

## TRAINING AND WORKFORCE DEVELOPMENT FUND



### APPLICATION INFORMATION

#### 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, including gender pay equity. 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.

Applicants will be considered on an ongoing basis, with a first come first serve process.

#### 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.

#### 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 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 four 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.

**Please allow 14 working days 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. Once the application is approved, you will need to send through an invoice from your organisation for the funds approved to [admin@nzdsn.org.nz](mailto:admin@nzdsn.org.nz)

To obtain payment applicants will be required to supply:

- evidence of registration in the approved course
- an **invoice** for the registration fee from the course provider
- a GST invoice for the approved amount addressed to NZDSN

Reimbursement for the approved amount will then be forwarded to the applicant's organisation. Once the course has been completed, grant recipients will be required to supply evidence that the course has been completed successfully. Failure to supply such evidence could result in full reimbursement to NZDSN.

### ENQUIRIES

NZDSN

Postal Address: PO Box 2653, Wellington 6140 Physical Address: Level 8, 86-90 Lambton Quay, Wellington 6011 Telephone: 04 473 4678 Email [admin@nzdsn.org.nz](mailto:admin@nzdsn.org.nz)