

Submitting a Superior Proposal to the Competency-based Training Fund

*by Andrea Austin
CBTF Management Unit*

AGENDA

- ✓ CBTF Overview
- ✓ Cycle I Lessons & DOs
- ✓ Proposal Template walkthrough

CBTF Overview

- ✓ GoB/ IDB-financed employee training initiative
- ✓ Objective: align training with market demand
- ✓ Serve uncertified segment of the workforce (56.5K) by providing opportunity to be certified (N/CVQs)
- ✓ Assist Barbados in obtaining world class workforce which can compete on a global level
- ✓ BDS \$3.6m allocated; BDS \$9m+ to be distributed through 2016
- ✓ Call for Proposals: August 15 – September 30, 2014

Cycle I Lessons & DOs

- ✓ Select the right partner
- ✓ Training should address employer need & utilize corresponding occupational standard(s)
- ✓ Allocate adequate time for research & proposal preparation
- ✓ Consider your resources/ capacity; set realistic goals
- ✓ Consider all implementation steps and budget accordingly
- ✓ Utilize CBTF Technical Consultants
- ✓ Allocate adequate time for submission

Proposal template – General Information

- ✓ Key partnership information
 - Employer/ association
 - Training provider
 - CBTF Technical Consultant
- ✓ Role of representatives
- ✓ Proof of partner eligibility
- ✓ Partner signatures

1a. GENERAL INFORMATION:

Title of the competency-based training proposal:	
Employer name: (If more than one, list Lead employer and annex names of others. If an Employer Association, please indicate)	
Employer contact information: address, telephone(s), fax, email:	
Employer Representative: (Individual who will be accountable for all employer action items and sign all CBTF-related documentation)	
Economic sector that the employer belongs to:	

Proposal template – General Information

- ✓ General Information in the evaluation process
- ✓ Proposal implementation timelines
- ✓ Grant amount requested



Proposal template – Training Issue Description

✓ Justification

- Sector & Occupation skill gap(s) – short & medium term
- Specifics: occupation(s), training level(s), # of trainees

Occupation	Concerns	Training Needs / Skill Gaps	Required Training	Benefits
Operators	Damage to cargo resulting from improper transfer	Knowledge and skills in transferring cargo	Transfer of cargo	Reduction of accidents and damage to cargo
	Accidents resulting from shifting and moving containers and cargo	Ability to maneuver equipment to perform basic and complex operations	Operate forklift, crane, straddle carrier to perform basic and complex operations	<ul style="list-style-type: none"> ▪ Fewer accidents ▪ Faster ship turnaround time ▪ Increased productivity

- Partnership strengths & challenges

Proposal template – Objective & Targets

- ✓ Objective: what will change or improve
- ✓ Targets: measurable outcomes compared to current conditions
 - Standards ~ Occupations
 - Assessments
 - Curriculum training packages
 - Certifications
- ✓ Quarterly targets/ milestones

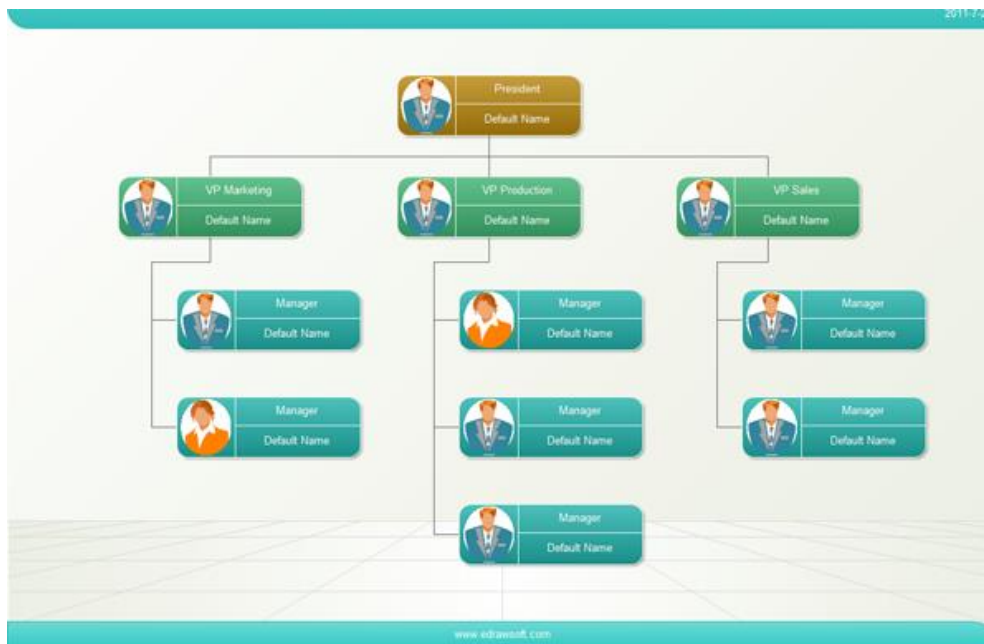
Objective and the target to be achieved at the completion of the proposal:

The objective of this project is to develop and validate four (4) competency based occupational standards which will be used to develop curriculum / training courses for NVQ level2 and level 3 certification. Sixty-four (64) unskilled workers will be trained and certified for a aggregate 11 occupations in the apparel industry. Eight (8) workers are currently employed by the partnership firm and sixteen (16) from outside firms and forty (40) students whom can enter the workforce for the first time through employment with the partnership's firm, other manufacturers or entrepreneurship supported by the designer's hub through a series of eight (8) professional development workshops and associated activities.

workshops and associated activities
designers and associated activities
designers and associated activities

Proposal template – Institutional Arrangements

- ✓ Accountability in project implementation
 - Roles & responsibilities (org chart format)



Proposal template – Operational Description

- ✓ **Blueprint for implementation/ list of key activities**
 - Relevant to objective/ target
 - When - timeline/ duration
 - How & where implemented
 - Who is accountable
 - What will result from activity
 - Beneficiaries
- ✓ **Resource allocation e.g. equipment**
 - Usage for training vs operations
- ✓ **Suggested annexes**
 - Occupational standards/ curricula
 - Course outline/ assessment methods

Proposal template – Implementation Schedule

- ✓ Quarterly schedule showing start and end date for key implementation activities
- ✓ Gantt chart format (scaled monthly)

6. IMPLEMENTATION SCHEDULE:

ACTIVITY	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER...			QUARTER 8		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activity 1	-----			-----											
Activity 2					-----		----								
Activity 3				-----			-----			-----					
Activity N									----	-----					

All activities in the operational description should be represented here in a Gantt chart format (scaled monthly) annexed as necessary.

Proposal template – Budget & Cost Per Trainee

- ✓ Includes services, goods, equipment, maintenance costs
- ✓ Include cost for technical assistance
- ✓ Contingency ~ 5% of asking
- ✓ Cost per trainee = total cost/ proposed number of trainees
- ✓ Minor civil works/ equipment costs
- ✓ Bulk of costs should go to training

6. ESTIMATED BUDGET AND COST PER TRAINEE:					[One page maximum]
CATEGORY OF EXPENDITURE*	PHYSICAL UNIT	QUANTITY	UNIT PRICE BDS\$	TOTAL AMOUNT BDS\$	NOTES
Goods/equipment and other related costs**	{Description}				
Supplies	{Description}				
Services (training to be provided)	{Competency-based training for stated occupations}				
Technical assistance	{Description}				
Sub-total					
Minor civil works (to be fully financed by the partnership)	{Description}				
GRAND TOTAL					

Proposal template – Sustainability

- ✓ Looking beyond 2 year implementation
 - Institutional
 - Financial
 - Learning instruments to be retained or expanded



For a 1-on-1 Meeting...

Contact Us:

CBTF Management Unit
Unit 3, Bldg 3,
Harbour Industrial Estate
St. Michael, BB11142

Web: www.cbtf.com.bb

Email: info@cbtf.com.bb

Tel: 246.227.9090