



Te Puni Kōkiri Cadetship Initiative Fund Application Guide 2015/2016

For employers applying for
the Cadetship Initiative Fund

November 2015

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1. Introduction

This document is a guide on how to apply for the Cadetships Initiative Fund ('the Fund'). The Fund is a \$3.5 million per year (GST exclusive) fund administered by Te Puni Kōkiri.

This document outlines the eligibility criteria, what is not funded or covered, the application process, and the assessment criteria for the Cadetships Initiative.

Key Information – Cadetship Initiative Fund

Important dates

Applications close –Round One	Friday 13 November 2015, 4:00 pm
Application Close – Round Two	Friday 20 November 2015, 4.00pm
Applicants advised funding decisions	Friday 4 December 2015 (indicative date)
Contract Finalisation	Friday 11 December 2015

Enquiries and further information

If you have questions about the Cadetships Initiative Fund, please email fundinginfo@tpk.govt.nz or phone on 04 819 6000.

All applications to the Cadetships Initiative Fund **must** be sent to the Te Puni Kōkiri email address cadetships@tpk.govt.nz by the due date otherwise it will not be assessed.

2. Outline of the Fund

The Cadetships Initiative was originally developed as part of Te Puni Kōkiri's wider response to the Prime Minister's 2009 Job Summit. Cadetships have historically provided a successful pathway for employment, offering a relatively inexpensive option for employers to recruit and develop capability and for Māori cadets to gain confidence, employment experience, general and job-specific skills, gain formal qualifications, industry networks, and employment.

The Cadetships Initiative complements existing employment and skills programmes, but is also distinct in that it: specifically targets Māori, and enables Māori at any stage in their career to secure meaningful employment opportunities in strategic/growth industries; and has sufficient flexibility to enable employers to recruit, select, train and develop cadets in ways that meet the needs of their business/industry. The Fund is not a 'wage subsidy'; it provides a contribution to employer costs in recruiting, training and/or employing each Māori cadet.

2.1 Objectives of the Cadetships Initiative Fund

The Fund:

- Enable Māori at any stage in their career to secure meaningful employment opportunities in strategic and/or growth industries.
- Enable existing Māori employees to be supported into higher-level qualifications and/or roles.
- Has a degree of flexibility that enables employers to recruit, select, train and develop cadets in ways that meet the needs of their business and/or industry.
- Partners with employers in targeted industries to grow Māori capability and/or improve Māori labour market resiliency, increase Māori participation in strategic and/or growth industries, and build productive relationships with Māori communities.
- Te Puni Kōkiri will pay up to a maximum subsidy of \$10,000 (GST exclusive) per cadet.

The Fund's investments, if successful, will lead to:

- Cadets accessing the labour market;
- Cadets entering into growth industries and skilled occupations;
- Employers supporting cadets to increase their employability; and
- Cadets gaining permanent employment.

3. Eligibility criteria

To be eligible for the Fund, applicants must meet the criteria in the table below.

Eligibility criteria for applicants
<p>To be eligible for the Cadetships Initiative Fund:</p> <ul style="list-style-type: none">• Be an employer in the energy, infrastructure telecommunications, transport/logistics, food processing, knowledge-intensive manufacturing or primary industries – excluding the forestry sector.• Employers in these sectors must be capable of taking five or more cadets in order to provide sufficient scale of mentoring; training, support; and a diversity of workplace experiences.• Employers will employ Māori for at least 6 months with a training component, preferably linked to a formally recognised qualifications framework (the 6 months must be completed within the agreed dates of the contract).

Te Puni Kōkiri will show preference to employers for that have the following components:

- targets those aged 15 – 24 years of age, including women, who are not in employment, education or training; and
- includes a pastoral care component for youth aged 15 – 24 years of age (this is to be a maximum of 20% of the total contract).

4. What the Cadetships Initiative does not fund

In the table below are the areas that the Cadetships Initiative does not fund. If the application has one or more of the areas below, you are not eligible for the Cadetships Initiative Fund.

What is not funded

- New Zealand Apprenticeships – these are funded by the Tertiary Education Commission through Industry Training Organisations (ITO)
- Entities – established 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.
- Brokerage – Te Puni Kōkiri will work directly with employers who can employ five or more cadets.
- Pre-employment training and/or courses

5. Assessment criteria

The assessment process will use the following criteria and weightings to assess eligible applicants.

Assessment criteria for applicants	Weighting
Capability and Capacity of Employer: the employer's ability to take five or more cadets; Employment for at least 6 months (with an expectation of employment to be long term); provide sufficient scale of mentoring; training component, preferably linked to a formally recognised qualifications framework.	30%
Suitability of Cadetship Programme: the benefit, results, programme and its outcomes.	30%
Proposed Activity to Enhance Qualifications and Skills Development: the extent to which the proposed activities are linked to increasing the qualifications base, skills development and knowledge of each cadet.	20%
Links of Proposed Activity to Proposed Budget: the extent to which the proposed activities in the individual development plans are linked.	15%
Targeted Age Group: the targeted age group that has been identified to undertake cadetships.	5%
Total weightings	100%

6. Application and Assessment Process

6.1 Submitting your application

You need to submit your application to the Cadetships Initiative Fund email address cadetships@tpk.govt.nz. The closing date for all applications is either Friday 13 November or Friday 20 November 2015, 4:00 pm.

Please ensure all relevant information (outlined below) accompanies your application otherwise it will be classified as incomplete.

6.2 Compliance

Please provide the following information with your application:

Legal Status	Certification of Incorporation, Certification of Incorporated societies or Charitable Trust etc.
Financial Statements	Current Financial statements/audited accounts to confirm your organisation is solvent.

6.3 Privacy Act 1993

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

Where Te Puni Kōkiri collects personal information from individuals, only sufficient information necessary to meet the requirements of this Application will be collected. Those persons have the right to request access to their information at Te Puni Kōkiri PO Box 3943 Wellington and, if appropriate, request that their information be corrected.

6.4 Assessment Process

The assessment process will be undertaken by the Te Puni Kōkiri Regional Partnerships Investment Team. The Investment Team will assess all eligible applications against the criteria for assessment outlined above.

Based on the Investment Team assessments, recommendations will be made to the Te Puni Kōkiri Executive Team who will make the final decisions on successful applications and the allocation of funding. Successful employers will be notified in December 2015 (indicative date).

7. Funding agreement and reporting

7.1 Funding agreement

All successful employers will be emailed a draft Cadetship Initiative Fund agreement that will have all the relevant information from the application form in it. The terms and conditions of the agreement are standard requirement for Te Puni Kōkiri to have as a Crown agency. If the standard terms and conditions need to be varied, negotiations between Te Puni Kōkiri and the employer will occur.

7.2 Reporting

You will be required to submit progress reports to Te Puni Kōkiri over the life of the agreement as well as a final report that will include a full financial report. Templates for both the interim reports and the final report will be supplied by Te Puni Kōkiri.