

**Regional Business**  
Partner Network



**Management Capability  
Development Voucher Fund  
Communication Guidelines.**

December 2017.

The following information is to provide some consistency in how service providers talk about their involvement with the Management Capability Development Voucher Fund and to help manage the expectations of customers.

### **Advertising a registered service**

When promoting individual registered services. The following text should be used:

“This Workshop / Course / Coaching is registered with the Management Capability Development Voucher Fund. Find out more by visiting [www.regionalbusinesspartners.co.nz](http://www.regionalbusinesspartners.co.nz)”

### **Advertising about your organisation**

If you are planning to advertise that your organisation delivers services that have been registered with the Management Capability Development Voucher Fund the following tag lines can be used,

“[Registered organisation name] offers services that are registered with the Management Capability Development Voucher Fund’

If you wish to use other wording please contact NZTE at [trainingproviders@nzte.govt.nz](mailto:trainingproviders@nzte.govt.nz) to check the wording is ok.

### **News Letters / Other publications**

If you wish to refer to the Voucher Scheme in a newsletter or publication, the following approved text may be used:

#### **Management Capability Development Voucher Fund**

*Optional Introduction: Small businesses may qualify for vouchers to help pay for services such as training workshops, courses and coaching that build the management capabilities of their owners, operators and key managers.*

Management Capability Development Vouchers are only available through the Regional Business Partner Network (RBP) Growth Advisors.

Vouchers may be provided to a business where the Growth Advisors have identified a need for management training as part of an action plan to support the business owner to grow and innovate their business.

For more information on the Management Capability Development Voucher Fund or to find your local Growth Advisor go to [www.regionalbusinesspartners.co.nz](http://www.regionalbusinesspartners.co.nz)

### **Additional**

- As per the Promotion and Advertising terms in the contract, the service provider does not have rights to use the NZTE logo.
- Always ensure you manage the expectations of a potential customer in regards to whether or not they might receive voucher funding. The funding is limited and the Growth Advisors make decisions based on their meetings with the business owner.
- Under no circumstances should you use words such as Approved / Accredited / Authorised or Endorsed