no marketing measures in place.	
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4.2. Please conduct market research for your country and advise if there are current 'similar' types of training programmes (e.g. Transport Logistics, Freight Forwarding, Logistics Management, Supply Chain Management, etc.) offered by Public or Private Training institution(s)?

Examples of private training institutions are APICS, CILT, SIPS, SCC, etc.

If affirmative, who are they and what are their Training Curriculum, Course Coverage, Duration and Costs?



5. Future Plans / Perspectives

Please inform on specific plans for the future (intension of expansion, growth targets, promotion, member services, etc.	
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Part C) Description of the assignment (« Train-the-Trainer Course »)

1. Objective of the Assignment

The objective of the assignment will be a „Train-the-Trainer“ Course, meaning that the participants will be provided with the basic tools that enable them to teach Association members on FIATA based training in courses that have to be set up by the applying Association.
FIATA Foundation will conclude an Agreement with the Association outlining the Rules and Procedures. This Agreement will include the objectives and requirements of the training mission.
The candidates of the course will have to complete a detailed «Training needs Analysis» (a separate form will be provided).



2. Budget

The applying Association will be asked to set up a detailed **budget** for the assignment.
(a separate form will be provided at later stage)

3. Existing local facilities

Detailed information has to be provided on the training venue (size, accessibility, facilities, etc.). This step is done within the framework of the Pre-Qualifications Analysis Planning.

A separate **checklist** will have to be completed by the Association, listing detailed information on technical facilities requested for the successful delivery of the course, e.g. IT facilities (including Internet), LCD/DLP-projectors, printers/photocopiers available.
(separate form)

4. Conditions for board and lodging/transport during the assignment

Hotel : Please provide detailed information on suitable hotel accommodation (Min. 3*)	
Transport of the lecturers between hotel and training venue	



5. Weekend organisation

The „Train-the-Trainer“ course is a very labour and time intensive assignment. It may be necessary to engage participants even during weekends – depending on the progress during achieved during the week.

However, should there be any free time, please state type of day excursion/activity you propose for the lecturers.

6. Other specific needs

Please state any specific needs – if expected and not mentioned so far.

This „Assignment Request » is based on the Agreement to be concluded between the applying Association and the FIATA Foundation.

*Only FIATA Association Members can apply for TOT courses.

Date and signature of the President and Training Manager of the Association

Date

_____ (President)

_____ (Training Manager)

Please include stamp of the Association/Type the name of both signing parties.