

CAREERFORCE TRAINING INNOVATION TRUST'S
WORKPLACE TRAINING INNOVATION PROGRAMME
PROGRAMME GUIDELINES
2010 - 2013

□ Summary statement of intent

The Careerforce Training Innovation Trust has established a Workplace Training Innovation Programme (“the programme”) under Section 5.1 of its Trust Deed. The programme is for a three-year term,¹ and is designed to provide for an injection of funding into the health and disability sector to support employers to develop their learning and assessment capacity and capability over a three-year period. The intended outcomes include collaborative and sustainable learning and assessment delivery; leading to employees’ increased uptake and completion of “workplace based” national qualifications, together with engagement in career pathways.

□ What is the Workplace Training Innovation Programme?

The Workplace Training Innovation Programme supports health and disability providers to establish innovative and sustainable learning and assessment programmes that will enable health and disability employees to access and complete selected workplace based² national qualifications and engage in the evolving health and disability career pathways.

The five objectives of the programme are to:

- Enhance the quality of health and disability service delivery through quality education and training.
- Develop collaborative and sustainable approaches to the delivery of learning and assessment.
- Build learning and assessment capacity and capability within the health and disability sector.
- Increase access to – and completions of – workplace based national qualifications.
- Support engagement in the health and disability career pathways.

The programme offers three years of funding over a three-year timeframe 2010-2013.³

¹ The availability of \$1 million for 2010 has been confirmed. The availability of funding for 2011 and 2012 is subject to ratification by the Careerforce Board in the course of receiving and approving its annual draft budgets. The Board may at its sole discretion modify (increase, decrease or entirely withdraw) this funding at any time in response to internally or externally generated factors that impact (or may impact) on Careerforce’s financial position and/or ongoing viability under its limited liability company status.

² The term “workplace based” is used for qualifications for which a significant component of the assessment is designed to be done in a ‘real’ situation and therefore are done in the workplace.

³ Refer to footnote one.

The workplace based national qualifications⁴ that are included in this programme are:

- National Certificate in Community Support Services (Foundation Skills) (Level Two)
- National Certificate in Community Support Services (Core Competencies) (Level Three)
- National Certificate in Community Support Services (Human Services) (Level Three)
- National Certificate in Community Support Services (Intellectual Disability) (Level Three)
- National Certificate in Community Support Services (Residential) (Level Three)
- National Certificate in Diversional Therapy (Level Four)

Who can be funded?

The fund is designed for health and disability employers whose training needs come under Careerforce's coverage. For the purpose of the programme a "workplace" may comprise different sites within one large organisation; however priority will be given to applications that enable staff from different organisations to participate in the programme.

Applications should be made by the health and/or disability employer who is taking the lead role in the programme, and who will be responsible for ensuring that milestones and outputs are achieved and reporting is completed to the required standards.

What can be funded?

The scope of the programme is wide, and any programme that meets the stated objectives and selection criteria will be considered. Programmes could include delivery models such as workplace partnerships, hubs, lead employer etc, and approaches to learning and assessment that could include integrated assessments, on-line learning etc.

What cannot be funded?

The following programmes cannot be funded:

- Programmes that seek funding to support delivery of the National Certificate in Community Support Services (Foundations Skills) (Level 2) where a workplace has delivered or is delivering this qualification.
- Programmes where funding is already being received from another Government source e.g. TEC EFTS funding, Literacy, Language, Numeracy and Learning funding, MSD Industry Partnerships etc.
- Programmes that do not result in training agreements with Careerforce and completion of national qualifications.
- Programmes that fall outside of Careerforce's coverage.

⁴ Including employers with mental health and addiction contracts who are using contextualised resources for the Foundation Skills Level 2 and Core Competencies Level 3 qualifications.

Nor can funding be used to: pay trainee wages; backfill trainees; reimburse trainee training time; or pay qualification fees.

Planned outcomes and applied research

Planned outcomes of the programme include:

- The development of sustainable and cooperative training programmes which maximise training resources.
- Strong employer relationships that promote training opportunities.
- Increased flexibility around the delivery of learning and assessment.
- Increased access to and completion of national certificates.
- Enhanced participation in career pathways.
- Greater national recognition of the workforce.
- Improvements in quality and safety.

As part of the application process, programme recipients will be asked to confirm that they will support their outcomes being independently verified if requested.

Programme participants may also be asked to take part in an independent research programme. The intention of the research would be to use information gained from the programmes to help inform future training programmes and delivery models, and to showcase successful models with other employers. Any research programmes would be discussed on a programme-by-programme basis.

Funding

The sum of \$3 million has been set aside to support the Careerforce Training Innovation Trust's 2010-2013 programme.⁵ Successful programmes should be progressively implemented over the three-year period, but should show a decreasing reliance on funding over the course of these three years.

Priority areas and selection criteria

Priority will be given to programmes that: demonstrate that they result in a sustainable⁶ training programme based on a relationship between employers; are potentially transferable to other employers; result in measurable and successful training outcomes; break down access barriers to employees' participation in learning and assessment; and result in completion of the identified national qualifications.

⁵ Refer to footnote one.

⁶ Sustainability should be considered in the context of current funding models.

In assessing applications for funding, the trustees will base their decisions on the following selection criteria.

Selection criteria	Essential	Highly desirable
There is clear evidence-based need for the programme.		x
The programme clearly demonstrates how it aligns with health and disability strategies and supports contractual requirements.		x
The programme achieves collaboration between employers and their workplaces. ⁷ (Wider stakeholder collaboration is encouraged.)	x	
The programme fits within Careerforce's coverage.	x	
The three-year training plan within the programme provides clarity in terms of the responsibilities, the delivery model/s ⁸ being used, the resources, a calendar of learning and assessment, and the total cost of the programme per annum. ⁹	x	
The programme clearly specifies the outputs and milestones, together with the related timing of each component.	x	
The outputs clearly identify the number of trainees and training agreements involved, the qualification(s) they will complete, and the timeframes for completion.	x	
The programme leads to increasingly sustainable learning and assessment.	x	
There is evidence that the programme will continue and be financially sustainable following the completion of the funding period. ¹⁰		x
The programme demonstrates how it builds increased workplace learning and assessment capacity and capability.	x	
The programme demonstrates how participating employees can progress within the career pathways construct.		x
The programme demonstrates how it supports the transference of knowledge and skills, and supports clients' needs.		x
The programme implementation is clear and structures, processes, outputs and timeframes are realistic.	x	
The programme represents good value for the funding invested in it.		x

⁷ Each site within a larger workplace could be considered a workplace e.g. a national employer may have a number of workplaces; however priority will be given to applications that include staff from different organisations.

⁸ Delivery models can include contracting educator and assessment support.

⁹ Programmes that do not require funding for the full three years should still include a three-year training plan, as this plan will demonstrate sustainability in action.

¹⁰ No additional funding from the Workplace Training Innovation Programme should be expected following the initial funding allocation.

❑ Application and selection processes

1. Using the application form, applicants should forward their application to melanyjayne.davies@careerforce.org.nz
2. All applications will be considered by the trustees who will then identify those applications that meet the criteria. Additional information may be sought at this time.
3. Applications will be prioritised against the selection criteria and decisions made in accordance with these criteria and the total amount of funding requested.

❑ Key dates

- Notification of the programme is conveyed to the sector in December 2009.
- Road shows will be held in the five main centres in December 2009.
- Regional road shows will be completed by 10 February 2010.
- Any changes to the Workplace Training Innovation Programme following feedback from the sector will be identified and posted on the Careerforce website by 23 February 2010.
- Applications close 5pm 15 April 2010.
- Any additional information required will have been requested by 26 April 2010 and must be received by 6 May 2010.
- Trustees will meet by 21 May 2010 to make the final decisions.
- Applicants are informed of the trustees' decision by 28 May 2010.
- The trustees confirm acceptance of milestones and applicants confirm their acceptance of the funding¹¹ by 30 June 2010.
- Programmes commence (indicatively July/August) 2010.

❑ Payments

Upon official notification that a programme has been approved and accepted, the manager of the programme will receive a quarter of the allocated funding for the first 12 months at the start of the programme (indicatively July/August 2010); with the balance of the funding released in quarterly payments on the receipt of quarterly milestone reports that show all target outputs have been met. The Trust reserves the right to decrease funding or cease it entirely in cases where outputs have not been met on an ongoing basis.

❑ Contacts

Questions and feedback about the programme should be directed in the first instance to: melanyjayne.davies@careerforce.org.nz

Questions and answers will also be placed on Careerforce's website www.careerforce.org.nz

¹¹ In cases where the full amount requested has only been partially met, applicants will have the opportunity to proportionately reduce outcomes or to change outcomes appropriately to make them reflective of the amount allocated.