# Targeted Training and Apprenticeships Fund – application for approval to charge fees

TEO’s delivering Industry Training must use this form when applying for the TEC to fund fees, through the Targeted Training and Apprenticeships Fund (TTAF), that weren’t being charged, or were being charged at a lower rate, as at 1 July 2020.

## Information about this form

* If:
  + you are a TEO delivering Industry Training; and
  + as at 1 July 2020, you were not charging fees, or were charging fees at a reduced rate; and
  + you want to start charging fees; or
  + increase your fees;
* you can use this form to apply to have them funded.
* **Please send your completed forms to** [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz), cc:[Thomas.Hawkins@tec.govt.nz](mailto:Thomas.Hawkins@tec.govt.nz) with the subject line: [Your Edumis#] - TTAF - Application to increase fees.

When sending your application please note:

* You can attach an excel spreadsheet if you have a high volume of information to provide
* Further information is available for you on the TTAF on our [website.](https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/targeted-training-and-apprenticeship-fund/faqs-for-teos/)
* This form is for TEO’s delivering Industry Training only.
* This form is ***not*** for SAC funded providers that want to increase fees more than the Annual Maximum Fee Movement.

## Background to this application process

* This application form is to facilitate the process referred to in the TTAF funding agreement.
* The TTAF funding agreement states:

*If fees are not being charged to, or fees have been reduced for, apprentices or trainees as at 1 July 2020, no amount will be payable, or only the reduced amount will be payable, except if, on application, we approve payment of fees, or a higher amount than the reduced amount, under the TTAF in the following circumstances:*

* + 1. *you reduced or removed your fees as a result of COVID-19 during 2020; or*
    2. *you have had, or anticipate, a significant recent reduction in revenue that requires you to begin charging fees, or increase your fees, and you are charging fees for all or most of your delivery; or*
    3. *you have had, or anticipate, a significant recent reduction in revenue, that requires you to begin charging fees, and the decision to begin charging or increasing fees relates to a specific reduction in revenue that has occurred as a result of external persons or entities stopping or reducing payments to the TEO as a result of you receiving TTAF funding; or*
    4. *you provide us with another reason for beginning to charge fees, or increasing fees, and we are satisfied that there are circumstances that justify such a change.*
* As a principle, the TEC will pay for fees that would have otherwise been charged to learners as at 1 July 2020.
* The introduction of the TTAF is not intended to change fees structures already in place. It is intended to cover fees that would normally be paid by, or on behalf of, learners.
* However, as TEO’s delivering Industry Training usually manage their fee policies and structures, which means deciding whether or not to charge fees and the amount, we recognise that we may need to pay for fees that weren’t being charged, or were being charged at a reduced rate, as at 1 July 2020.
* Where the reduction in revenue relates to the reduction or removal of an industry contribution, the TEC is unlikely to approve the increase or reinstatement of a fee. This is because the TTAF is not intended to change existing fee structures in place, and continued industry contributions are still expected. There may be some exceptions to this, for example, where the industry payment relates specifically to training and assessment, and, it is not a direct result of the introduction of TTAF. An assessment will be made on a case by case basis. Please detail any impact to the Industry Cash Contribution where applicable.

## If you application relates to annual fee increases of no more than 2% we will approve the increase

* In order to streamline the process of approving annual fee increases, we will automatically approve increases of no more than 2%, provided the following criteria applies:
  + The Fee increase will be applied to all programmes, including those not eligible for TTAF funding; and
  + The increase has been determined in the same or similar manner as fee increases in prior years.

## We will make a decision and notify you of the outcome as soon as possible

* We will assess the information and evidence you provide and communicate a decision to you.
* It is important you provide a clear rationale as to why you are making a change to your fee policy.
* We may contact you to clarify or seek more information about your application.
* We may consider information from our own, and other agencies’ records when considering your application.
* We will notify you of the outcome of your application in writing.

# Application Form

## 1. Organisation details

Please provide details of your organisation

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| 1.1 Organisation details | |
| Legal name |  |
| NZBN |  |
| EDUMIS number |  |
| Trading name *(if applicable)* |  |
| Address |  |
| Chief Executive, or General Manager *(name and role or position)* |  |
| 1.2 Lead contact details the lead contact is the key person TEC will contact for further information or questions, as well as notifications of the outcome of your application | |
| Name |  |
| Role or position within the organisation |  |
| Business Phone |  |
| Mobile |  |
| Email |  |

## 2. Programme and/or qualification details

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| 2.1 Details of application | |
| **Please indicate the programmes or qualifications that this application applies to**  If 2.1.1 applies, please complete section 2.2 of this application.  If 2.1.2 applies, please complete section 2.3 and section 4 of this application.  Otherwise, please complete sections 2.4 onwards. | |
| 2.1.1 This application applies to all TTAF eligible programmes and is no more than 2% | YES/NO |
| 2.1.2 This application apples to all TTAF eligible programmes and is more than 2% | YES/NO |
| 2.1.3 This application applies to individual programmes or qualifications only | YES/NO |
| 2.1.4 This application applies to a specific subject or programme area | YES/NO |
| Other (e.g. applies to all programmes).  *Please provide more detail as to the programmes covered by this application* | YES/NO |
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| 2.2 Applications that apply to all TTAF fees by no more than 2% | |
| **Please confirm if the following criteria have been met:** | |
| 2.2.1 This application is for an annual increase in fees of no more than 2% | YES/NO |
| 2.2.2 The Fee increase will be applied to all programmes, including those not eligible for TTAF funding | YES/NO |
| 2.1.3 The increase has been determined in the same or similar manner as fee increases in prior years | YES/NO |
| *please provide a brief overview of how the fee increase was determined:* | |

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| 2.3 Applications that apply to all TTAF fees by more than 2% | |
| **Please indicate the programmes or qualifications that this application applies to**   * If 2.3.1 applies please provide details of the proposed increase, including the rational of the increases proposed in the box below, before completing section 4. There is no need to complete section 3. * if 2.3.2 applies please complete the application in full | |
| 2.2.1 This application is for an annual increase in fees of more than 2% | YES/NO |
| 2.1.2 This application is to increase all fees outside of annual fee increases | YES/NO |
| *2.1.3 – please provide more information as to the rationale for the fee increases* | |

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| 2.4 Programmes and/or qualifications fee increase information | | | | | |
| Please insert additional rows as required in the following sections. If there are a large volume of programmes or qualifications these can be provided in an attachment (for example an excel spreadsheet).  If you are seeking a consistent increase in all programme fees, please just write “all” in the programme or qualification field and complete the rationale field. Please give details of the fee increase (for example percentage) in the comments field.  For each fee change please provide:   * **Programme name and programme ID:** Please use the same name and number as ITR data. * **Current fee:** the current GST exclusive fee charged to learners * **Proposed fee:** the GST exclusive fee you are proposing to charge to learners * **Rationale for change:** please indicate which rationale applies from the following:   + 1. you reduced or removed your fees as a result of COVID-19 during 2020; or     2. you have had, or anticipate, a significant recent reduction in revenue that requires you to begin charging fees, or increase your fees, and you are charging fees for all or most of your delivery; or     3. you have had, or anticipate, a significant recent reduction in revenue, that requires you to begin charging fees, and the decision to begin charging or increasing fees relates to a specific reduction in revenue that has occurred as a result of external persons or entities stopping or reducing payments to the TEO as a result of you receiving TTAF funding; or     4. you provide us with another reason for beginning to charge fees, or increasing fees, and we are satisfied that there are circumstances that justify such a change.   **Comments** *– please provide an overview of the rational for changing or introducing the proposed fee* | | | | | |
| **Programme name** | **Programme ID** | **Current fee** | **Proposed fee** | **Rationale for change (a/b/c/d)** | **Comments** |
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## 3. Description of context and rationale

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| 3.1 Context and rationale for decision to reinstate/increase fees |
| **3.1.1 If applying for fee increase under rational (a) please provide additional information regarding the rational for the proposed fee change**  Please provide details of the fees that you reduced or removed as a result of COVID-19 during 2020, and the rational for reinstating, or increasing, these fees.  Please include supporting evidence, and financial information at question 4, as appropriate to support your application. |
| *Insert response to 3.1.1. where rational (a) applies.* |
| **3.1.2 If applying for fee increase under rational (b) please provide additional information regarding the rational for the proposed fee change**  Please provide details that outline that you have had, or anticipate, a significant recent reduction in revenue that requires you to begin charging fees, or increase your fees.  For this scenario, you cannot just increase fees that are paid under TTAF, and any increases must be applied consistently.  You must provide financial information to evidence this at question 4; this will either be forecasted revenues, or an actual reduction in your revenue. |
| *Insert response to 3.1.2. where rational (b) applies.* |
| **3.1.3 If applying for fee increase under rational (c) please provide additional information regarding the rational for the proposed fee change**  Please provide details to outline:   * that you have had, or anticipate, a significant recent reduction in revenue, that requires you to begin charging fees; and * the decision to begin to charge or increase fees relates to a specific reduction in revenue that has occurred as a result of external persons or entities stopping or reducing payments to the TEO; and * this reduction is occurring as a result of you receiving TTAF funding.   Please include supporting evidence, and financial information at question 4, as appropriate to support your application. You must provide supporting evidence from the external party confirming the reduction in revenue or payments. |
| *Insert response to 3.1.3. where rational (c) applies.* |
| **3.1.4 If applying for fee increase under rational (d) please provide additional information regarding the rational for the proposed fee change**  If you have another reason to make this application please provide a detailed breakdown of the rationale for beginning to charge fees, or increasing fees. Please include supporting evidence, and financial information at question 4, as appropriate to support your application. |
| *Insert response to 3.1.4. where rational (d) applies.* |

## 4. Financial and Additional Information

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| 4.1 Financial information |
| **4.1 You can use this section to provide any optional or required financial information to support your application.**   * You may attach the required or optional financial information, as separate documents. * This could include (as relevant):   + Comparative information (i.e. your last audited financial accounts and current year to date and forecasts financial accounts).   + Forecast P&L for the current year (and future years as relevant)   + Current and forecast monthly cash flow statements * Please list any attachments in this section to ensure the assessor reviews these documents as part of your application. |
| *e.g. Attachment 1: Audited financial accounts 2019.* |
| 4.2 Additional and supporting evidence |
| **4.2 You can use this section to provide any optional or required information to support your application.**   * You may attach the required or optional financial information, as separate documents. * Please list any attachments in this section to ensure the assessor reviews this documents as part of your application. |
| *e.g. Attachment 1: Letter from third party detailing actual/planned removal of payments.* |

## 5. Declaration

This section must be signed by your organisation’s Chief Executive, General Manager, or a designated authority on their behalf.

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| 5.1 Declaration | |
| I declare that to the best of my knowledge the information given in this application is true and correct. | |
| Signature: |  |
| Name and Position |  |
| Date |  |