

COMMISSION-AFFILIATED FACILITATOR INFORMATION, APPLICATION & SELECTION PROCESS

What is a Commission-Affiliated Facilitator and what do they do? As a Commission-Affiliated Facilitator, the Commission will certify you and engage your services as an independent contractor to deliver our long-term face-to-face programmes, which aim to bring about an underlying shift in the way people think about and manage their money. When matched with an organisation to deliver a programme, they are usually 2-3 hours per week, for up to 10 weeks and include an open (family/whanau) workshop. The Commission and our Facilitators market the programmes and facilitators will be issued with a business card and supporting resources. The Commission will work with the organisation, community or group engaging our Facilitators on all programme logistics including agreeing the fee to run our programmes. *Note: Programme composition, length and accompanying fees may vary.*

Step 1

Review Commission-Affiliated Facilitator Selection Criteria on cfc.org.nz & sorted.org.nz websites

Step 2

Complete Facilitator application form and email us your CV, application form and jpeg

Step 3

If application is progressed, applicants will attend a competency based interview and deliver a 10 minute facilitative session

Step 4

If successful, applicants attend a two-day Facilitator Training Workshop and skills are measured as part of a competency assessment

Step 5

Become Commission-Affiliated Facilitator do deliver our long-term workplace & community programmes and Sorted Seminars

Existing Commission-Affiliated Facilitators who have completed steps 1-5 and are delivering programmes regularly will be invited to attend annual Facilitator development workshops.

Note 1: Reference checks will be carried out for all Commission-Affiliated & Sorted Facilitators

Note 2: Only Commission-Affiliated Facilitators are able to deliver our long-term Sorted Workplace & Community Programmes

Note 3: Both Commission-Affiliated Facilitators & Sorted Facilitators are able to deliver Sorted Seminars

Note 4: In-house Facilitators are only able to deliver programmes in-house and not externally as Commission-Affiliated or Sorted Facilitators

Note 5: The Commission has a Facilitator Quality Assurance Framework and will monitor, evaluate and report on Commission and Sorted Facilitators annually

SORTED FACILITATOR

INFORMATION, APPLICATION & SELECTION PROCESS

What is a Sorted Facilitator and what do they do? Sorted Facilitator's are engaged as independent contractors to deliver our one-off Sorted Seminars. Sorted Seminars are approximately 1-2 hours in length and facilitators liaise directly with the organisation or individual engaging their services to arrange the logistics, venue, date and time of the seminar. The organisation or individual that engages a Sorted Facilitator will pay the Facilitator directly for those services at a fee that they mutually agree on within \$0 and \$500 dependent on the Seminar topic(s), what's involved in delivering and how many participants attend.

Step 1

Review Sorted Facilitator Selection Criteria on cfc.org.nz & sorted.org.nz websites

Step 2

Complete Facilitator application form and email us your CV, application form and jpeg

Step 3

If application is progressed, applicants will attend a competency based interview and deliver a 10 minute facilitative session

Step 4

If successful, attend one-day Facilitator training Workshop and skills are measured as part of a competency assessment

Step 5

If successful, Sorted Facilitators are approved to deliver our Sorted Seminars and are listed as an approved Sorted Facilitator on the Sorted website

Existing Sorted Facilitators who have previously completed steps 1, 2, 3 and 5 are invited to attend one-day Facilitator training workshop as part of our Facilitator Quality Assurance Framework and ongoing annual development opportunity.

Note 1: Reference checks will be carried out for all Commission-Affiliated & Sorted Facilitators

Note 2: Only Commission-Affiliated Facilitators are able to deliver our long-term Sorted Workplace & Community Programmes

Note 3: Both Commission-Affiliated Facilitators & Sorted Facilitators are able to deliver Sorted Seminars

Note 4: In-house Facilitators are only able to deliver programmes in-house and not externally as Commission-Affiliated or Sorted Facilitators

Note 5: The Commission has a Facilitator Quality Assurance Framework and will monitor, evaluate and report on Commission and Sorted Facilitators annually

IN-HOUSE FACILITATOR

INFORMATION, APPLICATION & SELECTION PROCESS

What is an In-house Facilitator and what do they do? From time to time organisations, community groups and/or individuals contact the Commission to run a variety of our programmes in-house within their organisation only. These programmes may vary from one off seminars to 10 week programmes. The Commission are able to help identify and train in-house staff to facilitate both our one off Sorted seminars and/or our longer term workplace and community programmes. The Commission will work closely with the organisation to replicate our Facilitator Quality Assurance Framework to recruit, train, observe and support in-house Facilitators.

Step 1

Contact the Commission with your programme / seminar query

Step 2

Following engagement meeting, organisations submit applications of their in-house facilitators (including CV's, application form and jpeg photo)

Step 3

Commission reviews applications & successful applicants are identified to interview and deliver a 10 minute facilitative session

Step 4

If successful, applicants attend a two-day Facilitator Training Workshop and skills are measured as part of a competency assessment

Step 5

Become an approved Facilitator to run in-house Sorted workplace & community programmes

Note 1: Reference checks will be carried out for all Commission-Affiliated & Sorted Facilitators

Note 2: Only Commission-Affiliated Facilitators are able to deliver our long-term Sorted Workplace & Community Programmes

Note 3: Both Commission-Affiliated Facilitators & Sorted Facilitators are able to deliver Sorted Seminars

Note 4: In-house Facilitators are only able to deliver programmes in-house and not externally as Commission-Affiliated or Sorted Facilitators

Note 5: The Commission has a Facilitator Quality Assurance Framework and will monitor, evaluate and report on Commission and Sorted Facilitators annually