

Request for Proposals

Evaluation of the NZCTU Learning Representatives Programme

Specifications for Proposals

Context

The New Zealand Council of Trade Unions Te Kauae Kaimahi has been running a Learning Representatives initiative (based on the successful UK model) since 2005. The core of the programme is training and supporting elected Learning Representatives to advocate learning among their peers and build learning cultures in workplaces. There is a particular focus on raising awareness and building understanding of literacy and numeracy issues. The programme recognises the value of a collective setting supporting lifelong learning and has a strong focus on improving completion rates for industry training and other in-house training and development.

Ako Aotearoa is the National Centre for Tertiary Teaching Excellence. Our vision is the best possible educational outcomes for learners. Our mandate includes learning in the workplace and we are particularly interested in increasing our portfolio of work that listens to and acts on the learner voice.

The work

We wish to commission an evaluation of the Learning Representatives programme on a range of worksites, with a view to determining whether or not the programme has been effective, whether it is more effective than other models of learning intervention, what are the key enabling factors (or barriers) that are common to different sites and what might be site-specific factors.

The outcomes and objectives of the Learning Representative Programme include, but are not limited to:

- i) achieve a greater awareness of opportunities to access literacy, language and numeracy support among workers in targeted sectors.
- ii) achieve greater employer support for the role of learning representatives in the context of literacy, language and numeracy.
- iii) promote quality, structured learning and qualifications in the workplace.
- iv) build evidence about what works for increasing worker awareness of the benefits of literacy, language and numeracy skills, supporting successful worker engagement in literacy, language and numeracy training and maximising workplace value from training

We expect the evaluation will explore the value of the Learning Representatives programme for (a) the Learning Representatives themselves, (b) other learners on the site, (c) the employer and (d) the union(s) involved.

Selection of sites

This will be agreed with the steering group with the selection of sites being designed to cover the following:

- Sites that started the scheme during the pilot phase of the project (2005 - 2008)
- Sites that started the scheme during its expansion (mid-2008 onwards)
- A mix of industry / sector
- A mix of organisations that are focussed on literacy or industry training

The proposal

The proposal should contain the following:

- An outline project plan for the work, identifying key milestones
- Cost breakdowns against each milestone
- Details of strategies to ensure that the overview is as comprehensive as possible and response rate targets are met
- An outline communications strategy for the project
- How the project team might work with the Steering Group
- How ethical considerations will be addressed
- Details of internal quality assurance processes to be employed by the contractor
- A capability profile of the organisation making the proposal, including short c.v.'s of those personnel who will undertake the work.
- Contact details of at least two referees who can comment on previously completed contracts.

Project oversight and selection process

The project will be managed by the CTU, with a steering group comprising one or two nominees from Ako Aotearoa, a similar number of CTU staff, a representative from the TEC, plus other members as determined by the CTU. CTU will be the fund-holder for the project and Ako Aotearoa's contribution will be paid to the CTU on invoice.

Proposals will be reviewed by the CTU and Ako Aotearoa and short-listed applicants will be asked to meet with a selection panel drawn from the steering group who will make a final decision. NZCTU and Ako Aotearoa reserve the right not to accept any proposal should proposals be of insufficient quality.

Time-lines and indicative budget

Detailed time-lines for the work will be established by mutual agreement with the successful proposer, but it is expected that the work will start in November 2010 and be completed by the mid-March 2011.

It is presently envisaged that the cost of the work will be in the range \$40,000 - \$50,000 plus disbursements.

Additional information:

Information about NZCTU can be found on www.union.org.nz and about Ako Aotearoa on www.akoatearoa.ac.nz . The Learning Representatives website is www.learningreps.org.nz .

Proposals and all queries should be addressed to:

Sandy O'Neil, Manager, Learning Representatives Programme,

- Mail: NZCTU, PO Box 6645, Wellington 6141.
- Email: sandyo@nzctu.org.nz

Answers to queries will be posted on a Frequently Asked Questions document posted on the Ako Aotearoa web-site.

Closing date for proposals is:

5.00pm Friday 24 September 2010