

Organisation: SkillWise

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Email: info@skillwise.org.nz

Website: www.skillwise.org.nz

Facebook: <https://www.facebook.com/SkillWiseCHCH/>

A family has chosen your organisation as their funding provider, what is the process for the family to engage into your services?

- Complete online Request to Join form from our website www.skillwise.org.nz

What is the exit process a family will need to go through to exit your services, for example do you have a stand down period?

- Four weeks written notice of ending of agreement

What are all the services your organisation provides?

Group activity support

- \$40 per session (half day) – weekday activities run from SkillWise base. Groups run for 45 weeks of the year – groups do not run for 1 month of Christmas holidays and for the first week of each school holiday
- Individuals commit to a session for particular length of time – usually 12 months – and people are charged each week – even for casual absences (i.e. illness, holiday). However, we are flexible about making changes to activities and for long periods of absence
- Some group activities require an additional contribution to cover costs e.g. \$4 for cooking to cover food costs
- Group activities include:
 - **The White Room Creative Space** <https://thewhiteroom.org.nz/> - art and creative space we artists are supported to create, exhibit and sell work
 - **Model Train Club** – Free-Mo. Including attending exhibitions and hosting community weekend (4 per year)
 - **Many Hats Theatre Company** <http://manyhatstheatre.co.nz/> - only take new members via audition process. Looking to hold an audition later in 2020
 - **Other creative endeavours:** Photography, Pottery (external tutor), Stone Carving (external tutor), Music & Singing, Reel Tree Film productions, Sewing & Textiles, Radio Show (Plains FM), Newsletter (The SkillWise Journal)
 - **Sports & Recreation:** Summer Cricket (Craig McMillian Series +Twilight Cricket competition), Tee Ball, Badminton, Swimming, Walking, Indoor Cricket & Soccer (winter). Golf, Katang (community exercise class), pool/snooker, Netball (winter)
 - **Volunteering:** Willowbank, Meals on Wheels, 0800 Hungry, Gardening (Smith St Community Garden)

- **Teaching & learning:** ASDAN programme, Cooking, Current Affairs, Money Skills, Self-Advocacy, Advanced Computers (via CCC Libraries), NZ Culture; Healthy Relationships
- **Courses** that run throughout the year – based on demand: Sexuality and Relationships (via Family Planning Association); Appetite for Life (external tutor); Bike Safety (via CCC); First Aid (via Red Cross) Literacy & Numeracy (via Literacy Aotearoa), Road Code (via Literacy Christchurch), Emergency Preparedness (Red Cross/EDLG), Wellbeing Workshops (CCC/EDLG), Epilepsy (Epilepsy NZ)

1:1 Community support

- \$32 per hour – individualised support based on need
- Some examples:
 - Learning to bus
 - Gaining volunteer work
 - Joining the gym + learning to use the equipment
 - Connecting into community groups and clubs
- Can be short-term and time framed i.e. six sessions for bus orientation.

Employment Support

- <https://www.facebook.com/SkillwiseEmploymentSupport/>
- No charge – this service is funded by MSD
- Young person must've left school to enrol in our service
- Support to find paid employment in the open labour market – min. 5 hours per week, on minimum wage
- Includes CV creation, applying for jobs, attending interviews, job orientation and training, application for job support (if necessary) + on-going support (post-12 months if required)
- Can also include connecting into work experience opportunities, if possible/suitable

Flexible Disability Support (FDS)

- SkillWise holds an FDS contract and can provide a combination (or all) of the following services:
 - Funds hosting – including partial hosting of funding i.e. the amounts required to access SkillWise support.
 - Facilitated buying – making purchases/paying invoices to other services on your behalf
 - Flexible support (group/1:1 support – as above)
- People with an EGL Personal Budget do not need to join under an FDS agreement – although this is our preference. People can access any of our services and we will send monthly invoices to a nominated person or agency.



What are your fees?

- Group Activities: \$40 per session (half day)
- 1:1 Community Support: \$32 per hour
- GST may apply
- \$150 annual administration fee – to cover paperwork, meeting attendance etc.
- For FDS we charge a hosting fee (set by MOH):

Percentage	Weekly Budget
6.00%	\$0-499
5.50%	\$500 – 1100
4.75%	\$1101 +

- For Facilitated Buying we charge a 10% processing fee (of total invoice) and may charge a facilitation/set up charge (\$32/hour or part thereof)

Are they different if the family provide their own support worker/s?

- No

What is your process if the family wish to make a purchase application? Is there a fee for this process, if so, what is that?

- To purchase on behalf of an individual, we charge a 10% processing fee (of total invoice) and may charge a facilitation/set up charge (\$32/hour or part thereof)
- We can also process reimbursements, if the family wish to purchase the item themselves and would charge 10% processing fee, but no facilitation/set up charge would apply.

