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| ACE in Communities  ‘Digital Literacy – Computers in Homes’  Application Form |

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# ‘Digital Literacy – Computers in Homes’ ACE in Communities Application for funding for 2019

Please read the [application guidelines](https://www.tec.govt.nz/assets/Forms-templates-and-guides/0b26f2c904/ACE-in-Communities-Digital-Literacy-Computers-in-Homes-application-guidelines.pdf) document carefully before you complete this application form. Further information on the ACE in Communities fund is also on our [website](https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/ace/ace-in-communities-digital-literacy-computers-in-homes).

Applications must be submitted by email in word and PDF format to [DigitalLiteracyACE18@tec.govt.nz](mailto:DigitalLiteracyACE18@tec.govt.nz) by **5.00pm, Monday 3 December 2018**.

## 1. Organisation’s administrative information

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| **1.1 Organisation details** | |
| Legal entity name |  |
| Trading name *(if applicable)* |  |
| Postal address |  |
| Physical address |  |
| EDUMIS number *(if known)[[1]](#footnote-1)* |  |
| Chief Executive, General Manager, Director, or Board Chair  *Name and role or position* |  |
| **1.2 Lead contact details**  *This person/s must have a good understanding of your organisation and the proposed programme. This person, or another contact person named, needs to be able to be contacted by us for a period of at least eight weeks from the application’s submission date.* | |
| Name/s |  |
| Role or position within your organisation |  |
| Phone |  |
| Mobile |  |
| Email |  |

## 2. Organisation eligibility and background

In this section, confirm that your organisation meets the eligibility requirements for ACE in Communities funding and provide background information about your organisation.

For Yes / No answers, delete as required. For written answers, provide your answer in the space provided, which will expand accordingly.

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| **2.1 Organisation eligibility** | | | |
| **2.1.1** Your organisation must be one of the below TEOs to be eligible to apply for ACE in Communities funding. Confirm in the box below under what circumstance your organisation is eligible. | | | |
| My organisation is a registered private training establishment (PTE) that specialises in foundation learning. | | | Yes / No |
| My organisation is a rural education activities programmes (REAP) provider. | | | Yes / No |
| My organisation is a community organisation.  *A community organisation must attach documentation as an appendix evidencing its status as a legal entity.* | | | Yes / No |
| **2.1.2** If your organisation is registered with the New Zealand Qualifications Authority (NZQA), what is your most recent final external evaluation and review (EER) category? | Category | Month | Year |
|  |  |  |
| **2.2 Organisation overview** | | | |
| Provide an overview of your organisation, including a general description of its involvement in formal or informal community education. Include details such as:   * which specific years your organisation was/has been involved in community education * the types of programme/s delivered, and * who the target learners were/are. | | | |
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| **2.3 Quality assurance process** | | | |
| If you are not registered with NZQA, outline your organisation’s approach to quality assurance (including reference to the [ACE Sector Quality Assurance Toolkit](https://www.aceaotearoa.org.nz/what-we-do-professional-development/ace-quality-assurance)). | | | |
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| **2.4 Student information management** | | | |
| Describe how your organisation will administer its enrolments and record-keeping in order that TEC reporting and administrative requirements are met. | | | |
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| * 1. **Links with other organisations** | | | |
| Describe how your organisation links with other organisations to ensure that the proposed programme is complementary to the programmes and services offered by other organisations in your delivery area(s). | | | |
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| **2.6 Following learners’ progress in the future** | | | |
| Describe your organisation’s systems for tracking learners’:   * future intentions at the point of completing the programme, and * progress towards fulfilling their intentions after completing the programme. | | | |
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## 3. Proposed programme

In this section confirm that your proposed programme meets the ACE in Communities eligibility requirements, and the ‘Digital Literacy – Computers in Homes’ assessment criteria. Applicants must be able to report back to us on the use of the ACE in Communities funding and the outcomes achieved.

Refer to the [application guidelines](https://www.tec.govt.nz/assets/Forms-templates-and-guides/0b26f2c904/ACE-in-Communities-Digital-Literacy-Computers-in-Homes-application-guidelines.pdf) for the assessment criteria to see how sections 3.3.1 to 3.3.4 will be scored.

Provide your answer in the space provided, which will expand accordingly.

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| **3.1 Programme** | | | |
| Name |  | | |
| Expected start date |  | | |
| Expected completion date *(no later than 31 December 2019)* |  | | |
| **3.2 Description** | | | |
| Provide a brief description of what the programme covers. | | | |
| *(in 500 words or less)* | | | |
| **3.3 Programme design and delivery experience** | | | |
| In the boxes below, explain why the programme you intend to offer is eligible for funding. | | | |
| **3.3.1** The programme of study or training must target learners whose previous learning was not successful, including:   * people in low socio-economic groups, AND * people who do not have digital technology access in their home.   This can also include priority groups such as Māori and Pasifika. | | | **Maximum score 5** |
| Describe how the programme will target and connect with the learner groups described in 3.3.1. | | | |
| *(in 500 words or less)* | | | |
| Provide examples of your organisation’s experience in targeting the learner groups described in 3.3.1. | | | |
| *(in 500 words or less)* | | | |
| **3.3.2** The programme of study or training must be designed to raise foundation skills through delivery of a digital literacy programme. | | **Maximum score 5** | |
| Describe how digital literacy skills will be raised when learners participate in the programme. | | | |
| *(in 500 words or less)* | | | |
| Provide examples of your organisation’s experience in the areas described in 3.3.2. | | | |
| *(in 500 words or less)* | | | |
| **3.3.3** The programme of study or training must support foundation learners. This includes: access to digital literacy training, access to a free device (PC or laptop) in the learner’s home, access to subsidised internet, and access to free technical support for up to six months. | | **Maximum score 5** | |
| Describe how your organisation will facilitate access to a device (PC or laptop) in the learner’s home. | | | |
| *(in 500 words or less)* | | | |
| Describe how your organisation will facilitate access to subsidised internet. | | | |
| *(in 500 words or less)* | | | |
| Describe how your organisation will provide or enable access to technical support for up to 6 months. | | | |
| *(in 500 words or less)* | | | |
| Provide examples of your organisation’s experience in the areas described in 3.3.3. | | | |
| *(in 500 words or less)* | | | |
| **3.3.4** The programme of study or training must be designed to show that learners who have participated in the digital literacy programme is better able to participate in society and life through delivery of a digital literacy programme. Participating learners and families will continue to access digital technology and access the internet after programme completion. | | **Maximum score 5** | |
| Give specific examples of how learners’ ability to participate in society will be enhanced. | | | |
| *(in 500 words or less)* | | | |
| Describe how your organisation will provide continuing support to learners after completing the programme to help them continue to use digital technology and access the internet. | | | |
| *(in 500 words or less)* | | | |
| Provide examples of your organisation’s experience in the areas described in 3.3.4. | | | |
| *(in 500 words or less)* | | | |

## 4. Proposed funding

In this section confirm the proposed funding sought for your ‘Digital Literacy – Computers in Homes’ programme. Applicants must be able to report back to us on the use of the ACE in Communities funding (if confirmed) and the outcomes achieved.

Provide your answer in the space provided, which will expand accordingly.

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| **4.1 Frequency of programme and funding sought** | | | | | | | | | |
| If multiple territorial local authority (TLA) locations are proposed, copy and paste the empty row below as many times as you require. Do not include recess weeks in the duration of each programme. | | | | | | | | | |
| **A**  **Delivery location (TLA)** | **B**  **Frequency of delivery (runs) of programme** | **C**  **Total number of learners  (all runs)** | **D**  **Duration of each programme (weeks)** | **E**  **Hours per learner per week** | | **F**  **Total hours per learner placement**  ***F = D x E*** |  | **G**  **Total TEC funding sought  (GST excl.)** | **H**  **Hourly price rate (GST excl.) per hour per learner**  ***H = G ÷ F ÷ C*** |
| *Example: Manukau City* | *2* | *40* | *28* | *2.5* | | *70* |  | *$70,000* | *$25* |
|  |  |  |  |  | |  |  |  |  |
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|  |  |  |  |  | |  |  |  |  |
| Enter any comments below that will assist in clarifying your entries in the table above. | | | | | | | | | |
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| **4.2 Proposed funding** | | | | | | | | | |
| **4.2.1** Total TEC funding sought for ‘Digital Literacy – Computers in Homes’ programme for 2019 (GST excl.) | | | | | $ | | | | |
| **4.2.2** Total learner fees and contributions *Include the total revenue you will receive, if any, from all learners who enrol in your programme* | | | | | $ | | | | |
| **4.2.3** Fee charged, if any, per learner | | | | | $ | | | | |

## 5. Declaration

This section must be signed with a **handwritten** signature by your organisation’s Chief Executive, General Manager, Director, or Board Chair or a designated authority on their behalf.

Note: typed or electronic signatures are not acceptable.

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| **5.1 Declaration** | |
| * I agree that there is senior management commitment to the proposed programme detailed in this application. * I declare that to the best of my knowledge the information given in this application is true and correct. | |
| Name and position |  |
| Date |  |
| Signature |  |

1. See section 1.1 of application guidelines for more information about EDUMIS numbers. [↑](#footnote-ref-1)