

Ministry of Social Development Training Fund

NZDSN administers and manages the Workforce Training and Development Fund (the “MSD Training Fund”) on behalf of the Ministry of Social Development.

The Fund supports the staff of MSD-funded Employment, Participation And Inclusion Service providers to access a variety of training options relevant to their positions And that contribute to the effective delivery of disability support services.

The Fund supports the efforts for a better trained and more qualified workforce in disability employment support, participation and inclusion services and increases the capability of organisations to work in a way that reflects Government priorities.

The Target Group

The Fund is available to the staff of Employment, Participation and Inclusion service providers contracted by MSD, to support them to achieve sector-specific qualifications.

Eligibility Criteria

The eligibility criteria are subject to change in order to make the best use of the available funding and to respond to changes in the sector.

Applicants

Applicants must be directly employed in the provision of MSD-contracted Employment, Participation and Inclusion services, including management, administration and front-line roles.

The applicant’s employer will have agreed to support the applicant to undertake study providing study time and/or accommodation and travel costs if applicable.

In order to be considered for funding applicants must be in positions that are:

- 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 three months of their contract.

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

Preference may be given to applicants who can demonstrate they are in some way disadvantaged in their access to training opportunities.

Training Courses and Funding

The Fund covers actual and reasonable course fees. It does not cover textbooks, accommodation or travel.

Eligible courses must be:

- Delivered in New Zealand
- Beneficial to the applicant’s organisation

- Be consistent with the intentions of the New Zealand Disability Strategy and Government priorities, including Enabling Good Lives
- For development purposes and relevant to the applicant's position
- Linked to the NZQA framework and provided by a recognised tertiary education provider or be a seminar or workshop where it can be demonstrated that attendance will contribute to the applicant's professional development.

Funding will not be approved for:

- Courses required to meet an organisation's minimum responsibilities and accountabilities under legislation or guidelines, eg: requirements for a minimum number of staff to hold current first aid certificates
- Courses that have been completed or commenced at the time of application
- Conference attendance or professional supervision
- Courses subsidised or funded from another source, with the exception of relevant courses provided by Careerforce.

Fund Management

NZDSN manages the volume of applications for assistance within maximum individual funding limits and the total available fund.

Administering the Fund

NZDSN administers the Fund using an applicant selection process approved by MSD.

The Fund can be used in conjunction with other training grants provided to the provider, allowing subsidised training opportunities.

The funding for any eligible person or organisation cannot exceed the maximum funding limits of \$4,500 (GST inclusive) for people who have worked in the sector for less than six years and \$6,500 (GST inclusive) for people who have worked in the sector for six years or more.

NZDSN will reimburse the applicant's employer on receipt of evidence of registration in an approved course, a receipt for registration fee and a GST invoice from the Employer.

Managing Applications

The process for managing applications will be:

- NZDSN receives an application to cover the costs of an education, training or development opportunity
- The application is considered in terms of the eligibility criteria, the limits of the total funding available, and the maximum funding limit for any one person or organisation
- The applicant is advised in writing by NZDSN of the outcome of their application
- The employer is reimbursed for the actual and reasonable costs of the approved training course or development opportunity on receipt of evidence of registration in an approved course, a receipt for the registration fee and a GST invoice from the employer.
- NZDSN will review evidence that each approved course has been completed or the paper or unit standard has been passed and seek a refund if the applicant has not passed their course.
- Applications will be processed by NZDSN within 20 working days.

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.

Applications for the MSD Training Fund must be on the approved Application Form.

Find out more and apply now

Criteria for MSD Training Fund

[Criteria for Funding Application – PDF](#)

[Criteria for Funding Application – Word](#)

Application Form

[Training Fund Application – PDF](#)

[Training Fund Application – Word](#)

Frequently Asked Questions

[MSD Training Fund Frequently Asked Questions](#)