

COMPETITIVE CYCLE FOUR

HOW TO APPLY

K. Anderson Lowe
Consultant Manager
June 15, 2016

You know what...

yes you

CAN

!

MUST DO

- Use the correct template provided – download electronic copy from website
- Letter size or A4 only, plain white paper
- Complete all 8 sections
- Observe the page limits for each section
- Include the required attachments
- Number all pages including attachments
- Both parties must sign the application
- Submit sealed application by July 29, 2016 no later than 4:30 pm.

Use Correct Template



COMPETENCY-BASED TRAINING FUND
APPLICATION PROPOSAL TEMPLATE – CYCLE IV

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1a. GENERAL INFORMATION: [This section must be fully completed]	
Title of the competency-based training proposal:	
Employer name: (If more than one, list Lead employer and annex names and	

Number Each Page



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3. OBJECTIVES AND TARGETS: (20%)	[One page maximum]
<i>awarding entity (during each quarter over the course of the implementation period);</i> (v) <i>Number of competency-based curriculum training packages to be developed and validated under the CBTF; and</i> (vi) <i>Number of competency-based assessment instruments to be developed.</i>	

Observe Page Limits

Application

Consists of 8 sections

1. General Information
2. Training Issue Description
3. Objectives and Targets
4. Institutional Implementation Arrangements
5. Operational Description
6. Implementation Schedule
7. Estimated Budget and Costs per Trainee
8. Self Monitoring Indicators

1. General Information

- Name, address, contact person, contact details for
 - Training Provider
 - Employer(s)
- Proposed start and end dates
- Summary Information
 - Trainees, costs, costs per trainee

2. Training Issue Description

- Basic information about the employer
 - Industry, market size, share of market, future expectations
- Business case for training
 - Skills gaps identified
 - Expected measureable outcomes
- Training Initiative
 - What occupations, levels, skills
- The Partnership
 - Relationship, History
 - Strengths and Weaknesses

3.Objectives and Targets

- What will be achieved
- Intermediate and final outcomes
- Specific, measureable, attainable, relevant
 - Number of Trainees
 - Standards Development
 - Curriculum Development
 - TVET Resources: IV, C/Q approvals, trainers and assessors

- 1) To use existing competency-based standards for relevant units in the competency-based standards from the [REDACTED] Making Level 2 CVQ.
- 2) To work with the TVET Council to establish the curriculum and assessment Instruments for existing Competency Based Standards for the following units in [REDACTED] Making Level 2 CVQ (the employers and training provider are willing to support TVET council with technical knowledge and expertise to facilitate this process. See list of units to be taught at Annex 3.
- 3) To deliver competency based training to 50 [REDACTED] production workers and supervisors over the implementation period of 8 to 10 months in the listed units in [REDACTED] Making Level 2 of which 20 (40%) are partnering employers' firms, 20 (40%) are employed outside of the partnering employers' firms and the remaining 10 (20%) are unemployed [REDACTED] and students.
- 4) To assess and certify 50 persons who have no existing certification (the participants) to achieve unit certification in relevant units (list in Target 1) using competency-based standards in [REDACTED] Making Level 2. 100% certification is the target.
- 5) To train 10 assessors and 2 internal verifiers to act as assessors in the CVQ process.

4. Institutional Implementation Arrangements

- Identify key persons to perform the following roles
 - Project Manager/Coordinator
 - Manage Finances
 - Liaise with TVETC
 - Assessors and IV
 - Quarterly reporting to the CBTF
 - Facilitate monthly on-site visits from the CMU

5.Operational Description

- A description in your own words of how the key activities of project are going to be successfully implemented to achieve objectives.
 - Key activities
 - Responsibilities
 - Benefits
 - Duration and outcomes

6. Implementation Schedule

- A visual representation of the key project activities showing how they relate to each other
 - Template for illustrative purposes
 - Attach Gantt chart to application

6. IMPLEMENTATION SCHEDULE: (10%)		<i>[Sample only - applicants must create and attach a Gantt chart specific to their proposal]</i>											
ACTIVITY	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
<i>Acquisition of Equipment</i>	-----			-----									
<i>Standards and Approvals</i>				-----			-----						
<i>Delivery of Training</i>				-----			-----			-----			
<i>Conduct Assessments</i>										-----			
All activities in the operational description should be represented in Gantt chart format (scaled monthly) and attached as Annex 6A.													

Sample Only. Attach schedule as Annex 6A

7. Estimated Budget and Cost per Trainee

- Summary of full cost to implement proposal
 - Show detailed costs in attachment and reconcile to cost summary
 - Include contingency as 5% of total costs
- Must Include
 - Training costs
 - Assessment cost at suggested rates
 - Registration fees

8. Self-Monitoring Indicators

- Developed by the firm to measure the impact of the training when completed
 - Impact on the employer (firm)
 - Impact on the employee/trainee
- Measure the change in indicator
 - Data collection, method and frequency
 - Current value, baseline
 - Intermediate results
 - Post training

Finally

- Public announcement contains essential elements of this offer
- By submitting proposal you have agreed to be bound by the conditions of the offer
- Read the Call For Proposals Announcement (short presentation to follow)
- Read the declaration section of application
- Sign and date the document



The Technical and Vocational Education and Training (TVET) Council Announces the following Competency-Based Training Fund Competition Cycle IV

I. Objective of the Competition: **CFP Announcement**

The TVET Council will make available funds in a competitive fashion to support interested *partnerships* of employers and training providers in Barbados to develop and provide occupational competency-based training aimed at improving the skills of employed and unemployed workers in Barbados.

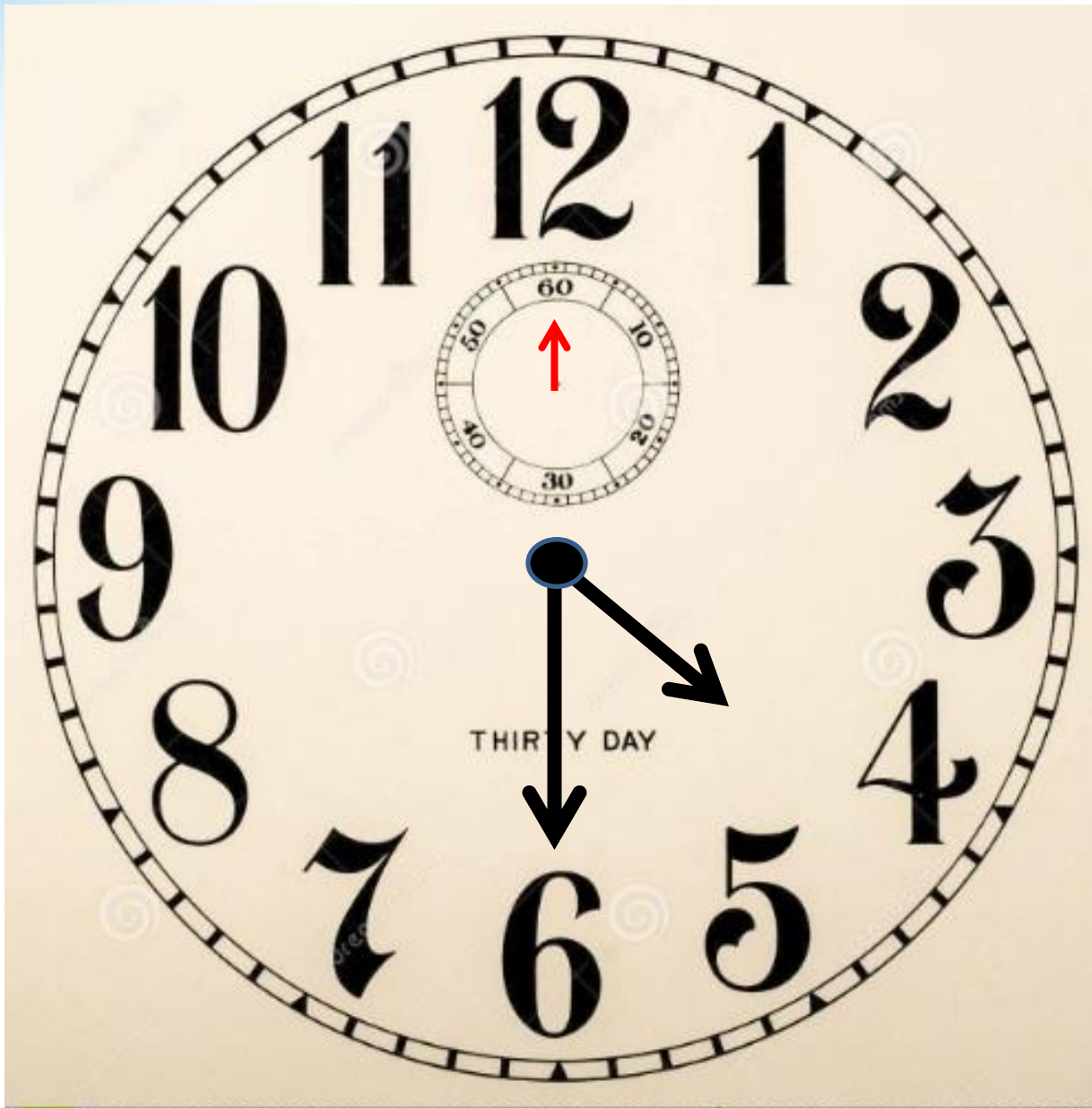
We, the Employer and the Training Provider, have read and acknowledged the rules of the competition laid out in the CBTF Cycle IV Call for Proposals Announcement. We further agree that if our Proposal is accepted that we shall be jointly and severally liable for the satisfactory performance of the obligations under the resulting contract.

Employer understands that all persons trained under the CBTF must be assessed and certified using a competency-based approach and that the assessment will take place in the work place. Employer therefore warrants that only persons desirous of certification will be trained, grants permission for the assessment of trainees to be conducted at their place of business and agrees to provide reasonable access to the assessors for the purpose of conducting assessments.

Signature Page

EMPLOYER REPRESENTATIVE	TRAINING PROVIDER REPRESENTATIVE
Signature: _____	Signature: _____
Name: _____	Name: _____
Date: _____	Date: _____

**Friday
July
29
2016**



PERSONAL
BODY
HEALTH
CARE

**Thank
You**

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