

# **Points for RFP: Ako Aotearoa and NZ Council of Trade Unions' Learning Representatives Programme**

Note:

The expected timeframe to complete short listing and confirm interviews by 8 Oct with interviews regarding tenders tentatively to be held on 13 October.

Questions raised to date include:

**1. Is the time frame realistic / negotiable, especially taking account of the Christmas Holiday period?**

It is envisaged that workplace-based interviews occur in Oct and Nov, possibly early Dec; data analysis is done during Dec – Feb; draft report is developed and submitted in March and final report by late April.

Depending upon circumstances, it *may* be possible to negotiate a slightly longer timeframe. However, all reports must be available by mid-June 2011, preferably by May 2011.

To assist with quick set up, the Learning Representatives team is available to provide full background of the programme, an understanding of the training for Learning Reps and their expected roles within their workplaces, and background information about workplaces suitable for evaluation. There is also a draft evaluation framework available that was developed for another purpose that may be used as a guideline for key questions.

**2. How many worksites would be involved?**

4 – 6 worksites

**3. Can worksites be accessed easily?**

The L R programme has a close working relationship with many of the workplaces in which Learning Reps are established. The programme also had previous plans to conduct an internal research project, in which some firms had already agreed to participate. The programme team members will make introductions to the key contact people at these sites and work with the researchers to identify and access other suitable sites.

**4. What degree of comparison is required to address the question: Is the Learning Reps Programme more effective than other models of learning intervention?**

An in-depth description and full comparison of the programme with others is not expected. Researchers would be expected to be conversant with workplace learning and have some understanding of other support and mentoring systems, so that the Learning Reps programme is not looked at in isolation to other initiatives.

## **5. Budget**

**What does the disbursement budget cover?**

**How much detail do you wish [included in]the budgets and do you want us to include a disbursement budget?**

The disbursements budget allows for expenses related to travel, accommodation and other associated variable costs.

The project budget should reflect the cost of the anticipated activities: give an indication of the range and level of costs e.g. staffing, equipment, operations costs, travel, overhead etc. Please provide a brief description of each cost and ensure that GST is costed at 15%

## **6. How many Learning Representatives are there currently?**

373 registered with 328 current (i.e. 45 formally non-active)

## **7. How many sites have Learning Representative(s)?**

136 worksites

## **8. What is the geographical spread of these sites?**

A presence in all provincial regions: Auckland; Canterbury; Central Plateau; Coromandel/Bay of Plenty; Hawkes Bay; Manawatu, Nelson/Marlborough; Northland; Otago; Southland/Fiordland; Taranaki; Waikato; Wanganui; Wellington; West Coast.

## **9. What industries have Learning Representatives are part of their staff profile?**

Learning Reps are present in these industries: Communication, education; engineering, food processing; government – central; government – local, health/community services; finance/insurance; IT; manufacturing; mining; plastics; retail – food; transport; unions; warehouse/distribution; wood

## **10. Who awards the unit standards relating to the Learning Representative programme?**

NZCTU teaches and assesses the unit standards which are awarded by the NZCTU PTE

## **11. What follow up of Learning Representatives already occurs by a) CTU b) employers c) unions?**

Follow up varies depending on the degree of engagement with the project at each site. There is regular active contact by CTU Staff with Learning Reps who were since June 2008, and with other longer-term Reps on an ad hoc basis. Contact generally includes employers and the relevant unions. Some have little or no direct contact apart from regular newsletters.

