Workplace Literacy and Numeracy Fund

Applying for funds through the employer strand – Application Form

Employer-led Workplace Literacy and Numeracy Fund

Application Form

Employers wishing to apply to the employer strand of the Workplace Literacy and Numeracy Fund (the Fund) are required to complete the application form below.

When completing your application, refer to *Employer-led Workplace Literacy and Numeracy Fund - Information to Support Applications*. This document contains information about literacy and numeracy, the Fund, the application process and reporting requirements. The assessment criteria against which applications will be considered can be found within this document.

Key things to know when applying for the Fund

The Fund helps employers provide high-quality literacy and numeracy programmes that are customised for their workplace and which help address productivity problems that have their root causes in literacy and numeracy issues among employees.

Employees who participate in the programme should be those with low literacy and/or numeracy skills, including low digital literacy skills. This may include: difficulties in understanding written and/or verbal instructions, completing forms, reporting verbally and/or in writing, understanding and/or completing basic calculations, and/or having English as a second language.

The Fund is intended for individuals in the paid workforce. This includes employees as well as contractors and temporary staff working for the employer. The Fund must not be used for staff professional development for the purposes of delivering a literacy or numeracy programme. There is a fund for that purpose which employees may be eligible for – the Adult Literacy Educator Fund.

To be eligible for the Fund, programmes must:

- Provide a literacy and/or numeracy programme to a minimum of **20 staff**. This means a standalone programme that is relevant to the applicant's particular workplace 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.

- Use the Literacy and Numeracy for Adults Assessment Tool (the Assessment Tool) at the beginning of the programme to identify employees' literacy and/or numeracy skill levels. This is to ensure that the funding is targeted only at those employees with low skill levels. The eligibility criteria are available here on the TEC website. Individuals who do not meet the TEC eligibility criteria may still participate in the proposed programme, but should not be funded through the Fund.

- Use the Assessment Tool at the end of the programme to measure the learning gains made by employees.

If successful in receiving funding, applicants can commence their workplace literacy programme from late 2015.

The TEC has $1.5 million to invest in high quality delivery between now and June 30 2016. The TEC has a further $4 million to invest for delivery between July 1 2016 and June 30 2017.

1. Employer Details

Name of organisation:	
Organisation's postal address:	
EDUMIS number (if known)[1]:	
Chief Executive/General Manager who is responsible for this programme:	
Contact person/s: *This person/s must have a good understanding of the proposed programme and be able to be contacted by the TEC for at least 8 weeks from the application's submission date.*	
Contact person/s physical workplace address:	
Contact person/s role or position within the organisation:	
Phones:	
Mobiles:	
Email:	
For a company: *Note the Companies Office registration number here and provide a copy of your company's registration certificate as an appendix.* For other organisations: *Describe your legal status.*	

TEC Assessment Criteria

- Companies Office registration number stated.
- Copy of the registration certificate provided.

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[1] All recipients of government tertiary education funds must have an EDUMIS number, including employers in receipt of workplace literacy funding. An EDUMIS number can be obtained by making an application to the Ministry of Education. Call 0800 422 599 or email MoE.ServiceDesk@minedu.govt.nz. If your organisation does not have an EDUMIS at the time of applying, you may wait until the outcome of your application is known.

2. Organisation Information

This section contributes up to 25% of the application's total assessment result.

1) State the industry area(s) your organisation operates in (for example, retail, manufacturing, construction).

2) List your organisation's main activities (for example customer service, food processing, and building).

3) Briefly describe your organisation's structure (for example, single site, multi-site, franchise).

4) State below the estimated number of ALL permanent employees in your organisation and the number of employees within each ethnic group.

Total number of employees in the organisation	New Zealand Māori	Pasifika	New Zealand European	Asian	Other

5) List any industry training organisations (ITOs) or tertiary education organisations you currently work with, and briefly describe the nature of the relationship.

6) In terms of employees having low literacy and/or numeracy skills and/or English as a second language, briefly describe the workplace issues your organisation experiences and how this impacts on your business, including the way the organisation measures this impact. For example:

- Difficulties in understanding written instructions results in ….
- Difficulties in communicating via writing results in …
- Difficulties with using a computer results in …
- Poor completion of health and safety forms results in …

7) If you are an applicant (or a subsidiary of an applicant) who has previously received funding through the employer strand of the Fund, please provide an explanation on why you are applying again?

TEC Assessment Criteria

- Industry area/occupation types in one or more of the following priority areas[2]:
    - Agriculture, forestry and fisheries
    - Manufacturing
    - Construction
    - Retail and wholesale
    - Transport and communication
    - Plant and machinery operators (any industry)
    - Assemblers or labourers (any industry)
    - Health and safety focused (any industry).

- Employee ethnicity – percentage of employees identifying as Māori and/or Pasifika[3].
- Do any links with ITOs or tertiary education organisations overlap with the application.
- Is there evidence that the employer measures the impact of literacy and numeracy deficiency such that the results of a literacy and numeracy programme can measured by changes in workplace practice?
- If this is a request for an additional round of funding, does the application explain why more funding is needed, and is that need justified?

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[2] Applications in these areas will be given a higher priority than those outside these areas.

[3] Applications from employers with higher numbers of Māori and/or Pasifika employees will be given a higher priority than those with fewer employees in these groups.

3. Proposed Programme

This section contributes up to 60% of the application's total assessment result.

8) Outline the content of your proposed programme and how it will address the workplace issues that you described in 6). Note: As you are proposing this programme for TEC funding the proposed programme must • provide **explicit** literacy and/or numeracy training • be a **standalone** literacy and/or numeracy programme contextualised to the workplace of the applicant. The proposed programme must not be literacy and/or numeracy training which is part of, or attached to, another workplace training programme.
9) Describe how your proposed programme will complement any current training system within your organisation. This may include examples of how it will be linked to inductions or be a prerequisite to other specific training programmes or qualifications.
10a) State your proposed programme's delivery modes (for example, one-to-one, groups, size of groups, classroom, on-the-job, e-learning).
10b) State your proposed programme's delivery locations (for example, on-site, off-site, mixed).
10c) State your proposed programme's delivery times and amount of time to be spent (for example, two hours a week during work hours).

11a) State the delivery approaches of the proposed programme.			
In-house personnel	Yes/No	Contracted third party	Yes/No

Note: Any third party must be approved by the TEC before they are contracted. Please see the *Workplace Literacy and Numeracy Fund – Applying for funds through the employer strand* for further information.

11b) If you intend to have a **contracted third party** delivering some, or all, of the proposed programme, provide the name of that third party.

11c) If you intend to have **in-house personnel** delivering some or all of the proposed programme, outline the process by which you will ensure that these personnel are skilled and/or appropriately qualified for the role.

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.

12) Total number of employees participating in the proposed programme. *Note: the minimum number of employees is 20.*	Employees
13) Expected number of hours of the programme per employee.	Hours per employee
14) Expected number of weeks of the programme per employee.	Weeks per employee
15) Expected start date of proposed programme.	Expected end date of proposed programme (including any recess periods).

Note: The proposed programme should not go beyond two years. TEC may need to negotiate actual start and end dates with you if your application is successful.

TEC Assessment Criteria

- Is the proposed programme content coherent, explicit, and standalone, and is it clearly tied to addressing the workplace issues identified in the previous section?
- If contracting a third party, is that third party on the list of those approved by the TEC?
- If delivering in-house, is there evidence that the applicant has a staff member with the required qualifications?
- Do the numbers of participants, hours and weeks of the programme satisfy the minimum requirements?

4. Sustainability – Future Organisational Capability

Note: This Fund is intended as seed funding. The objective of this seed funding is to encourage an organisation to grow its own sustainable workplace literacy and numeracy systems and processes, and to establish the capability and capacity to address low literacy and/or numeracy skills in the workplace on an ongoing basis.

This section contributes up to 15% of the application's total assessment result.

16) Describe how you expect this initiative will help your organisation ensure that the literacy and numeracy needs of your employees **will continue to be addressed beyond the end of your proposed TEC-funded programme**.

Describe how your organisation will build the infrastructure (systems and processes) required to maintain sustainability.

Examples may include:

- what processes you will establish to verify employees' literacy and/or numeracy skills

- the systems you will have in place to provide a structured programme to address low literacy and/or numeracy skills (via appropriately skilled and/or qualified in-house personnel or a contracted third party)

- how you will document and monitor the literacy and numeracy programme for employees and identify other training opportunities or qualifications they may be eligible for

- what processes you will follow to embed literacy and numeracy into induction training (via appropriately skilled and/or qualified in-house personnel or a contracted third party)

- what processes you will follow to embed literacy and numeracy (for example, in-house training materials, work orders, operating procedures)

- how you will ensure that specialist training providers (for example, forklift, crane, first aid) embed literacy and numeracy into their programmes.

- how you will ensure ongoing management support for the investment required once TEC funding ceases.

TEC Assessment Criteria

- Overall, does the applicant understand that funding is to ensure the integration of literacy and numeracy into workplace training practices for the long term?
- Does the application satisfactorily describe how it intends to achieve sustainable practices in this area?

5. Proposed Budget

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 (including the development of an alternative assessment tool)

- administration costs not directly related to the programme

- unreasonable resource development/preparation time

- employee professional development that does not specifically focus on gaining 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 workplace literacy and numeracy programme.

Investment

Total Employer Investment	$		
TEC funding sought:	$	**TEC contribution per employee (to a maximum of $3,700 per person):** *To calculate this cost, divide the TEC funding sought by the number of employees participating in the programme.*	$
Total programme cost:	$		

TEC Assessment Criteria

- Is the TEC contribution per employee within the maximum?
- Is the employer's contribution reasonable?

6. Declaration and Authorisation

This section must be signed by your organisation's Chief Executive/General Manager or a designated authority on their behalf.

- I agree that there is senior management commitment to the proposed programme.

- I agree that the focus of this proposed programme is solely on employees with **low literacy and/or numeracy skills**.

- I agree that the **Literacy and Numeracy for Adults Assessment Tool** (Assessment Tool) will be used for all employees targeted for this proposed programme.

- I agree that support through this Fund will only be used for eligible employees.

- I confirm that our organisation is not currently using workplace literacy and numeracy services from a tertiary education organisation that is funded through a different strand of the Workplace Literacy and Numeracy Fund.

I declare that to the best of my knowledge the information given in this application is true and correct.

Signature: Date:

Name:

Title:

TEC Assessment Criteria

- Has the application been signed by a senior staff member of the employer (and not any third party partner)?

Submitting this Form

Please send a Word document and a PDF of your completed funding proposal template and any accompanying organisational evidence electronically to the TEC at Employer-led-WPL@tec.govt.nz.

Ensure that your email subject line contains: **Workplace Literacy and Numeracy Funding Application for Employers – [Date of application].**

If you are unable to send your application electronically, you can post or courier it to:

Tertiary Education Commission
PO Box 27048
Wellington 6141
New Zealand
ATTN: Employer-led Workplace Literacy and Numeracy Fund

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.