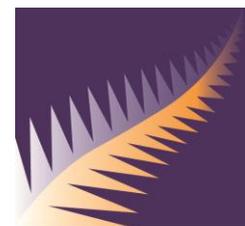


# TRAINING AND WORKFORCE DEVELOPMENT FUND APPLICATION INFORMATION – ROUND 15



INCLUSIVE NZ  
a network for change

## FUND PURPOSE

The Training and Workforce Development Fund supports Employment, Participation and Inclusion Service providers to improve and develop their services through learning and training.

The purpose of the Fund is to enable the staff of MSD funded Employment, Participation and Inclusion Services to access a variety of training options relevant to their positions and that contribute to the effective delivery of disability supports in line with government direction.

Training should be available locally or extramurally through polytechnics, universities or other NZQA recognised providers, or provided through attendance at agreed seminars or workshops in New Zealand.

To date fourteen rounds of the Fund have been completed. Funding is now available for Round 15, which will cover training to be completed between 1 July 2017 and 30 June 2018.

## ELIGIBILITY

The Fund is available to staff members of organisations contracted by the Ministry of Social Development National Office to provide employment, participation and inclusion services for people with disabilities.

### Eligibility Criteria:

- Staff must be in positions that are either:
  - permanent, paid and full-time (30 hours + per week); OR
  - permanent, paid and part-time (15 – 29 hours per week); OR
  - on fixed term contracts for a minimum of 12 months and who are applying in the first 3 months of their contract.

Applications from staff who work between 10-15 hours per week and have a history of working in the sector will be considered on a case by case basis.

- Staff must be employed in the provision of MSD employment, participation and inclusion services. This includes those in management, administrative and front line support staff roles. People receiving an employment, participation and/or inclusion service(s) from a provider are not eligible.
- Training courses must **not** be subsidised or funded from another source. Exceptions will be made for relevant courses provided by the sector's Industry Training Organisation, Careerforce.
- Training courses must be for development purposes, not to meet an organisations minimum responsibilities and accountabilities under legislation or guidelines e.g. requirements for a minimum number of staff to hold current first aid certificates.
- Funding will not be approved for courses which have been completed or commenced at the time of application.

- No more than five staff members per organisation (or workplace location) can be funded to attend the same course at the same time. If, however, applicants can demonstrate that training for a larger group is a cost-effective option then exceptions may be made.  
NB. *If you are a national or regional organisation with multiple offices or worksites this means that no more than five staff members from the same workplace location can attend the same course at the same time.*

## FUNDING LEVELS

There is no set amount payable; however, grants provided from the fund will not exceed \$4,500 per person (GST inclusive).

Grants will cover actual and reasonable costs relating to registration in a particular course of study excluding textbooks, accommodation and travel.

Individuals may apply to the fund more than once provided that the total amount applied for, **across all rounds**, does not exceed \$4,500. Applicants who have exceeded the \$4500 per person limit and who were employed in an employment, participation and inclusion service for more than six years will be eligible for extra funding up to \$2000.

### Selection Criteria

1. The proposed course of study will be beneficial to the applicant's organisation and be consistent with the intentions of the NZ Disability Strategy and the principles of Enabling Good Lives.
2. The proposed course of study will be relevant to the applicant's position.
3. The proposed course of study will be linked to the NZQA framework and provided by a recognised tertiary education provider **OR**
4. In some circumstances grants will be made for applicants to attend seminars or workshops where it can be demonstrated that attendance will contribute towards the applicant's professional development. Conference attendance and professional supervision is not considered to be training for the purposes of the Fund.
5. The applicant's employer agrees to support the applicant to undertake the course by providing study time *and/or* time to attend classes *and/or* accommodation and travel costs if applicable.
6. Preference may be given to applicants who can demonstrate they are in some way disadvantaged in their access to training opportunities.

Courses of study delivered outside of New Zealand will not be eligible for grants.

## TIMETABLE FOR APPLICATIONS

Applications are now being accepted for training that will be completed by 30 June 2018.

**Please allow six weeks for the processing of applications.** Failure to provide accurate or completed paper work may result in delays in processing your application.

If your organisation has applied for funding in a previous round and has not returned all invoices, receipts or evaluation forms, your application may be delayed.

## GRANT APPROVAL

Applicants will be notified in writing when their application is approved. **Payment is made by reimbursement.** Please remember to request a receipt from your training provider.

To obtain reimbursement applicants will be required to supply:

- evidence of registration in the approved course
- a **receipt** for the registration fee
- a GST invoice for the approved amount

Reimbursement for the approved amount will then be forwarded to the applicant's organisation.

Grant recipients will be required to supply evidence that the course has been completed. Those undertaking study towards a qualification will now also be required to provide proof that the funded course, paper or unit standard has been passed. If the course is not completed and/or passed a refund of the grant may be required.

## ENQUIRIES

Inclusive NZ

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