

<b>Title</b>	<b>Formulate a proposal for adult education and training</b>		
<b>Level</b>	<b>6</b>	<b>Credits</b>	<b>15</b>

<b>Purpose</b>	<p>People credited with this unit standard are able to: establish proposal opportunities and requirements for adult education and training; prepare a proposal for adult education and training; present the proposal; and evaluate the effectiveness of the proposal, process, and outcome.</p> <p>This unit standard is relevant to adult educators and trainers, managers of adult education and training organisations, adult education and training consultants, and other people who have a requirement to formulate and present proposals for tendering, funding, or other approval within the field of adult education and training.</p>
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<b>Classification</b>	Adult Education and Training > Management of Adult Education and Training
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<b>Available grade</b>	Achieved
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## Guidance Information

### 1 Definitions

*Approval body* refers to the body with authority to accept or reject the proposal that is being made. The approval body can be internal or external to the adult education and training organisation.

*Organisation* means the adult education and training organisation.

A *proposal* is a written document and may also include an oral/visual presentation. It may include but is not limited to – internal or external applications for funding, new programme applications, new course applications, expressions of interest, request.

### 2 Range

Evidence of one substantial proposal is required; e.g. an application for Tertiary Education Commission (TEC) funding or a proposal for one new programme or a number of new courses; an application to NZQA for programme approval and accreditation; responding to a request for proposal (RFP) from an external body or client organisation.

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## Outcomes and performance criteria

### Outcome 1

Establish proposal opportunities and requirements for adult education and training.

#### Performance criteria

- 1.1 Proposal opportunities and requirements consistent with organisation aims and objectives are identified from a range of sources.
- 1.2 Specification requirements for the proposal are identified.
- 1.3 Response method for the proposal is selected to meet organisation and/or approval body requirements.

Range may include but is not limited to – format, timing, distribution, people to be involved in preparing the proposal.

### Outcome 2

Prepare a proposal for adult education and training.

#### Performance criteria

- 2.1 The proposal is aligned with organisation or approval body values, objectives, and strategic vision, and takes account of budgetary and time constraints.

Range constraints may be internal, external or a combination of both.

- 2.2 Proposal format and content, including measurable outcomes, meet organisation and approval body requirements.

Range content may include but is not limited to – costings, assumptions and constraints, implementation strategy.

### Outcome 3

Present the proposal.

#### Performance criteria

- 3.1 Proposal is presented to identified recipient(s) in the organisation for feedback and pre-approval.
- 3.2 Feedback is incorporated into adapted proposal, if required by the organisation or approval body.
- 3.3 Proposal is presented for final approval.

**Outcome 4**

Evaluate the effectiveness of the proposal, process, and outcome.

**Performance criteria**

4.1 A review is conducted of the proposal, the process, and the outcome to identify options for future refinement.

Range may include but is not limited to – consultation with organisation and approval body, methodology, fitness for purpose, format and style of presentation, acceptance.

<b>Planned review date</b>	31 December 2022
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	28 May 1996	31 December 2015
Revision	2	13 November 2003	31 December 2015
Review	3	12 December 2008	31 December 2019
Rollover and Revision	4	26 June 2013	31 December 2019
Review	5	28 September 2017	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0045
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact NZQA National Qualifications Services [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.