

# *Submitting a Superior Proposal to the Competency-based Training Fund*

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# AGENDA

- ✓ CBTF Overview
- ✓ Cycle III tips
- ✓ 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 \$11m allocated; BDS \$3m remaining
- ✓ Awardees have been varied

# Cycle III Tips

- ✓ Identify employer-driven training need
- ✓ Select the right partner
- ✓ CBET based on occupational standard(s)
- ✓ Hard skills/ Levels I – III candidates preferred
- ✓ Use Cycle III template and follow its guidelines
- ✓ Implement September 2015 – November 2016

# Cycle III Tips

- ✓ Allocate adequate time for research, proposal preparation and submission
- ✓ Consider all implementation steps and budget accordingly and realistically (market rate)
- ✓ Consider your resources/ capacity; set realistic goals
- ✓ Utilize CBTF Technical Consultants

# Proposal template – General Information

- ✓ Go to <http://cbtf.com.bb/Applicants/How-To-Apply.aspx>
- ✓ Key partnership information
  - Employer/ association
  - Training provider
  - CBTF Technical Consultant
- ✓ Partner representatives
- ✓ Partner signatures
- ✓ Proof of partner eligibility

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 contact information of others)	
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

- ✓ Proposal implementation timelines
- ✓ Grant amount requested
- ✓ Cost per trainee



# Proposal template – Training Issue Description

## ✓ Justification

- Training need context (market share, sector, occupations)
- Quantify occupation(s), training level(s), # of trainees

<b>Occupation</b>	<b>Concerns</b>	<b>Training Needs / Skill Gaps</b>	<b>Required Training</b>	<b>Benefits</b>
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"> <li>▪ Fewer accidents</li> <li>▪ Faster ship turnaround time</li> <li>▪ Increased productivity</li> </ul>



- Partnership strengths & challenges



# Proposal template – Objective & Targets

- ✓ Objectives: explanation of expected change
- ✓ Targets: measures of expected change (quarterly):
  - Standards & curricula
  - Trainee population
  - Training, assessments & certifications

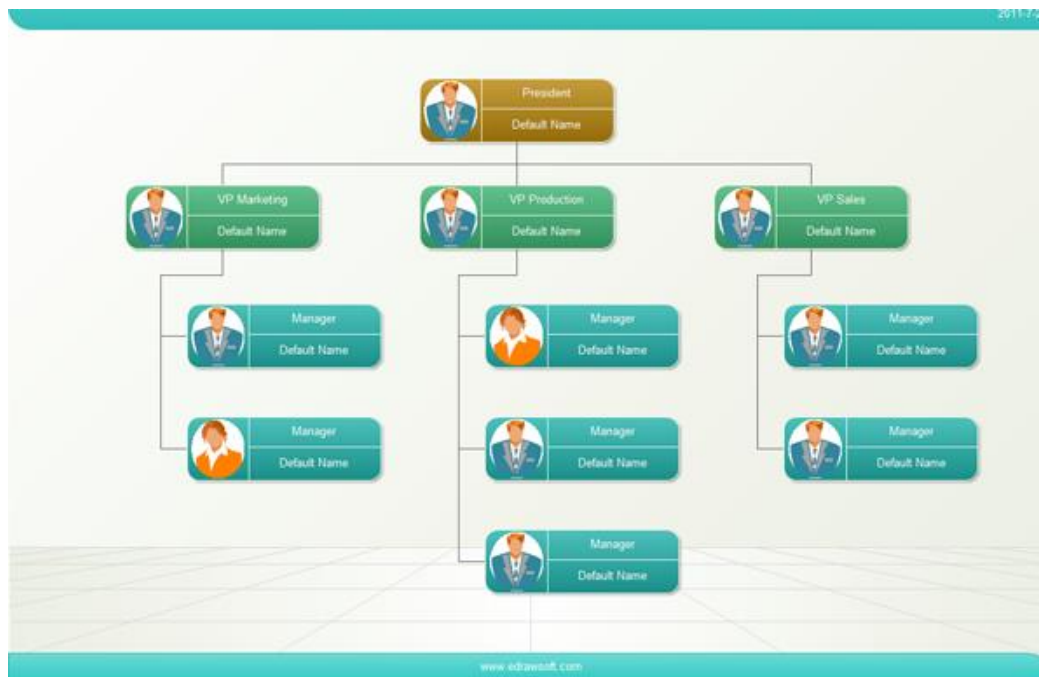


**Objective and the target to be achieved at the completion of the proposal:**

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 level 2 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.

# Proposal template – Institutional Arrangements

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



# Proposal template – Operational Description



Blueprint/ business plan for implementation

- ✓ For each activity list why, when, how, who, expected result and beneficiaries

Activity	Objectives and targets	Achieve through its Implementation	How Implemented	Related to other key activities	Coordinate	Venue	Time Frame
5) Organise the employees into the five cohorts, (approximately 60 candidates per cohort) based on the established criteria	<ul style="list-style-type: none"> <li>• Allow candidates that demonstrate a level of knowledge and expertise to be fast tracked</li> <li>• Allow for the urgent needs of the business to be addressed as priority</li> </ul>	<ul style="list-style-type: none"> <li>• The PLAR Self-Assessment will allow trainees to identify their skills, knowledge and abilities acquired through life and work experiences and translate that learning into credits towards unit certification</li> <li>• Allows companies to continue to run efficiently while persons are being trained</li> <li>• Allocate employees from BK and NLC into Cohorts according to urgent need</li> </ul>	<ul style="list-style-type: none"> <li>• Trainees must complete a PLAR Self-Assessment Form</li> <li>• Each company management team will identify those needing urgent training</li> </ul>	<ul style="list-style-type: none"> <li>• PLAR is an alternate assessment process that gives trainees the opportunity to obtain unit certification</li> </ul>	WII NISE	WII NISE	QTR 1, 2015 Feb 1 – 28, 2015

- ✓ Resource allocation e.g. for equipment detail proposed training vs business use
- ✓ Annex occupational standards, curricula/ course outlines, assessment methodology

# Proposal template – Implementation Schedule

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



6. IMPLEMENTATION SCHEDULE: <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
Activity 1	-----			-----								
Activity 2					-----		----					
Activity 3				-----			-----			-----		
Activity N								----		-----		
All activities in the operational description should be represented in Gantt chart format (scaled monthly) and attached as an Annex.												

# Proposal template – Budget & Cost Per Trainee

- ✓ Includes goods/ equipment, supplies, services, technical assistance, minor civil works
- ✓ Contingency ~ 5% of asking
- ✓ Cost per trainee = total cost/ proposed number of trainees
- ✓ Annex detailed line items with cost calculations
- ✓ Majority of costs allocated to training activities and resources



7. ESTIMATED BUDGET AND COST PER TRAINEE: <span style="float: right;">[One page summary]</span>					
CATEGORY OF EXPENDITURE*	PHYSICAL UNIT	QUANTITY	UNIT PRICE BD\$	TOTAL AMOUNT BD\$	NOTES
Goods/equipment and other related costs**	{Description}				
Supplies	{Description}				
Services (training to be provided)	{Training, standard development, assessments etc.}				
Technical assistance	{Description}				
Minor civil works	{Description}				
5% Contingency					
TOTAL AMOUNT REQUESTED FROM THE CBTF					

# Proposal template – Sustainability

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



# Need more information...

## Contact Us:

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