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**Te Puni Kōkiri Cadetship Initiative Fund**

**Funding Guidelines**

**and**

**Application Form**

**2017/18 and 2018/19**

For employers applying to the 2017/2018 and 2018/2019 Cadetship Initiative Fund

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# Introduction

This document is a guide for how to apply for the Cadetships Initiative Fund (‘the Fund’). Te Puni Kōkiri will invest up to $3.5 million (GST exclusive) for the initiative in each of 2017/18 and 2018/19.

The document sets out the eligibility criteria, the assessment criteria for the Fund and describes the application process. The document includes an Application Form for employers to apply for the Fund.

# Outline of the Fund

The goal of the Cadetship Initiative is to support Māori to achieve their potential in the workplace, and contribute to thriving, innovative and resilient businesses. The Fund was originally developed by Te Puni Kōkiri as part of the wider response to the Prime Minister’s 2009 Job Summit and the 2009 Māori Economic Development Summit. TPK partners with eligible employers to:

* support structured and tailored mentoring, training and development, and skills and qualifications-acquisition, for Māori staff in permanent jobs
* support the development of a skilled, productive, and resilient Māori workforce
* provide funding to the employer of up to $10,000 per cadet per year
* promote more productive and connected businesses.

The Cadetship initiative is a labour market demand-side intervention, and is therefore focused on meeting employer needs – employers are responsible for the identification and employment of eligible cadets; cadets may be already working or recruited directly as cadets, but must be in permanent, full-time roles.

The Fund is not explicitly designed to be a ‘wage/salary subsidy’.

# Outcomes of the Fund

The intended outcomes of the Fund are that:

* Cadets gain work experience and skills, and are equipped to compete and thrive in the labour market
* Businesses employ more Māori, especially in senior leadership roles
* The Māori workforce is highly-skilled, more resilient and productive, and well-positioned to withstand external challenges such as recessions
* Workplaces are more productive, with less staff turnover and closer engagement with iwi, hapū and whānau
* Whānau are more resilient, wealthier and better connected to the labour market.

# Eligibility criteria

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| **Eligibility criteria for participating employers** |
| * Employers must employ Māori cadets **full-time** for at least 6 months, with a structured training component, preferably linked to an NZQA-recognised qualification[[1]](#footnote-1) * **Labour market relevance**. Employers must be from one of the targeted national sectors, and/or should be able to demonstrate one or more of the following:   + technological advancement, including adapting and enhancing existing technologies, and use of research and development to improve workplace efficiency & productivity   + operating in a niche/specialised growth market with opportunities for scalability   + track record of constructive engagement with iwi, whānau and Māori communities   + operating in regionally-important sectors   + opportunities for progression for Māori staff through existing established company HR policies and procedures. * **Targeted national sectors** include the following, based on the Ministry of Business, Innovation and Employment (MBIE) growth forecasts[[2]](#footnote-2):   + Construction and Utilities (incorporating Energy and Infrastructure)   + Business Services (incorporating Telecommunications)   + Transport and Logistics   + Food Processing   + Knowledge-intensive Manufacturing   + Hospitality and Tourism   + Primary Industries (not including forestry) * Employers must have **sufficient resources and capability** to provide structured **mentoring**, **training**, access to **promotion opportunities**, diverse **workplace experiences**, and other **tailored support** for cadets * Employers must be registered with the NZ Companies Office i.e. are a company, society or registered trust * Preference will be given to applications from employers seeking to recruit cadets **aged 16-24**, provided the application meets the other requirements * An individual cadet can only be supported once in their career with a specific employer * **No other Government funding will be used to** support the cadet while on the programme (other funding could however be used to provide training and development for potential cadets before they join the programme). |

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| **What is not funded?** |
| * New Zealand Apprenticeships– these are funded by the Tertiary Education Commission through Industry Training Organisations (ITO) * Entities stablished under or governed by the State Sector Act 1988, Crown Entities Act 2004, Education Act 1989, Crown Research Institutes Act 1992, the Local Government Act 2002, or an entity that is 50 percent owned by one or more of those types of entity * Establishment of role/s to manage or administer an employer’s Cadetship programmes * Pre-employment and/or trade training courses * Training or courses leading to a degree or other professional qualifications * Domestic Travel (e.g. accommodation, mileage), unless prior agreement is received from Te Puni Kōkiri; * Digital equipment (e.g. laptops, digital cameras) * Purchase of clothing/footwear, unless prior approval is received from Te Puni Kōkiri. |

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# Assessment criteria

The assessment process will use the following criteria and weightings to assess applications[[3]](#footnote-3):

|  |  |
| --- | --- |
| **Assessment criteria for applicants** | **Weighting** |
| **Capability and capacity of the employer to support the proposed cadetship programme and deliver the proposed outcomes**, encompassing:   * full-time employment in a permanent role for every cadet * structured and tailored mentoring with an individualised training (preferably linked to a recognised qualification (Level 3 to Level 6 on the NZQF[[4]](#footnote-4)) and development plan for each cadet * opportunities to progress within the organisation * a diverse range of workplace experiences * other tailored support, as appropriate, for cadets. | **40%** |
| **Content of the proposed Cadetship programme, encompassing anticipated benefits to the employer**: the benefits, results, programme content and activities, and proposed outcomes (e.g. improving workplace productivity, reducing staff turnover, improving links to whānau and Māori communities, implementing HR policies supporting the development of a diverse workforce including recruitment, retention and development of Māori staff). | **20%** |
| **Enhancing the skills, qualifications and employability of cadets**: the extent to which the proposed programme and activities are linked to increasing the skills, knowledge, qualifications and employability of cadets. | **20%** |
| **Labour market relevance,** encompassing either being in one of the national targeted sectors, and/or providing evidence of growth prospects, and/or established links to whānau and Maori communities, characterised by one or more of the following**:**   * technological advancement, including adapting and enhancing existing technologies, and use of research & development to improve workplace efficiency & productivity (e.g. established links to Crown Research Institute or University research activities) * operating in a niche/specialised growth market with opportunities for scalability and expansion (e.g. recent growth in turnover with clear evidence of increased demand for products and services) * track record of constructive engagement with iwi, whānau and Māori communities * operating in regionally-important sectors (as evidenced by e.g. inclusion in Regional Economic Growth Plans) * opportunities for progression for Māori staff through established company HR policies and procedures. | **20%** |
| **Total weighting** | **100%** |

# Application and Assessment Process

## Application

Below are the main areas of the application that you need to ensure are completed.

* **Company Information**
* Matches the Companies Office Register.
* **Cadetship Programme**
* The number of cadets (new and/or existing employee(s)) stated on your application is the number that will be contracted for
* Confirmation that no other Government funding is being sought
* Any domestic travel costs (e.g. accommodation, mileage) and clothing/footwear costs will require prior agreement from Te Puni Kōkiri and this **must** be done at the application stage.
  + **Cadetship Budget**
* A maximum subsidy of $10,000 (GST exclusive) per cadet is available
* If your application is successful, the budget you provide in the application is the basis for ongoing reporting under the contract
* The budget should clearly state the funding being sought from Te Puni Kōkiri and the financial contribution made by your company
* The budget will exclude travel, accommodation, payments to external training providers, and business costs incurred for internal cadets.

## Submitting your application

Please submit your Cadetship application to our Te Puni Kōkiri Cadetship email address [cadetships@tpk.govt.nz](mailto:cadetships@tpk.govt.nz) ; OR, via your nearest Te Puni Kōkiri regional office. In that case an advisor will be able to discuss your application with you directly, clarify any points and will forward it on your behalf.

## Compliance

Please provide the following information with your application (a link to a website with the relevant information will suffice).

|  |  |
| --- | --- |
| Legal Status | Certification of Incorporation, or Certification of Incorporated societies or Charitable Trust or NZBN (The relevant registration numbers will suffice.) |
| Financial Statements | Current Financial statements/audited accounts for the most recent two years. Towards a financial year end, we may ask for draft accounts if deemed necessary to our due diligence. |

## Privacy Act 1993

Organisations collecting personal information on behalf of Te Puni Kōkiri, will comply with the provisions of the Privacy Act 1993.

Where Te Puni Kōkiri collects personal information from individuals, only information necessary to meet the requirements of this application will be collected. Individuals have the right to request access to information held about then at Te Puni Kōkiri, PO Box 3943 Wellington, and if appropriate may request that their information be corrected.

## Assessment Process

The assessment process will be undertaken by Te Puni Kōkiri. Te Puni Kōkiri may contact applicants to seek further information and/or to clarify issues before completing the assessment. All employers will be notified within 1 month of making an application.

# Funding agreement and reporting

## Funding agreement

Successful employers will be e-mailed a draft Cadetship funding agreement. Te Puni Kōkiri employs the Government Model Contract (GMC) standard across all its agreements, therefore the terms and conditions of the agreement are standard requirements. If the standard terms and conditions need to be varied, negotiations between Te Puni Kōkiri and the employer will occur.

## Reporting and payment schedule

You will be required to submit an interim progress report and final report to Te Puni Kōkiri over the life of the agreement. Templates for the interim report and the final report will be supplied by Te Puni Kōkiri.

While TPK will not require copies of every cadets’ training and development plans, and progress reports, all employers receiving funding from TPK may be subject to periodic sample checks from TPK to provide reassurance about appropriate use of government funding (this would encompass a sample check of information – anonymised – about individual cadets, including individual training and development plans, and progress reports).

All progress reports must be submitted on time otherwise if could have implications on further funding you apply for from Te Puni Kōkiri.

Note that employers that participate in the 2017/18 and 2018/19 Cadetships Initiative will be paid in three instalments – 25% of the contract value will be paid up-front. A further 60% of the total funding value will be paid after 3 months, on receipt of a satisfactory interim monitoring report, and the final 15% (with any reconciliations for lower than agreed performance) will be paid at the end of the funding agreement period, subject to Te Puni Kōkiri receiving a satisfactory final monitoring report.

## Publishing information about funded initiatives

If your application is successful, you should be aware that specific information about your application may be published. You will be contacted, where feasible, in advance of any information being published. The type of information published may include the following:

* Name of employer
* A short summary that describes your Cadetship programme, the start date and completion date
* Te Puni Kōkiri approved funding
* Information about the number and location/progress of cadets
* Outcomes achieved.

# Application form

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**Cadetship Initiative Fund Application Form**

**Company Information**

|  |  |  |
| --- | --- | --- |
| **Registered Company Name** | *This is the company name that is registered with the Companies Office, Societies and Trusts etc.* | |
| **Lead Contact** |  | |
| **Contact details** | **Landline** |  |
| **Mobile** |  |
| **E-mail** |  |
| **Second Contact** |  | |
| **Contact details** | **Landline** |  |
| **Mobile** |  |
| **E-mail** |  |
| **Address** | **Postal** |  |
| **Physical** |  |
| **Registered (if different from above)** | *This is the organisation’s address registered with the Companies Office, Societies and Trusts etc.* |

1. **When was your company established?**

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| --- |
|  |

1. **Describe the main business activities of your company.**

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|  |

1. **Te Puni Kōkiri has seven targeted industry areas, please select the industry that best describes your business.**

|  |  |  |
| --- | --- | --- |
| **TARGET INDUSTRY (select only one)** | | |
|  | Construction and Utilities (incorporating Energy and Infrastructure) | |
|  | Business Services (incorporating Telecommunications) | |
|  | Transport and Logistics | |
|  | Food Processing | |
|  | Knowledge-intensive Manufacturing | |
|  | Hospitality and Tourism | |
|  | Primary Industries | |
|  | Other (please identify) |  |

1. **How many staff does your company employ?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Number of Staff** | **Please Tick** | **Number of Staff** | **Please Tick** |
| **1-10** |  | **11-50** |  |
| **51-200** |  | **201+** |  |

1. **Please set out brief information about your organisation’s medium and long term growth prospects including the industry’s importance nationally and/or regionally, and any evidence (e.g. Regional Growth Strategies, Government forecasts) that supports this information.**

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1. **Please set out brief information about your organisation’s links to Māori communities, whānau and iwi.**

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**Your proposed Cadetship Programme**

1. **How many cadets will you be employing, and when do you plan for them to start on your Cadetships programme?**

|  |  |  |  |
| --- | --- | --- | --- |
| **New (Recruiting)** | Number starting on the cadetships programme each month | **Existing staff (Developing)** | Number starting on the Cadetship programme each month |
| June 2018 |  | June 2018 |  |
| July 2018 |  | July 2018 |  |
| August 2018 |  | August 2018 |  |
| September 2018 |  | September 2018 |  |
| October 2018 |  | October 2018 |  |
| November 2018 |  | November 2018 |  |
| December 2018 |  | December 2018 |  |
| January 2019 |  | January 2019 |  |
| February 2019 |  | February 2019 |  |
| March 2019 |  | March 2019 |  |
| April 2019 |  | April 2019 |  |
| May 2019 |  | May 2019 |  |
| June 2019 |  | June 2019 |  |
| **Total new staff** |  | **Total existing staff** |  |

1. **By ticking the box below you confirm that the new and existing cadets identified above have not previously been a cadet funded under the Te Puni Kōkiri Cadetship initiative at your organisation.**

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1. **Describe how you will identify and recruit your cadets (both new and existing staff), including any information about the steps you will take to seek cadets aged 16-24.**

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1. **Describe:**
2. **the benefits/results you expect to see for cadets**
3. **how you will know the benefits/results have been achieved by the cadets.**

|  |
| --- |
| **a.**  **b.** |

1. **Describe your proposed 2017/18 Cadetship programme:**

|  |
| --- |
| 1. **the outcomes it will achieve:** |
| 1. **the evidence that your organisation has the capability to deliver the programme effectively** |

1. **Explain how the Cadetship programme will benefit your organisation.**

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1. **Describe the mentoring arrangements for cadets and how you will incorporate these into personalised long term learning and development plans for each cadet.**

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1. **Briefly describe the contribution your company will make to your proposed Cadetships programme (e.g. funding, time, knowledge, skills, expertise, etc).**

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1. **Explain how you will know the extent to which the Te Puni Kōkiri Cadetships Initiative investment has been successful at your organisation.**

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|  |

1. **Describe any key risks to your proposed Cadetship programme and how will you mitigate and manage these.**

|  |  |
| --- | --- |
| **Key Risk** | **Mitigation/Management Strategy** |
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**Budget**

1. **Please set out your proposed budget/estimated costs for the Te Puni Kōkiri Cadetships funding, which is up to maximum annual subsidy of $10,000 (GST exclusive) per cadet (for at least 6 months).**

**[You may provide a spreadsheet with this information.]**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Cadet** | **Start month** | **Training cost**  **$** | **Mentoring costs**  **$**  **(*amount Te Puni Kōkiri will cover)*** | **Wage/ salary costs $ (*amount Te Puni Kōkiri will cover – up to 50% of total cost of wages)*** | **Other costs - travel**  **$** | **Other costs – clothing**  **$** | **Total Te Puni Kōriri contribution requested**  **$** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
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1. **What is the total funding you are applying for from Te Puni Kōkiri for your Cadetships programme? [Add any payment timing notes relating to the budget.]**

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| **$** |

1. **Please describe your organisation’s financial and in-kind contribution to the costs of training, mentoring and other support for cadets. ).**

**[You may provide a spreadsheet with this information.]**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Cadet** | **Training cost $ employer will cover *e.g. estimated value of paid days off for training*** | ***Value of* Mentoring costs to be covered by employer**  **$** | **Wage/ salary costs $ (*amount Employer will cover)*** | **Other costs - travel**  **$** | **Other costs – clothing**  **$** | **Total value of employer contribution**  **$** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
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1. **What is the total value of funding for this programme provided by your organisation for all cadets?**

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| --- |
| **$** |

**Declaration and sign off**

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| DECLARATION (This declaration is to be completed by an authorised signatory of your organisation) |
| In signing this Declaration, I certify that:   1. To the best of my knowledge, the information contained in this proposal is true and accurate 2. There exists no conflicts of interest for me, any other member of the organisation or employee of Te Puni Kōkiri, in making this application (where you are unsure of this issue please discuss with one of the Te Puni Kōkiri regional office advisors) 3. All sections of the application form have been completed; and 4. All supporting documentation required has been attached.   In signing this Declaration, I understand that:   1. There is no guarantee that my company will be successful in securing funding from Te Puni Kōkiri Cadetship Initiative Fund 2. If the application is successful, the name of my company and the Te Puni Kōkiri investment funding will be made available as part of Te Puni Kōkiri accountability for public funds 3. The information provided in this document can be used by Te Puni Kōkiri for statistical purposes and/or policy development 4. I (the applicant) along with the target group and beneficiaries of the proposed project may be required to participate in an evaluation of the initiative. 5. I (the applicant) will accept full accountability and responsibility for all requirements associated with the Cadetships initiative. |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(This Declaration must be signed by an authorised signatory)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. http://www.nzqa.govt.nz/assets/Studying-in-NZ/New-Zealand-Qualification-Framework/requirements-nzqf.pdf [↑](#footnote-ref-1)
2. http://www.mbie.govt.nz/info-services/employment-skills/labour-market-reports/forecasting/medium-long-term-employment-forecasts/document-image-library/medium-longterm-employment-outlook-2025.pdf [↑](#footnote-ref-2)
3. Note that applications need to score at least 60% to be considered for funding [↑](#footnote-ref-3)
4. http://www.nzqa.govt.nz/assets/Studying-in-NZ/New-Zealand-Qualification-Framework/requirements-nzqf.pdf [↑](#footnote-ref-4)