

## Questions and Answers - (Last updated 4 March 2010 Version 5)

To submit a question on the Fund, please email [melanyjayne.davies@careerforce.org.nz](mailto:melanyjayne.davies@careerforce.org.nz)

Question	Answer
<p>1. How does Careerforce plan to alert people about updates on the Workplace Training Innovation Programme?</p>	<p>Register your <a href="#">details here</a> so we can include you on the mailing list. Alternatively, email <a href="mailto:melanyjayne.davies@careerforce.org.nz">melanyjayne.davies@careerforce.org.nz</a>.</p>
<p>2. Can the timeframes for submitting the applications be extended?</p>	<p>Due to sector feedback, the Trustees have agreed to extend timeframes for applications for the fund. Applications now close <b>15 April 2009</b>. <a href="#">Click here</a> for more information on key dates.</p>
<p>3. Is the Trust looking at alternative sources of funding longer term?</p>	<p>No. This is not a priority. The Careerforce Board has assigned \$3 million to the Trust over the period of 2010 – 2012. \$1 million is currently in the process of being transferred to the Trust for distribution in 2010. The Board has committed to the remaining \$2 million for 2011- 2012.</p>
<p>4. Could there be more than one opportunity to access the fund? The PHOs are currently going through an EOI process with the MoH about future primary health services – including the integrated family care team concept. The Workplace Training Innovation Programme could be of tremendous use for them as they move forward to implement their proposals - except that as it stands at the moment – they wouldn't have received approvals to move forward before your (Careerforce) fund closes.</p>	<p>At this stage the Trustees will review applications in March for the current programme. The Trustees will review future funding opportunities following the outcomes of this programme.</p>
<p>5. The Ministry of Health has a new training grant available to employers. Could a programme be supported by the Workplace Training Innovation Programme and the new training grant from the</p>	<p>It would be recommended that applicants interested in applying for the Careerforce Workplace Training Innovation Programme declare any additional funding sources such as the MoH training grant, and what purpose that funding is specifically for when they complete their application form so that the Trustees can make an informed decision. The Trustees need to be made aware of</p>

MoH?	any double funding potential. This information should be included in Section F (financial section) on the application form.
6. What is the rationale for not waiving the qualification fee?	The qualification fee covers the costs associated with gaining the qualification e.g. Registration of credit, certificates, badges, frames etc. These are direct costs that are incurred and need to be recovered and contribute to the ongoing industry contribution requirements by the TEC. The intent of the programme and therefore use of the funding is to support innovation, capacity, building sustainability and capability. Waiving these fees is not a sustainable scenario long term.
7. Is the reason for this funding due to the TEC review?	No. This programme has been in development for a year and would have occurred irrespective of the outcome of the review.
8. Are there any guidelines regarding the number of trainees per qualification(s) that might be expected for a set amount of funding?	No. Employers should consider what they need, keeping in mind the desire to achieve longer term sustainability.
9. What does the TEC STM funding cover?	STM funding covers existing activities which include extensive qualification development, supporting the delivery of training and subsidises the cost to employers.
10. Is the \$3 million likely to be allocated or just the first \$1 million as why would we submit a proposal for a three year programme without the guaranteed funding? Refer footnote 1 in the guidelines document.	Yes, your proposal will be viewed across its three year timeframe with funding requirements for each year identified and confirmed as part of the agreement. There is every intention to commit up to the full \$3 million. As in many contracts, the footnote alerts employers however, that the funding availability may change should something entirely unexpected occur.
11. If an existing model works well, would there need to be further development to qualify for the funding?	If the existing model is working and is being funded under existing conditions then it is already sustainable and it is felt that this fund is best used for new development. In this situation the existing model would not qualify for funding.
12. The guideline states that employers would not be able to seek funding to support applications for the NC in Community Support Services (Foundations) L2. Can an employer who has received one-off funding previously, and then has not been able to continue with training apply for the innovation programme funding?	No, this is not the intended use of the funding.

<p>Would the following scenarios meet the funding criteria for programmes?</p> <p><b>13.</b> Scenario 1: Supporting an application relating to internal training that didn't result in a national qualification for example a leadership role? E.g. Training such as preceptorship/leadership roles would qualify?</p> <p><b>14.</b> Scenario 2: A programme using integrated assessment?</p> <p><b>15.</b> Scenario 3: Support an application for the NC in Mental Health (Mental Health Support Work) L4 using the current structure of delivery i.e. Education Providers funded through EFTS?</p> <p><b>16.</b> Scenario 4: Support an application for qualifications outside of the six qualifications listed in the guidelines document.</p>	<p>The criterion states it must be a national qualification.</p> <p>Yes.</p> <p>No, as this training is currently delivered exclusively by education providers including ITPs and PTEs which are funded by TEC it would be inappropriate for the Innovation Programme to also fund this as it would equate to double dipping. Many trainees are also supported with their fees by the Ministry of Health through the Mental Health Support Worker Grant scheme. This qualification and the Diploma are currently under review and it is anticipated there will be more choice with regard to the delivery models in the future. The mental health and addiction contextualised resources for levels 2 and 3 are an option for the Innovation programme for mental health and addiction employers.</p> <p>There may be an opportunity to include other qualifications. Applicants are asked to provide details of which qualification they would like the Fund to support and the rationale behind it. Qualifications must fall within Careerforce's current TEC coverage.</p>
<p><b>17.</b> Is there going to be a contract between the Careerforce Training Innovation Trust and the successful applicants?</p>	<p>Yes.</p>
<p><b>18.</b> Are there any anticipated changes to existing qualifications e.g. Review of the NC in Community Support Services (Core Competencies) L3?</p>	<p>Yes. Both the NC in Community Support Services (Foundation Skills) L2 and the NC in Community Support Services (Core Competencies) L3 are being reviewed. The review, if accepted, will increase the amount of choice with regard to electives. The existing qualifications will stay "live" on the NQF in terms of enrolments for two years after the registration date of the new qualifications. Therefore, the existing qualifications will be available for most of the</p>

	Innovation Programme three year duration.
<b>19.</b> Does this fund fit into the Disability Strategy?	We would hope so. Your application if related to the disability sector should include how it supports the Disability Strategy.
<b>20.</b> If a national organisation is proposing to open up to other providers (employers), would they need to have the other employers on the application or just need to signal that that is the intent?	All parties are identified and agree to the application. It is not sufficient to signal intent.
<b>21.</b> Who will fund the verification and evaluation of the programme if required?	The Trust will fund any verification of outcomes if required. Careerforce will fund any independent research projects that may be required.
<b>22.</b> Who would own the Intellectual Property of a programme funded by the Workplace Training Innovation Programme?	The Careerforce Training Innovation Trust will negotiate the terms of intellectual property ownership, transfer and sharing during the process of confirming the Contract with the Lead Employer. These negotiations will include considerations around possible licensing of intellectual property, together with opportunities for the participation of other such groups or organisations within the sector as the Careerforce Training Innovation Trust may identify – with or without conditions – with a view to maximising the benefits of the Lead Employer’s programme. Any and all such arrangements as may be agreed between the Lead Employer and the Careerforce Training Innovation Trust will be recorded in writing and signed by both parties.
<b>23.</b> Is there likely to be significant changes made to the Workplace Training Innovation Programme application and guidelines following feedback from the Roadshows?	Significant changes are not anticipated.
<b>24.</b> In terms of the Workplace Training Innovation Programme, what does the term “workplace” mean?	A “workplace” as referred to in the documentation is an employer who has trainees and is undertaking the workplace national qualification-based training.
<b>25.</b> Would the Careerforce “rebate” scheme continue to apply to workplaces who also submit an application	Yes. Careerforce will continue to support the costs incurred by the employer or individual who is paying for the workplace assessment via the rebate scheme.

for the Workplace Training Innovation Programme? Will there be another round of funding available or will all the funding be committed in 2010?	It is anticipated that up to the full \$3 million will be allocated depending on the quantity and quality of applications received.
<b>26.</b> When will each financial year start and finish?	The payment schedule is related to the milestone reports and dates.
<b>27.</b> Will the Trust review progress on the Workplace Training Innovation Programme annually?	Yes. The Trust will review the Workplace Training Innovation Programme report on a quarterly basis to ensure that the outcomes are being achieved. Feedback about the programme is also welcomed at any time by sending an email to <a href="mailto:melanyjayne.davies@careerforce.org.nz">melanyjayne.davies@careerforce.org.nz</a> . The initial Workplace Training Innovation Programme outcomes will be reviewed in terms of them meeting the needs of the Health and Disability sector in 2013.
<b>28.</b> Our workplace currently delivers the National Certificate in Community Support Services (Foundation Skills) L2, however we wish to now seek funding to support the learning and assessment capability for delivering the National Certificate in Community Support Services (Core Competencies) L3. Would this meet the criteria for the Workplace Training Innovation Programme?	The Level 3 qualification for you is new and therefore appears to meet the criteria.
<b>29.</b> Will the Trust support an application for a qualification(s) that may come on-stream in the 3 year period that may not yet be registered on the NQF?	The Trustees agreed to leave the current application as it is, however, the Trustees confirmed that they would consider applications that included potential new qualifications.
<b>30.</b> Can an employer discuss their innovative idea to get a steer as to whether it would be likely to be considered?	No, in the interest of being fair to all, the process will remain where questions are answered on the website for all to see. Advice can be sought on whether an application appears to fit within the funding criteria.
<b>31.</b> Will the Trust support an application for unit standard(s) that are not yet NZQA registered but may be available on the NQF within the three year period of the Innovation Fund?	No. The Workplace Training Innovation Programme 2010 – 2013 is designed to support national qualifications that are already registered on the NQF and not single unit standard programmes.

<p><b>32.</b> Will the Trust support an application for a single unit standard programme?</p>	<p>No. The programme requires the achievement of a national qualification. Enquiries for programme development which does not meet the Trust's funding criteria should be directed to Careerforce for consideration as part of their normal qualification development programme. Careerforce is always happy to discuss identified training needs of the sector and would welcome a discussion about the need for single unit standards as a possible future development.</p>
<p><b>33.</b> How could the innovation fund be accessed for a workforce that has predominately been voluntary and may be often embedded within the addiction services particularly residential and continuing care/after-care services?</p>	<p>The Trust would consider all applications that meet the funding criteria. Provided that the volunteer/unpaid workforce have a work agreement with the workplace, and meet the criteria of Careerforce's standard training agreement then an application could be submitted.</p>
<p><b>34.</b> Should we apply for the Workplace Training Innovation Programme funding for a qualification i.e. Orderlies which is not yet registered with NZQA?</p>	<p>No. Applicants are encouraged to select a programme which is provided on the list of possible qualifications; however, there may be an opportunity to include other registered qualifications. Applicants are asked to provide details of which registered qualification they would like the Fund to support and the rationale behind it. Qualifications must fall within Careerforce's current TEC coverage.</p>
<p><b>35.</b> When will the Orderlies qualification be launched?</p>	<p>This qualification is still being developed by the Sector Panel and a launch date has not yet been identified. The next Sector Panel meeting is scheduled for 10 March 2010 at which we expect more information regarding timeframes.</p>
<p><b>36.</b> Our organisation has embedded the NC in Community Support Services (Foundation Skills) L2 as part of our induction training. We would now like to offer this programme to other health and disability providers in our region. Would we be eligible to access this funding to support the expansion of the programme we offer into the wider community?</p>	<p>Yes, this appears to meet the criteria as a 'lead employer' approach with the intention of the programme to include employees from more than one employer who have not previously enrolled in the NC in Community Support Services (Foundation Skills) Level 2.</p>
<p><b>37.</b> Would the Trust support an application for paying the qualification fees for a collaborative programme between a health and disability provider and an education provider?</p>	<p>No. Please refer to the Programme Guidelines document which outlines the trustee's selection criteria. This document also indicates that funding cannot be used for paying trainee's qualification fees.</p>
<p><b>38.</b> Would a programme that included supporting ESOL staff and those with low literacy working eventually</p>	<p>This programme appears to fit the criteria however we would suggest you contact <a href="mailto:louise.hawkins@careerforce.org.nz">louise.hawkins@careerforce.org.nz</a> to identify TEC funding opportunities for the literacy</p>

towards a national certificate be considered by the Trustees?	component.
<p><b>39.</b> Would the Trust support an application for the development of an electronic resource (e.g. CD Rom) for the level 3 NC in Community Support Services (Core Competencies)?</p>	<p>No. If there is sufficient demand, Careerforce would see the development of a CD Rom for the NC in Community Support Services (Core Competencies) Level 3 as part of their 'core' business and therefore not funded through the Workplace Training Innovation Programme.</p>