

Application for Funding Employment and Skills (Te Ara Mahi)



About this form

This form enables you to make an application for funding from the Provincial Growth Fund (PGF). The form is designed solely for applications relating to employment and skills (Te Ara Mahi), for any funding amount. If your application is for anything else, please use one of the other forms available on the [Provincial Growth Fund website](#)

Purpose of Te Ara Mahi

Te Ara Mahi (TAM) is a portion of the Provincial Growth Fund which has been allocated to focus on regional skills and employment development. TAM funding is aligned with the intent of the Provincial Growth Fund, including its regions of focus, and is administered by the Provincial Development Unit.

To ensure funding under TAM is deployed effectively and complements the existing work of public sector agencies, the following principles will apply to investments made through TAM:

- 1) Focus on supporting local people into local employment opportunities by addressing the specific needs of those who need more help than can be currently provided in order to achieve sustainable employment.
- 2) Ensure additionality by only deploying investments where existing departmental funding for workforce initiatives cannot be used to support proposals
- 3) Build or strengthen mechanisms for coordination of employers, workers and government that will endure past the lifetime of the PGF.
- 4) Reinforce investment in PGF Tier 2 (Sector Investment) and PGF Tier 3 (Enabling Infrastructure) projects; supporting their workforce requirements specifically.

Completing this form

Please complete all sections fully and accurately. Square brackets and italics indicate guides. Please see the PGF website, or contact your regional relationship manager, for further support.

Submitting your application

All completed forms must be emailed to PGF@mbie.govt.nz with a clear subject included. If you are a Trust (or applying on behalf of a Trust), then you must provide a copy of your Trust Deed.

Next Steps

Applications will be assessed for eligibility, as well as how well they will deliver on the aims of the Provincial Growth Fund. One of our team will be in contact regarding your application.

Funding Agreement

The template funding agreements can be found on the [Provincial Growth Fund website](#)

Public disclosure

The Provincial Development Unit is responsible for leading the Provincial Growth Fund's design, administration and monitoring its operation in consultation with other government agencies. In the interests of public transparency, successful applications may be published by the Provincial Development Unit. Commercially sensitive and personal information will be redacted by reference to the provisions of the Official Information Act 1982. Please identify by highlighting any information in your application that you regard as commercially sensitive or as personal information for the purposes of the Privacy Act 1993.

Section 1: Key Details

1. Initiative title:

2. Please provide the details of the lead applicant (organisation/entity) for which funding is being requested:
[If you are applying on behalf of another organisation, then please provide details of that organisation]

Legal Name:	Building and Construction industry Training Organisation
Entity Type:	Registered Charitable Trust
	If other, please specify (if a trust please provide a list of current trustees with this application):
Registered Offices / Place of Business:	Level 5 234 Wakefield Street Te Aro Wellington 6011
Identifying Number(s):	Registration number:CC21744 NZBN number:9429042680604
Organisation's Website:	www.bcito.org.nz

3. Please provide the contact details for a person as a key point of contact:

Contact Name and Role:	Glenn Duncan Group Manager Customer Experience Group		
Email Address:	Privacy of natural persons	Telephone:	Privacy of natural persons

4. This initiative will be based in:

5. If multi-region, please outline which regions:

6. Please provide a high level outline of the funding needs for the initiative:

Source of Funding: <i>[Please indicate where all other funding has/will be sourced from, including from Government agencies]</i>	\$ (excluding GST)	Status / Commentary <i>[e.g. received / confirmed / in principle; end dates]</i>
Provincial Growth Fund Funding (through this application)	\$393500	Application
Other sources: <i>[add rows below if applicable]</i>	\$ <small>Commercial Inform</small>	Confirmed
Total Funding:	\$ <small>Commercial Inform</small>	

7. Please provide details of the application's link to wider projects:

Is this project related to any other application which has sought, is seeking or has approved PGF funding? If yes, please provide the name (s) of the project	No	
Is yes to the above question, then please provide 1) the name (s) of the wider project/application (s) 2) the status of the wider project/application e.g. approved, in progress, declined <i>Add rows as required</i>	Wider project/application name (s):	Status
	N/A	

8. If this is a joint application¹, briefly describe the nature of the arrangement between the organisations involved e.g. partnership, joint venture, Memorandum of Agreement/Understanding, no formal agreement.

This project is a partnership between Te Whakakitenga O Waikato (Waikato Tainui) and the BCITO under the Kawenata O Te Mana Maatauranga (document attached). The kawenata sets out an agreement between Te Whakakitenga O Waikato and BCITO to work together to achieve mutual career pathway & employment objectives. Specifically rangatahi either recently left or about to leave secondary/tertiary education within the Iwi's at-risk population by guiding rangatahi into construction trade careers. (Kawenata appended). BCITO construction industry partners will participate and provide career pathways for rangatahi. Kawenata withheld - Commercial Information

Section 2: Target Group

9. Please outline the characteristics of group you are targeting within the following table:

Characteristic	Target	Examples
Age	16 to 24 year olds <ul style="list-style-type: none"> Rangatahi either recently left or about to leave secondary/tertiary education 	
Gender	Tane /Wahine	<ul style="list-style-type: none"> Tane / Wāhine Any gender identification
Ethnicity	Māori <ul style="list-style-type: none"> Waikato Tainui Iwi members primary objective 	<ul style="list-style-type: none"> Māori
Location	Waikato Region	<ul style="list-style-type: none"> Waikato Region
Education, training and/or employment status	Secondary College Students / Recently left / or nearly finished Secondary School	<ul style="list-style-type: none"> Not in education, employment or training Currently employed and looking to upskill No qualifications
Other distinguishing characteristics	Potential NEETs within Waikato Tainui population with an interest in construction	<ul style="list-style-type: none"> Have shown an interest in carving Iwi affiliation

- 10 Please outline how you have identified that this group is unemployed/underemployed and therefore requires additional support to upskill, train and find and keep employment. Use evidence or data where possible e.g. learnings from earlier activities and how these have informed this initiative, target group demand analysis

Māori have generally poorer labour market outcomes compared to the rest of New Zealanders:

In 2017, there were 303,400 Māori employed in the labour market. While Māori in employment represent only 12.0% of total national employment, Māori are over-represented in the unemployed (28.1% or 36,800) and underutilised (79,000 or 23.5%) categories with nearly a third of youth 'not in employment, education and training' (NEET).

Source: <https://www.mbie.govt.nz/business-and-employment/employment-and-skills/labour-market-reports-data-and-analysis/other-labour-market-reports/Māori-labour-market-trends/>

Māori in Te Whanganui ā Tara had the highest employment rate (68.6 per cent) and Te Tai Tokerau and Waikato had the lowest employment rate (54.0 per cent and 60.4 per cent) in 2017. Non-Māori also had the lowest employment rate in Te Tokerau but still higher than Māori at 61.3 per cent. The gap between Māori and non-

¹ A joint application is one where two or more New Zealand based organisations are planning to partner, either formally or informally, to deliver an initiative through the PGF

Māori is the biggest in Waikato (8.5 pp) - source MINISTRY OF BUSINESS, INNOVATION & EMPLOYMENT 26
MĀORI IN THE LABOUR MARKET 2017

In 2019, the gains in employment (up 2,300) coincided with a fall in the unemployment rate to 8.3 per cent over the year. Māori continued to have an unemployment rate higher than the national average (4.1pp above NZ average). The unemployment rate for Māori was 0.2pp higher than the rate for Pacific Peoples in the year to June 2019

In June 2019, there were about 132,100 Māori aged 15-24 years. Of these, about 24,700 people were NEET, an increase of 24,000 from a year ago. Among Māori aged 15-24 years, 16.2 per cent of males and 21.4 per cent of females were NEET in June 2019. Over the year, the NEET rate for males grew more sharply than the rate for females. The NEET rate for Māori aged 15-19 years rose by 2.3pp to 14.8 per cent in the year to June 2019. The rate for Māori aged 20-24 years fell by 0.6pp to 23.0 per cent. More Māori youth were NEET in the June 2019 year. Overall, Māori have higher NEET rates than other ethnic groups. However, over the past three years, the number of NEET Māori fell by 4.8 per cent to 24,700

Waikato Tainui identify the need to develop Māori in “Whakatupuranga Waikato Tainui 2050, the blueprint for cultural, social and economic advancement for our people. It’s a fifty-year long development approach to building the capacity of our iwi, hapuu and marae. Whakatupuranga 2050 will be our legacy for those who come after us. Creating a culture for success generates opportunities and choices. Hence the focus of the second element is to promote a diligence among tribal members of all ages to pursue success in all their endeavours. This enables personal growth, contributes to building the capacity of our people, and provides opportunities to utilise that growth and capacity for the collective benefit of our marae, hapuu, and iwi.” Source - Whakatupuranga Waikato-Tainui 2050.

11. Please outline how the target group will be identified and engaged with to participate in the initiative:

Waikato Tainui Education and Pathways Team / BCITO will work with Waikato Tainui Wharekura, Oranga, Te Tomoka, Whaaia ko te Mana Motuhake nga teams to identify at-risk rangatahi who may benefit from the program and invite them to the Workstart Program.

<https://www.waikatotainui.com/careers/>

<https://www.waikatotainui.com/services/health/>

12. Please outline who else will benefit from this initiative? This will include which employers/sectors are being targeted as part of the initiative and why; name specific employers where possible

Waikato Region:

Aligns with Waikato Regional Council’s Labour Market Strategy (2019): (<https://www.tewaka.nz>)

The proposed activity delivers the Labour Market Strategy’s objective to support people into learning/employment pathways where there are a high number of current job opportunities. The work start programme proposed will connect potential NEET people with skilled employment within a variety of traditional construction sectors. In particular:

- Develop strong employer–provider partnerships in education and training (building skills and talent).
- Optimise transitions from school to training, school/ training to work, as well as employees moving from sector to sector (building, attracting and retaining skills and talent).
- Encourage employers to undertake an ongoing programme of staff training and development and provide support mechanisms to foster this investment in their people (retaining skills and talent).

Waikato Construction Sector:

The construction sector accounts for approximately six percent of the Waikato region’s economy and contributes almost nine percent of NZ construction sector’s GDP. There is a strong construction pipeline in the Waikato, with building consents on the up. Construction is one of the sectors offering highest wages to new hires within the Waikato - (Source: NZIER Regional Report). Waikato construction employers have expressed frustration in finding suitable applicants to fill positions available for apprenticeships in the construction industry. *Source: Waikato Regional Economic Development Programme 2018-2022*

Section 3: Outcomes

13. Please outline in the table below the specific skills, training and/or employment outcomes that will be achieved through the initiative

Outcome category	Description	Number	Timeframe
	Please describe the outcomes that the initiative will result in for the target group, for each outcome category	Please provide the number of target group expected to attain these outcomes, for each outcome category	Please outline the time frames for delivery of support for the target group, for each outcome category (must be within a 12-18 month timeframe)
Skills	Soft Skills to enable employment in Construction.	Commercial Information	10 weeks
Training	Off job training to imbed construction knowledge	Commercial Information	2 years
Employment attainment	Employed in an apprenticeship in construction industry	Commercial Information	3 to 4 years
Sustained employment of at least 6 months	Apprenticeship of 3 to 4 years followed by Supervisor Course	Commercial Information	Up to 5 years

Section 4: Service delivery

14. Please outline how the skills, training and/or employment outcomes will be delivered, including a description of the specific supports for the target group

Work Start – Work ready program – 8 /10 Weeks see attached program.

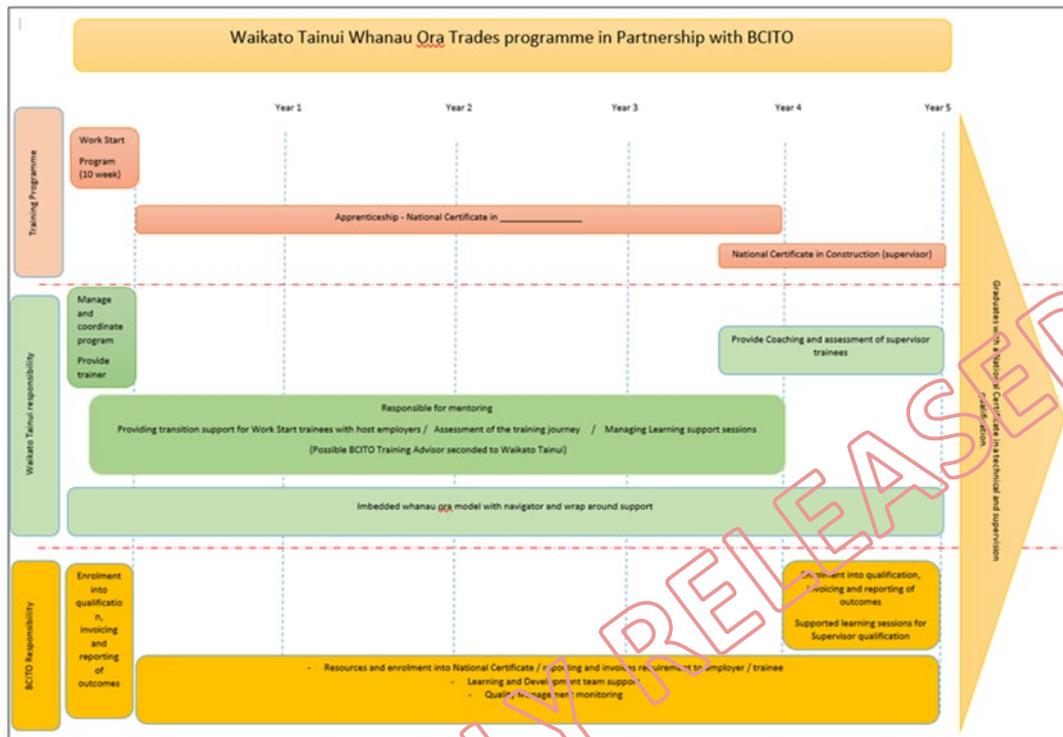
The Work Start programme is designed to reduce the resistance and feedback BCITO has received from employers and increase the likely success for a new apprentice in succeeding in their goals.

Employers tell us they want new recruit to have basic essential skills and attributes such as turn up on time, follow instructions, keen to learn, understand their core responsibility under health and safety and core numeracy and literacy skills, along with a driver's licence.

BCITO has been in discussion with Waikato Tainui as part of the kawenata with regards to running a Workstart program which aligns with the Whakatupuranga Waikato-Tainui 2050, which is the blueprint for cultural, social and economic advancement for Waikato Tainui people aimed at rangatahi who are at risk of becoming NEETs. The program is designed to provide a clear pathway from Work Ready to employment, through a New Zealand Apprenticeship to become a qualified tradesperson and progress to a supervisory position.

Waikato Tainui and BCITO will work together to provide the pastoral care and whanau connections for this journey to “to provide maximum support for leadership, succession, and mentoring planning initiatives for our rangatahi within and beyond our tribal organisation (Whakatupuranga Waikato-Tainui 2050), roles and responsibilities are demonstrated on the attached image. Waikato Tainui are to be seen as the principle support

for the Workstart participants and through the apprenticeship building a relationship between Iwi (Waikato Tainui) and rangatahi with the aim of having a closing loop where the participants become promoters, supporters and eventually employers in the scheme.



Work Start program content – (timetable subject to change) : See Appendix Withheld - Commercial Information

Apprenticeship:

The apprenticeship section of the program will follow the current program of the BCITO) apprenticeship. The difference will be that the apprentice will have regular 6 weekly on-site visits from the Waikato Tainui Kaitautoko for mentoring/coaching and assessment, supported by BCITO.

The cohort (Work Start group) will be brought together on a fortnightly basis to support each other in Community of Practice sessions including industry presentations and partake in both cultural and community activities where their new learnt skills can be applied, eg Marae repairs. These are to be planned with Waikato Tainui.

Appendix: BCITO Carpentry Apprenticeship Support Withheld - Commercial Information

Supervisor:

It is intended that all Waikato Tainui cohort participants once completed in their trade progress on to the New Zealand Certificate in Construction Related Trades (Supervisor) (Level 4), in preparation for leadership roles within industry. This is run by BCITO in a facilitated learning environment and then assessed on site where participants put the theoretical learning into practice. Again, Waikato Tainui Kaitautoko for mentoring/coaching and assessment, supported by BCITO.

15. Please provide a delivery timeframe for how the outcomes above will be successfully achieved within a 12-18 month timeframe

Activity	Components	Timeframe
	Work Start Program - leading to employment	8 / 10 weeks
	Apprenticeship - leading to qualification Level 3/4	3 to 4 years
	Supervisor – leading to promotion / Management / Entrepreneurship	1 year

Section 5: Link with broader PGF outcomes government outcomes

This section will enable detail to be provided about how the initiative meets the primary objective of the fund which is “to lift productivity potential in the regions”.

16. Using the table below, please outline how the initiative will contribute to the following PGF outcomes which seek to unlock the productivity potential in the regions:

PGF Outcome	✓	How will the project positively or negatively impact this outcome in the region(s) identified?
1. Increase economic output	✓✓	<p>The National construction pipeline report 2019 says about the BOP/Waikato region that “residential building is forecast to grow for the next two years to \$4.2b per annum before levelling out from 2021 to the end of the forecast period. Non-residential building is forecast to grow by 12% in 2019 to \$1.3b and to remain at this level until 2024. Infrastructure activity in the region increased in 2018 by 12% following a slight reduction in 2017. Value is expected to remain around \$1.5–1.6b per annum to 2024.</p> <p>Infometrics found in a survey of councils, that labour supply was one of the most common threats to regional growth potential. Continued regional growth is conditional on the right skilled labour being available for businesses.</p> <p>https://www.infometrics.co.nz/can-find-skilled-workers/.</p> <p>Today’s rangatahi are going to be tomorrow’s workforce, workstart is a program that can contribute to solving a small piece of the construction skills shortage.</p>
2. Increase productivity and growth	✓✓	<p>Please outline here how this initiative will increase workforce productivity. This will include evidence of skill shortages/workforce needs relevant to your project/activity</p> <p>Productivity issues are dogging building. Not only are we short of people, but the construction sector’s workforce is ageing rapidly. The number of those aged 60-plus is rapidly increasing while the number of those aged 15-29 is declining as a portion of the whole. Based on industry reports and government publications, the construction industry is forecast to require 57,600 more skilled workers by 2026. Today’s rangatahi are going to be tomorrow’s workforce, workstart is a program that can contribute to solving a small piece of the construction skills shortage.</p>
3. Increase local employment and wages (in general and for Māori)	✓ü	<p>Today’s rangatahi are going to be tomorrow’s workforce, if we are going to change the employment outcome for Māori we have to start with the youth.</p> <p>Māori in employment are more likely to be employed in lower skilled jobs such as labourers or machine and factory workers, which not only are low paying, but are more susceptible to automation and economic downturns. Concerningly, this focus on Māori in low-skilled work hasn’t changed in recent years, with Māori employment by skill level remaining relatively unchanged, and at lower levels than non-Māori. We only need to look at the global financial crisis to see how vulnerable Māori are in employment relative to non-Māori – between 2009 and 2011 Māori employment fell by 3.6%pa, compared to a drop of 0.7%pa for non-Māori.</p> <p>https://www.infometrics.co.nz/improving-Māori-wellbeing/</p>

		<p>Māori under-represented in high skilled employment Employment by skill level, 2018</p> <table border="1"> <caption>Employment by skill level, 2018</caption> <thead> <tr> <th>Skill Level</th> <th>Māori (%)</th> <th>Non-Māori (%)</th> </tr> </thead> <tbody> <tr> <td>Highly-skilled</td> <td>~23</td> <td>~35</td> </tr> <tr> <td>Semi-skilled</td> <td>~15</td> <td>~18</td> </tr> <tr> <td>Skilled</td> <td>~8</td> <td>~12</td> </tr> <tr> <td>Low-skilled</td> <td>~52</td> <td>~38</td> </tr> </tbody> </table>	Skill Level	Māori (%)	Non-Māori (%)	Highly-skilled	~23	~35	Semi-skilled	~15	~18	Skilled	~8	~12	Low-skilled	~52	~38
Skill Level	Māori (%)	Non-Māori (%)															
Highly-skilled	~23	~35															
Semi-skilled	~15	~18															
Skilled	~8	~12															
Low-skilled	~52	~38															
<p>4. Increase local employment, education and/or training opportunities for youth (in general and for Māori)</p>	<p>✓✓</p>	<p><i>The project will lead to the skilled employment of xxx Waikato Tainui rangatahi who were at risk of becoming part of the NEET population in Hamilton. The trades targeted will produce higher than average incomes for those that complete the journey. "Three years after completing a Level 4 Certificate in Building, 75% of graduates were employed and 10% were overseas. The median annual salary at that point was around \$53,000."</i></p> <p>https://occupationoutlook.mbie.govt.nz/construction-and-infrastructure/construction-workers/</p> <p><i>The project seeks to enrich the lives of Waikato Tainui rangatahi by equipping them with life-long skills and formal qualifications. It seems reasonable to expect that graduates from the project's skilling programme will experience significant social-psychological benefits that come with skilled-employment.</i></p>															
<p>5. Enhance wellbeing, within and/or between regions</p>	<p>✓ü</p>	<p><i>Improving child wellbeing and Supporting Māori & Pasifika aspirations, are two of the key priority areas of the government's Wellbeing Budget. Today's rangatahi are going to be tomorrow's workforce. It's important that we support and nurture their aspirations to achieve, by ensuring they have the skills and attributes that employers of tomorrow require. If we are serious about improving our overall wellbeing, we need to accept that change takes time. Giving rangatahi a good start and continued support through the workstart program to ensure success is one small solution.</i></p>															

17. Please outline any other benefits expected to result from this project/activity

- Rangatahi connect with their Te Ao Māori and with their Iwi due to support and relationships formed during the journey.
- Due to skills introduced during journey Rangatahi contribute back to the Iwi in some form, eg: working on upkeep of Marae or kaumatua housing.

Section 6: Funding breakdown

18. Please provide a breakdown of the components and associated costs for the funding requested

Component (insert new rows where required)	Cost (ex GST)

Total Please see appendix: costing spreadsheet Withheld - Commercial Information	\$393,500

19. Please outline why Government funding is required to deliver this project as opposed to alternative sources e.g. banks, investors, self-funding:

The funding is to establish a program within Waikato Tainui to prepare and support rangatahi into construction apprenticeships. There is little to no commercial value to a non-government funder. BCITO is not directly funded to provide such programs.

Section 7: Additionality

These questions will allow detail to be provided about how the initiative meets the Te Ara Mahi principle of 'additionality' which requires that investments under Te Ara Mahi are only made if there is evidence that existing funding across government cannot be used to support proposals

20. Please outline evidence that the needs of the target group are unable to be met through existing channels e.g. through the Ministry of Social Development (Work and Income), Ministry of Education and the Tertiary Education Commission. This will include any research that has been done to identify other initiatives that address the same or similar need, and how the initiative for which funding is being sought fills a gap in service provision.

There is sufficient evidence provided in section 10 that indicates the problem of NEETs is a continuing one for any government department working in this area. The solution is not one program but a variety of programs that offer current and potential NEETs an opportunity to reach their potential.

21. Please outline previous Government involvement with this initiative:

a) Has previous Government funding been received for this initiative?	No			
b) If yes a) above, please outline: 1) which part of Government, 2) when the funding was received, 3) how much was received and, 4) why the funding was discontinued	Agency which funding was received from	How much funding was received?	When funding was received	Why it was discontinued
c) If no a) above, has this initiative previously been discussed with any part of Government?	Yes			
d) If yes c) above, please describe which part of government, and any outcomes of those discussions	Commercial Information			

Section 8: Regional engagement

22. Please outline what regional engagement has occurred relating to this initiative. Evidence of this, including evidence of regional (and sector) stakeholder support, should be provided in the 'supporting evidence' section of

this document.

Four Hui's with between Waikato Tainui and BCITO with a focus on BCITO working with Waikato Tainui during 2018 to design a program to help Waikato Tainui address issues around rangatahi failing to gain meaningful training and employment within the construction industry. Waikato Tainui had a program with some key Waikato Construction companies where rangatahi were placed but failed to develop to their potential due to lack of preparation for the construction workplace combined with the study required in an apprenticeship. Communication with a number of Waikato Regional employers to seek expressions of interest in participating in the program.

Consultation with (Commercial Information) who wish to pathway rangatahi through their contractor network.

Consultation with various members of the SWEP team at MBIE.

Consultation with key employers in Waikato region including (Commercial Information) (Comm apprentices) and (Commercial Information) (Comm apprentices) who have both taken on Waikato Tainui apprentices in the past and have experienced failure due to lack of preparation prior to employment and support during apprenticeship.

23. Please outline in the table below the regional readiness for implementation of the initiative if funded. This will include the nature of current relationships with key stakeholder groups.

Stakeholder group	Description of relationship	Readiness for supporting this initiative
Employers	Placements / employment	Negotiating
Community groups	Waikato Tainui	Confirmed
Education providers	BCITO	Confirmed
Training providers	(Commercial Information) / BCITO	Negotiating
(Commercial Information)	Placements / employment	Confirmed

Section 9: Ability to deliver the service and intended outcomes

24. Using the questions in the table below, please outline how the initiative will be governed and managed:

Question	Response
How will the initiative be governed?	<p>BCITO and Waikato Tainui will form a small governance committee including employer representative to govern the project and ensure objectives are reached within time and budget targets.</p> <p>Waikato Tainui - (Privacy of natural persons)</p> <p>Employers/Waikato Tainui - (Privacy of natural persons)</p> <p>BCITO – Glenn Duncan GM Customer Experience</p>

How will the initiative be managed within your organisation and by whom?	<p>The operations of the Workstart program and subsequent apprenticeship will be managed by the following people for BCITO in association with Waikato Tainui. Weekly reports to the Governance on progress and funding requirements / requests will go to governance committee</p> <p>Waikato Tainui - Privacy of natural persons BCITO - Privacy of natural persons BCITO - Privacy of natural persons </p>
What other parties are required for successful delivery of the initiative e.g. contractors and other agencies?	<p>The initial Workstart program to be run by a contracted provider - Commercial Information is BCITO's preferred supplier for off job training.</p> <p>Additional support for Rangatahi who require Health and Wellness support will be provided by Waikato Tainui providers.</p>
What procurement process has been/will be undertaken for the initiative (i.e. a selection of a provider(s)), and how will it be managed?	<p>BCITO will operate this program in house working with Waikato Tainui and using a provider that has a proven track record of connecting with youth in the construction training environment.</p>

25. Please provide an overview of the relevant skills and experience you/the applicant organisation has in delivering initiatives of this nature. If you/applicant organisation does not have experience, please indicate how this risk will be managed:

BCITO is the largest provider of construction trade apprenticeships in New Zealand since 1992. BCITO are appointed by the government to develop and implement industry qualifications for the building and construction sector under the Industry Training Act 1992. BCITO currently has over 13,000 apprentices in training within the construction industry. BCITO Has a New Zealand Qualifications Authority Rating of Highly Confident in ITO performance and Confident in capability in self-assessment. <https://www.nzqa.govt.nz/nqfdocs/provider-reports/8101.pdf>

26. Please complete the table below to outline the key risks and associated mitigations relating to this initiative

Risk	Responsible party	Risk treatment / Mitigation	Rating [High/Medium/Low]
Employer Engagement	BCITO	BCITO has over 250 employers in the immediate Hamilton region. Understand their needs for employees and pitch program to meet these needs.	High
Breakdown in employment relationship	BCITO / Waikato Tanui	BCITO has a training history with all its employers, ensure research is completed on compatibility prior to engagement	Medium
Rangatahi Engagement	BCITO / Waikato Tainui	Ensure a rigorous selection criteria and appropriate support is in place to ensure success.	Medium
Mobility	Waikato Tainui / BCITO	Ensure any mobility issues are identified prior to placement and a plan in place to counter.	medium
RoVE	BCITO	Changes in Tertiary Education system	medium

27. Please describe any key assumptions that have been made relating to the project /activity. Include any assumptions relating to the development of the expected outcomes, project implementation and assessment of

'additionality' for the initiative:

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28. Please outline your/the applicant organisation's ability to meet reporting requirements:

Do you understand that the PDU will have reporting expectations if funding for this initiative is approved?	Yes
Please outline your/the applicant organisations ability/experience in meeting reporting requirements:	BCITO currently meets the reporting and audit requirements of reporting to the Tertiary Education Commission, New Zealand Qualifications Authority and the Charitable Trusts Register on educational performance and financial management of public funds.

Section 10: Future intent of initiative

29. What are the future funding needs or the initiative?

a) Is additional funding likely to be applied for prior to the 2020/2021 financial year i.e. <i>within the life of the PGF</i> Commercial Information [redacted]	No
b) If yes to a) above, when this is likely to be applied for and why it isn't being applied for now:	
c) Is funding required beyond the 2020/2021 financial year i.e. <i>beyond the life of the PGF?</i>	Yes
d) If yes to c) above, please describe how the project will be funded beyond the life of the PGF Commercial Information [redacted] ?	It was intended that the program become self-funding through the partnership where a Waikato Tainui representative would be upskilled to carry out the BCITO's assessment function and be funded for this activity. Due to the Reform of Vocational Education this outcome is not certain.

Section 11: Supporting documentation

1. Please attach any supporting documents and outline their purpose in the table below. Supporting documents could include:

- Child protections policies – these are required if you are providing services to people under the age of 18 and must be at a minimum, written and contain provisions on the identification and reporting of child abuse and neglect.
- Evidence of endorsement by the regional lead or regional governance body.
- Letters of support from employers and other key regional stakeholders
- Governance documents.
- Designs/concept developments.
- Feasibility studies.
- Evidence of staff vetting.
- Health and safety policies.

	Document (title)	Purpose
1	Supporting Letter – Waikato Tainui	Demonstrate Waikato Tainui’s commitment to project Withheld - Commercial Information
		Withheld - Commercial Information
		Withheld - Commercial Information
		Withheld - Commercial Information
	Workstart Prog.	Demonstrate program plan / items / topic coverage Withheld - Commercial Information

Section 12: Declarations

- 2. Has this activity ever been declined Crown Funding in the past?
- 3. Is the applicant or the contracting entity insolvent or subject to any insolvency action, administration or other legal proceedings?
- 4. The contracting entity is compliant and will continue to comply with all applicable laws, regulations, rules and professional codes of conduct or practice including but not limited to health and safety and employment practices
- 5. Is any individual involved in the application, the proposed contracting entity or the project, an undischarged bankrupt?
- 6. Is any individual under investigation for, or has any individual been convicted of, any offence that has a bearing on the operation of the project?
- 7. Are there any actual, potential or perceived conflicts of interest that the applicant or any of the key personnel have in relation to this project.

Commercial Information

“In a small country like ours, conflicts of interest in our working lives are natural and unavoidable. The existence of a conflict of interest does not necessarily mean that someone has done something wrong, and it need not cause problems. It just needs to be identified and managed carefully...”

<https://www.oag.govt.nz/2007/conflicts-public-entities>

- 8. Has the applicant / any individual involved in the application been subject to any enforceable undertaking or infringement notices.

Commercial Information

If you answered “Yes” to any of the above, please provide a description below:

Commercial Information

By completing the details below, the applicant makes the following declaration about its application for Provincial Growth Fund funding for the project (“application”):

- I have read, understand and agree to the Terms and Conditions of applying for Provincial Growth Fund funding which are attached as Appendix 1;
- The statements in the application are true and the information provided is complete and correct, and there have been no misleading statements or omissions of any relevant facts nor any misrepresentations made;
- I have secured all appropriate authorisations to submit the application, to make the statements and to provide the information in the application;
- I consent to this application being publically released if funding is approved. I have identified the commercially sensitive and personal information.
- The applicant warrants that it has no actual, potential or perceived conflict of interest (except any already declared in the application) in submitting the application, or entering into a contract to carry out the project. Where a conflict of interest arises during the application or assessment process, the applicant will report it immediately to the Provincial Development Unit by emailing PGF@mbie.govt.nz; and
- I understand that the falsification of information, supplying misleading information, or the suppression of material information in this application, may result in the application being eliminated from the assessment process and may be grounds for termination of any contract awarded as a result of this application process.

Full name:
Glenn Robert Duncan

Title / position:
GM Customer Experience Group

Signature:
.....

Date:

Appendix 1 – Terms and Conditions of this Application

General

The terms and conditions are non-negotiable and do not require a response. Each applicant that submits a request for Provincial Growth Fund (“PGF”) funding (each an “application”) has confirmed by their signature on the application that these terms and conditions are accepted without reservation or variation.

The Provincial Growth Fund is a government initiative which is administered by the Provincial Development Unit, a unit within the Ministry of Business, Innovation and Employment. Any reference to the Provincial Development Unit in these terms and conditions, is a reference to MBIE on behalf of the Crown.

Reliance by Provincial Development Unit

The Provincial Development Unit may rely upon all statements made by any applicant in an application and in correspondence or negotiations with the Provincial Development Unit or its representatives. If an application is approved for funding, any such statements may be included in the contract.

Each applicant must ensure all information provided to the Provincial Development Unit is complete and accurate. The Provincial Development Unit is under no obligation to check any application for errors, omissions, or inaccuracies. Each applicant will notify the Provincial Development Unit promptly upon becoming aware of any errors, omissions, or inaccuracies in its application or in any additional information provided by the applicant.

Ownership and intellectual property

Ownership of the intellectual property rights in an application does not pass to the Provincial Development Unit. However, in submitting an application, each applicant grants the Provincial Development Unit a non-exclusive, transferable, perpetual licence to use and disclose its application for the purpose of assessing and decision making related to the PGF application process. Any hard copy application or documentation supplied by you to the Provincial Development Unit may not be returned to you.

By submitting an application, each applicant warrants that the provision of that information to the Provincial Development Unit, and the use of it by the Provincial Development Unit for the evaluation of the application and for any resulting negotiation, will not breach any third-party intellectual property rights.

Confidentiality

The Provincial Development Unit is bound by the Official Information Act 1982 (“OIA”), the Privacy Act 1993, parliamentary and constitutional convention and any other obligations imposed by law. While the Provincial Development Unit intends to treat information in applications as confidential to ensure fairness for applicants during the assessment and decision making process, the information can be requested by third parties and the Provincial Development Unit must provide that information if required by law. If the Provincial Development Unit receives an OIA request that relates to information in this application, where possible, the Provincial Development Unit will consult with you and may ask you to confirm whether the information is considered by you to be confidential or still commercially sensitive, and if so, to explain why.

The Provincial Development Unit may disclose any application and any related documents or information provided by the applicant, to any person who is directly involved in the PGF application and assessment process on its behalf including the Independent Advisory Panel (“IAP”), officers, employees, consultants, contractors and professional advisors of the Provincial Development Unit or of any government agency. The disclosed information will only be used for the purpose of participating in the PGF application and assessment process, which will include carrying out due diligence. If an application is approved for funding, information provided in the application and any related documents may be used for the purpose of contracting.

In the interests of public transparency, if an application is approved for funding, the application (and any related documents) may be published by the Provincial Development Unit. Commercially sensitive and personal information will be redacted by reference to the provisions of the Official Information Act 1982.

Limitation of Advice

Any advice given by the Provincial Development Unit, any other government agency, their officers, employees, advisers, other representatives, or the IAP about the content of your application does not commit the decision maker (it may be Senior Regional Officials, Ministers or Cabinet depending on the level of funding requested and the nature of the project) to make a decision about your application.

This limitation includes individual members of the IAP. The IAP’s recommendations and advice are made by the IAP in its formal sessions and any views expressed by individual members of the IAP outside of these do not commit the IAP to make any recommendation.

No contractual obligations created

No contract or other legal obligations arise between the Provincial Development Unit and any applicant out of, or in relation to, the application and assessment process, until a formal written contract (if any) is signed by both the Provincial Development Unit and a successful applicant.

No process contract

The PGF application and assessment process does not legally oblige or otherwise commit the Provincial Development Unit to proceed with that process or to assess any particular applicant's application or enter into any negotiations or contractual arrangements with any applicant. For the avoidance of doubt, this application and assessment process does not give rise to a process contract.

Costs and expenses

The Provincial Development Unit is not responsible for any costs or expenses incurred by you in the preparation of an application.

Exclusion of liability

Neither the Provincial Development Unit or any other government agency, nor their officers, employees, advisers or other representatives, nor the IAP or its members will be liable (in contract or tort, including negligence, or otherwise) for any direct or indirect damage, expense, loss or cost (including legal costs) incurred or suffered by any applicant, its affiliates or other person in connection with this application and assessment process, including without limitation:

- a) the assessment process
- b) the preparation of any application
- c) any investigations of or by any applicant
- d) concluding any contract
- e) the acceptance or rejection of any application, or
- f) any information given or not given to any applicant(s).

By participating in this application and assessment process, each applicant waives any rights that it may have to make any claim against the Provincial Development Unit. To the extent that legal relations between the Provincial Development Unit and any applicant cannot be excluded as a matter of law, the liability of the Provincial Development Unit is limited to \$1.

Nothing contained or implied in or arising out of the PGF documentation or any other communications to any applicant shall be construed as legal, financial, or other advice of any kind.

Inducements

You must not directly or indirectly provide any form of inducement or reward to any IAP member, officer, employee, advisor, or other representative of the Provincial Development Unit or any other government agency in connection with this application and assessment process.

Governing law and jurisdiction

The PGF application and assessment process will be construed according to, and governed by, New Zealand law and you agree to submit to the exclusive jurisdiction of New Zealand courts in any dispute concerning your application.

Public statements

The Provincial Development Unit and any other government agency, or any relevant Minister, may make public in whole or in part this application form including the following information:

- the name of the applicant(s)
- the application title
- a high-level description of the proposed initiative
- the total amount of funding and the period of time for which funding has been approved
- the region and/or sector to which the project relates

The Provincial Development Unit asks applicants not to release any media statement or other information relating to the submission or approval of any application to any public medium without prior agreement of the Provincial Development Unit.

Appendix 2 - Operational criteria for all tiers of the Fund

Link to Fund and government outcomes

- Demonstrate the ways in which the project will contribute to lifting the productivity potential of the region
- Demonstrate how the project contributes to the Fund's objectives of:
 - more permanent jobs
 - benefits to the community and different groups in the community
 - increased utilisation and returns for Māori from their asset base (where applicable)
 - sustainability of natural assets (e.g. water, soil integrity, the health and ecological functioning of natural habitats)
 - mitigating or adapting to climate change effects, including transitioning to a low emissions economy
- Clear evidence of public benefits (i.e. benefits other than increased profitability for the applicant)
- Are in a Government priority region or sector

Additionality

- Project is not already underway, does not involve maintenance of core infrastructure or assets (except for rail and transport resilience initiatives), and does not cover activities the applicant is already funded for (funding could be considered to increase the scale of existing projects or re-start stalled projects)
- Demonstrated benefit of central Government investment or support
- Detail of any supporting third party funding (and any funding sought unsuccessfully)
- Acts as a catalyst to unlock a region's productivity potential
- Demonstrated links to other tiers of the Fund and related projects, to maximise value of Government investment

Connected to regional stakeholders and frameworks

- Evidence of relevant regional and local support, either through existing regional development mechanisms, or through another relevant body such as a council, iwi or other representative group (or reasons for any lack of local support)
- Has been raised and discussed with the region's economic development governance group
- Alignment with, or support for the outcomes of, any relevant regional development plan, Māori development strategy or similar document (whether regional or national)
- Demonstrated improvement in regional connectedness (within and between regions)
- Leverage credible local and community input, funding, commercial and non-commercial partners
- Utilise existing local, regional or iwi/Māori governance mechanisms

Governance, risk management and project execution

- Evidence of robust project governance, risk identification/management and decision-making systems and an implementation plan appropriate to the size, scale and nature of the project
- Future ownership options for capital projects, including responsibility for maintenance, further development, and other relevant matters
- Benefits and risks clearly identified and quantified, depending on the scale of the initiative
- Evidence of potential exit gates and stop/go points, and a clear exit strategy
- Clearly identifies whole of life costs (capital and operating)
- Dependencies with other related projects are identified
- Evidence of sustainability after conclusion of PGF funding
- Adequacy of asset management capability (for capital projects)
- Compliance with international obligations (where relevant)