

THINGS TO THINK ABOUT... SELECTING YOUR TRAINING PROVIDER



A wide range of expertise is available to help you improve the reading, maths and communication skills of your employees. The Skills Highway website has a list of pre-funded training providers and your ITO could assist you with identifying an appropriate provider. As you make your choice, here are some things to consider.

Where they're based

You'll need to work very closely with your training provider in the initial stages so it makes sense to choose one in the same city or town if available, or someone nearby. If you need training in multiple locations, you'll also need to know if they have trainers in other parts of New Zealand.

Understanding your needs

Professional trainers do not necessarily need to have specific experience in your business or industry. However they do need to be able to understand the issues you face and your business objectives.

Fitting in

Can your training provider adapt to the requirements of your workplace? This includes practical issues such as accommodating shifts and working within the limitations of your site. It also includes being able to develop a relevant and appropriate programme for your employees.

Being qualified

Will the trainers who conduct your training be appropriately qualified?

EMPLOYERS TALK ABOUT WORKING WITH THEIR TRAINING PROVIDERS

WE ASKED FOR FEEDBACK FROM EMPLOYERS ABOUT WHAT THEY VALUED IN THEIR TRAINING PROVIDERS. HERE'S WHAT THEY SAID.



I am pleased with the effort we put into finding a provider. In fact, that's my advice for companies looking into setting up a programme like ours. We were very fortunate to have the tutors that we got through the programme. Without fail we have had excellent tutors. We settled on Wilkinson's after carrying out reference checks, talking to other companies whose staff they'd taught.

~ CANTERBURY SPINNERS

Our capability team was fundamental in helping us set up both by putting us in touch with an excellent training provider. They knew the training industry well and they were keen we got value for money and found people who could work well with us. Eventually we signed up with Workbase and successfully applied for Tertiary Education Commission (TEC) funding to start training.

~ AIR NEW ZEALAND

Our trainer from Sadler and Associates was extremely good. He was a former primary school teacher who was very down to earth, very practical and who developed a very good rapport with our trainees, particularly our Māori and Pacific Island people.

~ FLETCHER CONSTRUCTION



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Programme structure

Different training providers may have different recommendations for your programme structure. The recommendations will include the number of sessions a week, how many people to attend each session, and if any homework will be required.

Programme content

The most successful programmes are those that are directly relevant to individual businesses. How will your training provider develop or tailor your programme so that your employees can immediately apply their new skills in your workplace?

Measuring and reporting

What forms of measurement and reporting will your training provider supply? Ensure the reporting will cover the information you need and want, and is in a format that fits your business reporting style.

Programme cost

What will the entire process cost? In addition to your training provider's costs, you'll need to allow internal costs such as employee wages during your training, and the cost of organising your programme.

Assistance with funding

Can your training provider assist with applying for government funding for your programme? Some providers will be approved for funding. Others will need to work with you to apply for specific funding.

Business involvement

How much involvement will you have in your training programme? Your training provider will have recommendations on the best ways for you to be involved. Your leadership will help your programme run successfully. The time you invest in promoting and supporting your programme will enhance your business outcomes.

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We sent information to a range of providers saying we were looking at running a workplace literacy programme. We included information about our company and what we were looking for. Outlining the specific programme needs of your business and the outcomes you want to achieve is really important. Providers then decided if they wanted to apply to run our programme. We looked at each application, invited them all in to the mill to speak with us for a couple of hours. We developed questions to go through with them and discuss and eventually decided on the provider we thought would work best with us and deliver what we wanted.

~ JUKEN NEW ZEALAND

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We contracted WELTEC to help us design and deliver our programme and work with our in-house trainers (on the first stream.) We chose this approach to give our in-house trainers the opportunity to learn more about the practice of teaching reading, writing and maths and to retain that knowledge within the organisation.

~ SPOTLESS SERVICES



For more information visit: www.skillshighway.govt.nz

