# Hardship Fund for Learners - WLN-funded Tertiary Providers and Employers - Guidance and Application Form

Tertiary providers and employers that receive Workplace Literacy and Numeracy (WLN) funding must use this form to apply for Hardship for Learners Fund (HAFL) funding.

The HAFL helps organisations provide temporary financial assistance for currently enrolled tertiary learners who are facing hardship due to the COVID-19 pandemic. This document provides an overview of the fund application process and guidance on what applicants should consider when completing their application.

## Eligibility

You can apply for HAFL funding if you fulfil the following:

* + meet the [eligibility](https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/hardship-fund-for-learners/hafl-2021/eligibility/) criteria for the HAFL fund, and
  + currently delivering learning with more than 8 weeks remaining on a WLN funding agreement (or are likely to extend your WLN delivery period to 8 weeks or more from the point of application), and
  + meet the Technology Access Purpose criteria (including learners being restricted from face-to-face learning due to COVID restrictions).
* As there is limited funding available, applications will be prioritised against an assessment framework based on your responses to the questions in this application form. Please only request the funding that your organisation requires.

## Email your completed application form to the Customer Contact Group at [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz)

* + Subject line: **[Your EDUMIS] – Hardship Fund Application**
* The application for funding is on a rolling basis through to early 2022. In early 2022, the TEC will assess the amount of funding remaining and COVID situation to inform any further steps of the fund.
* Applications will be assessed in the assessment round in January 2022 (and following months) by an independent panel. Each assessment round will take a period of up to two-weeks.
* We will inform you, in writing, of the outcome of your application within three working weeks of its submission.
* If you have any questions about HAFL or completing this application form please contact [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz).

# Application Guidance

## Eligibility

Each of the eligibility criteria below must be met in order to progress an application.

* **meet the eligibility criteria for the HAFL fund**

You can view the full [eligibility criteria](https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/hardship-fund-for-learners/hafl-2021/eligibility/) on the TEC HAFL funding web page (including both TEO eligibility and learner eligibility).

* **currently delivering a WLN-funded programme with at least 8 weeks remaining in the WLN funding period**

You can only use HAFL funding if you are currently delivering a WLN-funded programme **and** the programme has at least 8 weeks remaining (or you anticipate this to be extended to 8 weeks or more) in the WLN delivery period at the time of application submission.

* **meet the Technology Access Purpose criteria**

The Technology Access Purpose reflects a situation where **COVID-19 restrictions** **remove the option for face-to-face study for learners**, such as Alert levels (or COVID Protection Framework) applying throughout New Zealand, or to a regional area, or where learners at a provider are linked to a community cluster.

Funding for the Technology Access Purpose must support access to:

* + direct cash or in-kind payments (including but not limited to) internet access and related support; and/or
  + resources for learners to borrow while enrolled; and/or
  + suitable devices and related support including refurbishing devices returned by learners to enable other learners to use them offsite; and/or
  + other support that assists learners in engaging in technology-enabled tertiary education (excluding general technology improvements or capacity building).

## Assessment sections

**Successful applicants would normally be required to submit a Learner Technology Support Strategy (LTSS). By using this application form you will not be required to submit a separate LTSS should you be successful in receiving funding. The questions within this application cover the same requirements as the LTSS.**

* This template helps us understand how you will use the Hardship Fund funding for the Technology Access Purpose.
* Please note that you can only use HAFL funding for Technology Access Purpose if you are responding to a COVID-19 restriction within New Zealand, such as Traffic Light System impacts or where learners are linked to a community cluster, or are self-isolating and unable to attend classes.
* We will review your application and will only contact you if we have questions or identify opportunities.

**Section 1 – How much HAFL funding do you require?**

**1.1 Question: How much HAFL funding are you requesting in this application?**

At each application round the TEC has a finite amount of funding available. The TEC retains the right to allocate less than is available. However, a key design principle for HAFL is that we make funding available for learners at the earliest opportunity to allow TEOs to be responsive to their learners.

The figure requested in this section by tertiary providers or employers will not impact the probability of receiving funding. However, it should represent a reasonable figure in the context of the number of learners you may need to support and the types of support you anticipate providing. The figure should be exclusive of GST.

**1.2 Question: Provide an estimate of the number of learners you believe this funding can support.**

The TEC will not be comparing and reconciling this figure to subsequent reports submitted but using it to help the evaluation process, including the possible nature and extent of impact across learners. The reasonableness of spend and outcomes will be considered based on the amount requested and estimated number of learners being supported. This should be a quantitative response, as a number, and can be a range.

**1.3 Question: Provide the planned date on which the WLN-funded contract ends (consider any planned extensions to WLN-funded delivery).**

The TEC will use this to understand the period of time remaining on WLN funded delivery, to ensure the requirement of 8 weeks or more (plus any planned extension) until the contract end date is met. This should be a quantitative response, as a date.

**Section 2 – How will you manage and use the funding?**

This section substitutes the requirement of a separate Learning Technology Support Strategy.

The evaluation of Section 2 will aim to confirm the adequacy of the proposed method to manage and use the HAFL funding and, if necessary, raise any concerns those with the applying tertiary provider or employer before progressing the application.

**2.1 Question: How are you identifying and prioritising which learners are facing the greatest hardship and need assistance with accessing technology that enables learning?**

This section of the application aims to understand the method and channels used by the tertiary provider or employer to target learners with the highest technology needs. Consideration will be made on the appropriateness of the methods and channels described with regard to the size, nature and location of the organisations.

**2.2 Question: How does your organisation plan to use the HAFL funding for the Technology Access Purpose?**

This section of the application aims to understand the type of items or services that may be purchased. These will be considered against the purpose of the fund, particularly the Technology Access Purpose and guidance on expected support to be provided.

**2.3 Question: How will you ensure funding is ring-fenced for the HAFL purposes, keep track of the costs incurred, and ensure that funding is used in compliance with funding conditions?**

This section of the application aims to understand the way in which the organisation will manage and monitor the HAFL funding to retain compliance with funding conditions. For example, separation of funding within the finance system, regular internal monitoring, etc.

**2.4 Question: Please detail the intensity of learning experienced by the majority of your learners.**

This section of the application aims to understand the average intensity of learning experiences by the learners to contextualise the type of support that may be required and appropriate for the learners.

**Section 3 – How will you ensure the funding makes the most impact?**

**3.1 Question: Explain how your learners have been impacted by the recent COVID situation (e.g. location within Alert Level areas/red Traffic Light System areas, impacts on income, impacts on personal life, etc.)**

This section of the application is aimed to provide a check that organisations have learners that are impacted by the recent COVID situation (e.g. location within Alert Level/red Traffic Light System areas, impacts on income, impacts on personal life, etc.) and specifically impacted by COVID-19 restrictions that impact learner earnings and remove the option for face-to-face study. Any concerns raised by the evaluation team may be queried with the applying TEO before progressing the application. Assessors will consider the nature and extent of the COVID situation impact to learners.

**3.2 Question: Explain how you meet the Technology Access Purpose.**

This section of the application is aimed to understand how the tertiary provider or employer meets the Technology Access Purpose of the HAFL funding. This is specifically focussed on how the tertiary provider or employers’ learners are restricted from face-to-face learning due to the current COVID-19 situation. This also seeks to understand how the HAFL funding will overcome the restrictions on face-to-face learning being faced.

**3.3 Question: Explain how you will ensure your HAFL funding is accessible to learners that need it most.**

This section of the application is aimed to provide a check that tertiary providers or employers are ensuring the funding is available and accessible to the learners that need it most. Any concerns raised by the assessment team may be queried with the applying tertiary provider or employer before progressing the application. Assessors will consider the reasonableness of the method outlined to identify the learners most in need, the engagement the applicant has had with student representatives, and how effective the proposed method would be in the context of the applicant’s organisation.

# Assessment sections

This form will help us understand how you will use the Hardship Fund for Learners funding for the Technology Access Purpose. A Learner Technology Support Strategy (LTSS) is not required with the completion of this application. The questions within this application cover the same requirements as the LTSS.

## Section 1 – How much HAFL funding do you require?

Use this table to indicate the HAFL funding you require to support learners experiencing hardship, and an estimate of the number of learners you intend to support.

All learners counted here must be learners funded through WLN and meet the eligibility criteria to receive HAFL (see Learner Eligibility on the TEC HAFL Funding web page [here](https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/hardship-fund-for-learners/hafl-2021/eligibility/)).

|  |  |  |
| --- | --- | --- |
| Ref. | Question | Response |
| 1.1 | How much HAFL funding are you requesting in this application?  Note, this must be exclusive of GST. | NZD amount requested [$]: |
| 1.2 | Provide an estimate of the number of learners you believe this funding can support.  This is an estimate only, and a range is acceptable. | Number of learners [#]: |
| 1.3 | Provide the date on which the WLN-funded contract ends.  If there are plans to extend the WLN funded learning, please provide the estimated number of weeks that this may add to the existing WLN-funded contract period. | WLN-funded contract end date [DD/MM/YYYY]:  Extension (in weeks) [#]: |

## Section 2 – How will you manage and use the funding?

The questions below cover the requirements of an LTSS and will be used by the TEC as part of the application assessment process.

|  |  |  |
| --- | --- | --- |
| Ref. | Question | Response |
| 2.1 | How are you identifying **and** prioritising which learners are facing the greatest hardship and need assistance with accessing technology that enables learning? | Suggested limit: 200 words |
| 2.2 | How does your organisation plan to use the HAFL funding for the Technology Access Purpose?   * What kind of learner needs have you identified? * What resources are required to meet those needs? * What do you plan to purchase? * How will you ensure efficient and effective use of the funding and resources? | Suggested limit: 300 words |
| 2.3 | How will you:   * Ensure funding is ring-fenced for the HAFL purposes * keep track of the costs incurred, * and ensure that funding is used in compliance with [funding conditions](https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/hardship-fund-for-learners/hafl-2021/conditions-2021/)? | Suggested limit: 200 words |
| 2.4 | Please detail the intensity of learning experienced by the majority of your learners. For example 10 hours per week. | Hours per week [#]: |

## Section 3 – How will you ensure the funding makes the most impact?

Help us to understand how your learners have been impacted by the recent COVID situation, how learners are restricted from face-to-face learning and require technology support, and how you will ensure that assistance is provided to learners that need it most.

|  |  |
| --- | --- |
| Ref. | Question |
| 3.1 | Explain how your learners have been impacted by the recent COVID situation (e.g. location within Alert Level areas/red Traffic Light System areas, impacts on income, impacts on personal life, etc.) |
| Response | |
| Suggested limit: 300 words | |
| 3.2 | Explain how you meet the Technology Access Purpose, specifically **how** your learners are restricted from face-to-face learning due to the current COVID-19 situation, and **how** technology support will overcome this restriction. |
| Response | |
| Suggested limit: 300 words | |
| 3.3 | Explain how you will ensure your HAFL funding is accessible to learners that need it most, including:   * the method used to identify the learners most in need, and * the type of assistance that is anticipated to be provided. |
| Response | |
| Suggested limit: 300 words | |

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