



On 14 June 2019, you contacted the Ministry [REDACTED] requesting, under the Official Information Act 1982, the following information:

If the Ministry's employment training programs that have a CV element also have a contract negotiation element, and if so how many?

Following further [REDACTED] conversation with the Ministry [REDACTED], on 3 September 2019 you clarified your request to:

Those training programs that beneficiaries are required to attend.

The Ministry provides assistance to people to become ready for work in various ways, depending on an individual's specific needs. One way the Ministry provides assistance is through employment support programmes, including Mana in Mahi, Limited Services Volunteers, and Work Confidence, among others. These programmes have a strong focus on ensuring people are best placed to be able to succeed in finding employment.

These programmes focus on helping people in searching for work, putting together applications, preparing CVs, preparing for interviews, and with other skills individuals may need. The nature of assistance provided depends on the specific purpose of the programme. For example, in the Mana in Mahi programme participants receive on-the-job training while completing a work placement and industry qualification. Limited Service Volunteers learn job skills during a six-week course, which may include a contract negotiation element, and includes writing a CV.

More information about work and training programmes can be found here: www.workandincome.govt.nz/work/training-and-work-experience/index.

The Ministry's top priority is ensuring individuals are given the necessary tools to succeed. Case Managers have discussions with people to ensure that their specific needs are met. For example, people who have received or are likely to soon receive an offer of employment, a discussion about employment contracts would be a reasonable step to take to ensure success for that individual. Although the Ministry does not formally require Case Managers or contracted service providers to have the discussion, it is very likely the topics of contract negotiation and CV writing are discussed when relevant or useful. If people require any assistance they can call the Ministry on 0800 559 009.

The principles and purposes of the Official Information Act 1982 under which you made your request are:

- to create greater openness and transparency about the plans, work and activities of the Government,
- to increase the ability of the public to participate in the making and administration of our laws and policies and
- to lead to greater accountability in the conduct of public affairs.

This Ministry fully supports those principles and purposes. The Ministry therefore intends to make the information contained in this letter and any attached documents available to the wider public shortly. The Ministry will do this by publishing this letter on the Ministry of Social Development's website. Your personal details will be deleted and the Ministry will not publish any information that would identify you as the person who requested the information.

If you wish to discuss this response with us, please feel free to contact OIA_Requests@msd.govt.nz.

If you are not satisfied with this response regarding employment negotiations, you have the right to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at www.ombudsman.parliament.nz or 0800 802 602.

Yours sincerely



Bridget Saunders
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