

[Date]

[TEO]

[Address 1]

[Address 2]

[CITY / Post code]

Funding of the Māori and Pasifika Trades Training Tools Grant

1. This letter sets out the terms and conditions on which the Tertiary Education Commission Te Amorangi Mātauranga Matua (**TEC**) will provide funding for Māori and Pasifika Trades Training Tools Grants to **TEO name (Organisation)** to distribute to eligible trainees on behalf of the Crown.
2. Please confirm your acceptance of the funding and the terms and conditions of this letter by signing in the space provided at the end of this letter ("Acceptance of terms and conditions of funding") and returning a signed copy of this letter to the TEC.

Purpose of the funding

3. The purpose of the Māori and Pasifika Trade Trades Training Tools Grant (**Funding**) is to provide eligible trainees with a payment of \$1,000 (GST exclusive) towards the cost of tools related to his or her training.
4. The Funding is only available for payment by the Organisation to trainees who meet the eligibility criteria described in paragraph 9 below.
5. The Funding for eligible trainees is only available for trainees who apply for the Funding within 18 months of completing or leaving the MPTT programme.
6. The Funding is subject to the TEC continuing to have authority from the Minister to provide the Funding, and to Government appropriations being sufficient to provide the Funding.
7. The TEC is providing the Funding to the Organisation on behalf of the Crown. The Organisation must pay the Funding to eligible trainees on behalf of the Crown.
8. For the avoidance of doubt, the Organisation must continue to be an "organisation" as defined in section 159B of the Education Act 1989 in order to receive the Funding.

Eligibility Criteria

9. To be eligible for the Funding a person must within 18 months of leaving the MPTT programme
 - (a) be either:
 - (i) a New Zealand Apprentice, or

- (ii) a trainee enrolled in a TEC approved Level 3 or Level 4 industry trades qualification of at least 40 credits, where:
 - (1) there is a signed training agreement between the trainee and the employer; and
 - (2) the trainee is enrolled with an industry training organisation, or
- (iii) a trainee enrolled in a Level 4 apprentice-equivalent qualification of at least 120 credits, the qualification being a qualification where:
 - (1) there is a signed training arrangement between the following parties – the trainee, the tertiary education organisation (TEO) delivering the qualification and the employer, and
 - (2) the trainee is employed in the industry for which they are training, and
 - (3) the trainee is enrolled in a Level 4 trades qualification (which may contain Level 3 courses)
- (b) have previously participated in Māori and Pasifika Trades Training provision approved by the TEC
- (c) have not previously received any government funding for tools, and
- (d) have completed and signed the section in the Māori and Pasifika Trades Training Tools Grant application form available from the TEC website, including the declaration that the Funding has been, or will be used, as payment towards the cost of tools related to his or her training.

Application forms

10. The Organisation must ensure that a Māori and Pasifika Trades Training Tools Grant application form has been completed and signed by each eligible trainee to confirm their eligibility for the Funding.

Payments

11. The Organisation must supply to the TEC the completed Māori and Pasifika Trades Training Tools Grant and Performance Brokerage Summary (**Application Summary**) by the 5th working day of each month. This Application Summary must include the information specified in the templates provided by the TEC (see Appendix 1).
12. Payments to the Organisation will be calculated by the TEC on the basis of the Application Summaries provided by the Organisation and verified by the TEC.
13. The Organisation must comply with the following process relating to payments:
 - (a) the Organisation must submit the Application Summary to the TEC by the 5th working day of each month using the template provided by the TEC
 - (b) the TEC will verify the data
 - (c) the TEC will calculate payments at the payment rate set out in this letter
 - (d) the TEC will make the payments to the Organisation on the 1st working day of the following month
 - (e) the Organisation must pay the Funding to eligible trainees within 30 days of receiving the payment, and
 - (f) the Organisation must immediately repay the TEC any Funding that it has not provided to eligible trainees within 30 days of receiving the payment.

14. The Organisation must ensure that each payment of the Funding is made:
- (a) in accordance with the terms and conditions set out in this letter
 - (b) in a manner consistent with the appropriate use of public funds
 - (c) in conformity with any relevant legal requirements.

Reporting and record-keeping

15. The Organisation must:
- (a) maintain records that show that the Funding provided by the TEC has been fully paid to trainees confirmed as eligible for payment in the Application Summary, and
 - (b) keep the records described above and completed application forms available for inspection by the TEC at all reasonable times.

Recovery of the Funding

16. If the Organisation becomes aware that a payment from the Funding has been made to an ineligible person, the Organisation must notify the TEC and make all reasonable endeavours to recover the Funding.
17. If the Organisation becomes aware that a person receiving a payment from the Funding in accordance with this letter has used the Funding for a purpose other than as a payment towards the cost of tools related to his or her training, the Organisation must notify the TEC and make all reasonable endeavours to recover the Funding.
18. If the Organisation receives Funding that is greater than it should have been, or that it was not entitled to receive, the Organisation must treat the amount of the over-funding as a debt due to the Crown that:
- (a) is repayable on demand, and
 - (b) may be set-off against any funding, or any sum of money payable by the TEC to the Organisation.
19. If the Organisation does not comply with a condition on which the Funding is given, or does not provide adequate and timely information required by the TEC, the TEC may suspend or revoke the Funding.

Liability

20. Despite paragraph 17, the Organisation will not be liable if an eligible New Zealand Apprentice or eligible apprentice-equivalent trainee does not use the Funding for the purposes for which it was provided.

Contact person

21. Please contact your Investment Manager if you have any questions about this letter or Māori and Pasifika Trades Training Tool Grants

Yours sincerely

Mike Blanchard
Deputy Chief Executive, Operations

Acceptance of terms and conditions Māori and Pasifika Trades Training Tools Grant

Please confirm your acceptance of the terms and conditions specified in this letter by printing two copies of this letter and signing both copies in the space provided below. The letter must be signed by a person with the authority to legally bind the Organisation.

You must return one scanned copy of the signed letter to [insert name and address] before any tools grant payments can be made to your organisation. We recommend you keep a copy for your records.

By signing below you agree that [insert Organisation name] accepts the terms and conditions of funding specified in this letter.

Signature:

Name:

Position Title:

Organisation:

Date:

