<table>
<thead>
<tr>
<th>TSC Category</th>
<th>Business Management</th>
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<tbody>
<tr>
<td>TSC</td>
<td>Proposal Writing</td>
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<tr>
<td>TSC Description</td>
<td>Research, strategise, draft and evaluate business proposals to respond to business opportunities</td>
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<tr>
<th>TSC Proficiency Description</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 6</th>
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<td>TOU-BIN-2109-1.1-1</td>
<td>TOU-BIN-3109-1.1-1</td>
<td>TOU-BIN-4109-1.1-1</td>
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<tr>
<td>Research and gather information to support proposal development</td>
<td>Draft proposals by evaluating relevant information and understanding client requirements</td>
<td>Develop proposals in accordance with requirements and consider commercial viability and organisational capabilities</td>
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**Knowledge**

- Requirements for submission of proposal
- Sources of information to be included in proposals
- Documentation processes
- Relevant stakeholders in the organisation
- Organisational processes and procedures related to proposal development
- Relevant regulations
- Types of information to assess viability of proposal
- Purpose of proposals
- Proposal specifications
- 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**

- 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
- Establish client requirements with information gathered
- Draft proposals in accordance with requirements
- Assess viability of proposals
- Gather and collate information to support proposal development
- 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