



Workplace Literacy and Numeracy Fund

Applying for funds through the employer strand – Information to Support Applications

Table of Contents

1. Introduction.....	3
2. Employer and programme eligibility requirements.....	3
2.1 Employee eligibility.....	3
3. Funding for programmes	3
3.1 Second-year funding	4
4. Use of funding.....	4
4.1 Sustainability	4
5. Programme delivery: in-house or third-party trainer	4
5.1 Qualification requirement for adult literacy and numeracy tutors	5
6. Developing and submitting an application	5
7. How applications will be assessed	6
7.1 Requesting additional information.....	6
8. If an employer is successful	6
8.1 Applying for an EDUMIS number	6
8.2 Using the Assessment Tool	7
8.3 Reporting requirements.....	Error! Bookmark not defined.
8.4 Monitoring requirements	Error! Bookmark not defined.
8.5 Funding recovery	Error! Bookmark not defined.
Appendix 1: Resources.....	8
Getting started.....	8
Tutor information	8
NCALNE(Voc).....	8
Assessment Tool.....	8

1. Introduction

When employees can't read, write, add numbers or measure correctly, it can cost your business. The costs come from higher accident rates, higher staff turnover rates, missed deadlines, unnecessary wastage and mistakes. But there is good news. A well-trained, highly literate and numerate workforce will help your business be more productive.

Employers interested in building the literacy and numeracy skills of their employees can apply for funding through the employer-led strand of the Workplace Literacy and Numeracy Fund (the Fund). The Fund has been established to help employers provide high-quality literacy and numeracy programmes that are relevant for their specific workplace. These programmes may include training and activities (such as professional development) that will help develop the literacy and numeracy skills of employees.

2. Employer and programme eligibility requirements

To be eligible to receive funding, the employer must be a body corporate and must provide a literacy and/or numeracy programme to a minimum of **20 staff**.

The Fund supports the provision of tailored literacy and numeracy programmes that are contextualised to applicants' workplaces and delivered to employees with low literacy and/or numeracy skills. The tuition must be delivered at the intensity of 40 hours over a 10 to 40 week period. The total hours of tuition delivered should be at an average rate of 40 hours per learner.

2.1 Employee eligibility

Employees who are not always able to perform the reading, writing, numeracy or digital technology demands of the job or who have insufficient English language to communicate at work may be eligible.

To determine an employee's skill level in literacy and numeracy employers must use the Literacy and Numeracy for Adults Assessment Tool (Assessment Tool). The full set of eligibility rules is available [here](#) on the TEC website.

Employees must also:

- be New Zealand citizens or permanent residents
- be employed in the paid workforce
- not be full-time students or simultaneously accessing other TEC-funded programmes.

3. Funding for programmes

Funding for programmes is capped at \$3,700 (GST exclusive), per employee for an average of 40 hours of training. All costs are to be calculated exclusive of GST.

Employers are able to receive funding for a maximum of two years. Employers wishing to receive two years of funding must still submit an application each year.

3.1 Second-year funding

Employers who are applying for a second year of funding should specify this in their application form and note any changes they plan to make for their second year. Emphasis should be put on how literacy and numeracy will be integrated into workplace training and practices following the second, final year of funding. Note: This is a competitive process and there is no guarantee that because a programme has been funded the first year it will be funded a second year.

Funding may be revoked if employers do not continue to meet the eligibility requirements for the duration of the funded programme.

4. Use of funding

Employers receiving support through the Fund must use the funding solely for the purposes of the activities contracted, responsibly, and in a manner consistent with the appropriate use of public funds.

Workplace Literacy and Numeracy funding **cannot** be used for:

- capital items, such as computers, software purchase costs
- employee wages
- relief employee wages covering employees released for literacy and numeracy support
- course enrolments or exam fees
- major development of learning tools and materials
- administration costs not directly related to the programme
- unreasonable resource development/preparation time
- employee professional development that does not specifically focus on gaining fundamental literacy and numeracy skills in the workplace, including for the purposes of delivering literacy or numeracy training (for example, train the trainer programmes).

The TEC expects that businesses will make a reasonable contribution to the cost associated with the workplace literacy and numeracy programme.

4.1 Sustainability

Workplace Literacy and Numeracy funding for employers is intended to be “seed funding”. This means the TEC expects employers to use the Fund to develop the company’s own sustainable approach to employee literacy and numeracy, which can be maintained within the organisation after the funding period is completed. This should be fully explained in the employer’s application.

5. Programme delivery: in-house or third-party trainer

Employers should consider the needs of their employees and business when determining the type of trainer they will use. There are differing benefits and requirements from delivering a programme through in-house trainers and third-party trainers.

In-house trainers may allow more flexibility for the employer. Because in-house trainers are more familiar with their work environment, they may also be able to more readily embed literacy and numeracy within the workplace. In addition, by committing to an in-house resource, an employer may be able to build a more sustainable literacy and numeracy programme that can

be used across the workplace for the long term. Note that professional development for in-house trainers (training for the trainer) which is a requirement is not an expense that is covered through this Fund.

Third-party trainers may have more breadth in terms of their expertise and knowledge. They may also be able to provide an independent assessment of a workplace that could be important in determining the level of literacy and numeracy issues and the best way to address those issues. A [list](#) of approved workplace literacy providers is maintained by the TEC.

5.1 Qualification requirement for adult literacy and numeracy tutors

Tutors will need to have an appropriate qualification such as the National Certificate in Adult Literacy and Numeracy Education (Vocational/Workplace) which is known as NCALNE (Voc). Other qualifications are considered appropriate if they include content and outcomes related to embedding literacy and numeracy in a New Zealand context. This includes both in-house and third party trainers for the Fund.

The TEC expects all foundation level tutors to be skilled at using the TEC's educational resources (such as the Learning Progressions and the Assessment Tool), to know how to embed literacy and numeracy effectively in teaching activities and to be able to meet the needs of adult New Zealanders effectively.

While the Fund cannot be used for training the trainer, the government does award 145 Adult Literacy Educator Grants (ALEG) to individuals each year to support the costs of completing their NCALNE (Voc) qualification. These scholarships are available via two private training establishments: [VisionWest](#) and [ALEC](#) Ltd. Scholarships are allocated on a first-come, first-served basis. The NCALNE (Voc) can also be achieved through a semi-supported massive online open course (MOOC) which can be accessed through [Pathways Awarua](#).

Learn more about the tutor qualification [requirement](#).

6. Developing and submitting an application

The Industry Training Federation (ITF) has been contracted by the TEC to manage the Skills Highway programme, which supports the Fund. The ITF is required to protect commercially sensitive, confidential, and private information from applicants.

The ITF can provide advice to employers wishing to develop an application for funding. If your business is interested, contact the ITF's Programme Manager Nicky Murray on 04 8943 190 or email Nicky@itf.org.nz (please insert **Workplace Literacy and Numeracy Fund enquiry** in the subject line).

Please use the Workplace Literacy and Numeracy application form to submit your application. The form contains the assessment criteria against which your application will be considered.

Applications must be made on the Workplace Literacy and Numeracy application form provided by the TEC. Application forms can be downloaded from the TEC website.

Completed applications and any accompanying evidence must be emailed in Word and PDF format to the TEC, not the ITF, at Employer-led-WPL@tec.govt.nz and clearly identified as **Workplace Literacy and Numeracy Funding Application for Employers**.

The application process remains open while there is money left in the Fund for the TEC to invest. Assessments of applications will happen as applications are received. The first assessment panel is planned for late October 2015.

7. How applications will be assessed

The TEC will consider applications against the assessment criteria and requirements as noted in the application.

The TEC may also request further information or a resubmission from applicants where aspects of the programme are not clear.

The TEC may also request information on an employer's previous access to Workplace Literacy and Numeracy funding (if applicable).

Research, employer reports, and direct employer engagement show that we can identify high quality investment in literacy & numeracy when focusing on the employer's productivity problems.

High quality is marked by:

- a clear articulation of the productivity problems of the employer that literacy and numeracy training can address,
- understanding and measurement of employee practices that need to change to improve productivity,
- measurement of employees literacy and numeracy using the Assessment Tool pre- and post-training intervention, and
- concern for and reporting of personal outcomes for employees that then contribute to a higher performing workplace.

The TEC believes that clarity in these areas supports a sustainable organisational culture of using training, including literacy and numeracy training.

7.1 Requesting additional information

If the TEC requires the submission of further information, this must be provided within 10 business days of the request. If the information is not satisfactory or provided within the required timeframe then the TEC may request that the application be resubmitted in a subsequent funding round.

8. If an employer is successful

The detailed reporting and monitoring requirements, as well as other terms and conditions, will be set out in a funding letter to be agreed between the successful applicant and the TEC.

What follows are a few things for successful employers to know.

8.1 Applying for an EDUMIS number

All recipients of government tertiary education funds must have an EDUMIS number, including employers in receipt of Workplace Literacy and Numeracy funding. An EDUMIS number can be

obtained by making application to the Ministry of Education by phone at 0800 422 599 or via email at moe.contactcentre@minedu.govt.nz.

8.2 Using the Assessment Tool

The Assessment Tool is an online adaptive tool that provides robust and reliable information on the reading, writing and numeracy skills of adults. Employers must use the Assessment Tool at the beginning of the programme to identify employees' literacy and numeracy skill levels, and their eligibility to be funded.

Individuals who are not eligible may still participate in the proposed programme, but will not be funded through the Fund. The Assessment Tool must also be used at the end of the programme to measure the learning gains made by employees

8.3 Reporting requirements

The reporting periods and submission dates will be stated in the funding letter. A reporting template will be provided.

8.4 Monitoring requirements

The TEC will monitor key aspects of the programme through the progress and final reports. This includes employee participation, the number of hours and weeks of training per employee to ensure that the funding requirements are met.

Other information, such as employee satisfaction and general results of the programme on individual business outcomes may also be requested.

8.5 Funding recovery

If the results of an audit, reporting or statistical returns indicate that the amount of a payment of funding provided was greater than it should have been, the amount of the over-funding will be repayable to the TEC on demand.

Appendix 1: Resources

Below are links to resources that may give employers ideas on how to set up a literacy and numeracy programme in their workplace.

Getting started

A good place to start is in the “Employment Issue Definition Tool” section of the Skills Highway [website](#). Use the issue definition tool to answer a few quick questions to find out if introducing literacy and numeracy training could help your employees and strengthen and future-proof your business. In other sections, you’ll learn about preparing a business case, training options, getting started, measuring success, and how to make a programme sustainable. You will also find a series of case studies to learn how organisations just like yours made literacy and numeracy a priority – and what it’s meant for their businesses and their employees.

Tutor information

The TEC’s 2014 [list](#) of Workplace Literacy and Numeracy training providers.

The National Centre of Literacy and Numeracy for Adults has a number of [resources](#) that may assist tutors and those establishing programmes within their workplace. Click on ‘educators working in the workplace’ for a compilation of resources for those in workplaces.

NCALNE(Voc)

This qualification is useful because it has the content and outcomes related to embedding literacy and numeracy in a New Zealand context.

- NCALNE (Voc) – [Alec](#)
- NCALNE (Voc) – [VisionWest](#)
- NCALNE (Voc) MOOC – [Pathways Awarua](#)
- NCALNE Lite (this is not a replacement for the requirement for tutors, but may be a useful for others in your organisation to build capabilities) – [Pathways Awarua](#)

Assessment Tool

- [Overview of Assessment Tool](#)
- [Assessment Tool support](#)