

**SKILLS FRAMEWORK FOR TOURISM
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE**

TSC Category	Business Management					
TSC	Proposal Writing					
TSC Description	Research, strategise, draft and evaluate business proposals to respond to business opportunities					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
		TOU-BIN-2109-1.1-1	TOU-BIN-3109-1.1-1	TOU-BIN-4109-1.1-1		
		Research and gather information to support proposal development	Draft proposals by evaluating relevant information and understanding client requirements	Develop proposals in accordance with requirements and consider commercial viability and organisational capabilities		
Knowledge		<ul style="list-style-type: none"> Requirements for submission of proposal Sources of information to be included in proposals Documentation processes Relevant stakeholders in the organisation 	<ul style="list-style-type: none"> Organisational processes and procedures related to proposal development Relevant regulations Types of information to assess viability of proposal Purpose of proposals Proposal specifications 	<ul style="list-style-type: none"> Customer needs analyses Methods of assessing business opportunities Assessment of capability to meet client's needs Conduct of market research to determine commercial viability of proposals Sources of pertinent reference information Market research 		
Abilities		<ul style="list-style-type: none"> Identify proposal objectives Identify proposal requirements and the stakeholders involved Maintain copies and versions of proposal documentations according to organisational procedures Prepare supporting information for proposals 	<ul style="list-style-type: none"> Establish client requirements with information gathered Draft proposals in accordance with requirements Assess viability of proposals Gather and collate information to support proposal development 	<ul style="list-style-type: none"> Analyse commercial viability of proposal Conduct customer needs analysis Refine proposals to capitalise on viable business opportunities Assess organisational capabilities to meet client needs in consultation with relevant stakeholders Identify necessary information and sources of information 		