

WORKERS COMPENSATION BOARD OF MANITOBA

**CRITERIA FOR EVALUATING  
TRAINING AND EDUCATION  
APPLICATIONS**

RESEARCH AND WORKPLACE INNOVATION PROGRAM

*Funding occupational health research, training and education  
and innovative workplace solutions*

Criteria	Descriptor
<b>DIMENSION 1 -</b>	<b>DEVELOPS CAPACITY IN OCCUPATIONAL HEALTH AND SAFETY</b>
<ul style="list-style-type: none"> <li>• The project has the potential to develop and expand capacity in occupational health and safety (OHS), injury prevention, return to work (RTW), and treatment of occupational illnesses.</li> <li>• The project will address gaps in the delivery of Training and Education specifying the:               <ul style="list-style-type: none"> <li>○ Target group/s;</li> <li>○ Subject matter; and</li> <li>○ Core content.</li> </ul> </li> <li>• The application is comprehensive and thorough providing a clear description of the resource requirements for the Training and Education program/activity and includes:               <ul style="list-style-type: none"> <li>○ Program/activity structure;</li> <li>○ Design; and</li> <li>○ Delivery.</li> </ul> </li> <li>• The project’s outcomes will be practical and concrete.</li> <li>• The project includes provision for knowledge transfer and information sharing of results.</li> </ul>	<p><b>High to Outstanding: Score 3.0-4.0</b></p> <p>The application <b>demonstrates convincingly</b> that the project will make a <b>significant contribution</b> to increasing capacity in OHS, injury prevention, RTW and treatment of occupational illnesses.</p> <p>The project <b>does not in any way</b> duplicate the subject matter or core content of other education, training programs or services.</p> <p>This is a <b>very high</b> quality application, very comprehensive in its structure, design, delivery and resource requirements.</p> <p>There is a <b>very realistic</b> plan to share the outcomes of the project with other workplaces or target groups.</p> <p><b>Adequate to Good: Score 2.0-2.9</b></p> <p>The application <b>demonstrates</b> that the project will make a <b>contribution</b> to increasing capacity in OHS, injury prevention, RTW and treatment of occupational illnesses.</p> <p>The project <b>does not</b> duplicate the subject matter or core content of other education, training programs or services.</p> <p>This is a <b>good</b> quality application, comprehensive in its structure, design, delivery and resource requirements.</p> <p>There is a <b>reasonable</b> plan to share the outcomes of the project with other workplaces or target groups.</p>

Criteria for Training and Education Applications

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	<p><b>Needs Revision: Score 1.0-1.9</b></p> <p>The application is <b>vague</b> about its contribution to increasing capacity in OHS, injury prevention, RTW and treatment of occupational illnesses.</p> <p>There is <b>some overlap</b> in the subject matter/core content with other education, training programs or services.</p> <p>The quality of the application is <b>of concern</b> in terms of its structure, design, delivery and resource requirements.</p> <p>There is <b>little or no mention</b> of sharing outcomes of the project with others.</p> <p><b>Seriously Flawed: 0.0-0.9</b></p> <p>The application is <b>extremely vague</b> about its contribution to increasing capacity in OHS, injury prevention, RTW and treatment of occupational illnesses.</p> <p>There is <b>clearly an overlap</b> in the subject matter/core content with other education, training programs or services.</p> <p>There are <b>serious concerns</b> with the quality of the application in terms of its structure, design, delivery and resource requirements.</p> <p>There is <b>no mention</b> of sharing outcomes of the project with others.</p>
<p><b>DIMENSION 2 -</b></p>	<p><b>IMPORTANCE AND RELEVANCE TO THE WCB AND THE WORKPLACE</b></p>
<ul style="list-style-type: none"> <li>• <b>The project is relevant to the training priorities identified in the strategic priorities of the WCB and SAFE Work Manitoba.</b></li> </ul>	<p><b>High to Outstanding: Score 3.0-4.0</b></p> <p>The project addresses issues that are <b>very relevant</b> and <b>extremely important</b> to the WCB and SAFE Work Manitoba.</p> <p>The proposed Training and Education <b>very</b></p>

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<ul style="list-style-type: none"> <li>• <b>The application demonstrates why the project is necessary and how it will improve workplace health and safety.</b></li> <li>• <b>The identified gaps in Training and Education are significant enough to warrant WCB investment.</b></li> <li>• <b>Project results and products will be relevant in the short and long term.</b></li> </ul>	<p><b>clearly aligns</b> with the strategic priorities of the WCB and SAFE Work Manitoba.</p> <p>The project will <b>strongly impact</b> and improve knowledge, understanding and awareness of OHS, injury prevention, RTW and treatments for occupational illnesses among the target groups identified for the project.</p> <p>There is a <b>strong commitment to sustain</b> the Training and Education program delivery following the cessation of WCB funding.</p> <p><b>Adequate to Good: Score 2.0-2.9</b></p> <p>The project addresses issues that are <b>relevant</b> and <b>important</b> to the WCB and SAFE Work Manitoba.</p> <p>The proposed Training and Education <b>aligns</b> with the strategic priorities of the WCB and SAFE Work Manitoba.</p> <p>The project will <b>impact</b> and improve knowledge, understanding and awareness of OHS, injury prevention, RTW and treatments for occupational illnesses among the target groups identified for the project.</p> <p>There is a <b>commitment to sustain</b> the Training and Education program delivery following the cessation of WCB funding.</p> <p><b>Needs Revision: Score 1.0-1.9</b></p> <p>The project addresses issues that are <b>somewhat related</b> to the WCB and SAFE Work Manitoba.</p> <p>The proposed Training and Education <b>somewhat aligns</b> with the strategic priorities of the WCB and SAFE Work Manitoba.</p> <p>It is <b>unclear whether</b> the project will <b>impact</b> and</p>

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	<p>improve knowledge, understanding and awareness of OHS, injury prevention, RTW and treatments for occupational illnesses among the target groups identified for the project.</p> <p>There is <b>some indication</b> that the program would be sustained following the cessation of WCB funding.</p> <p><b>Seriously Flawed: 0.0-0.9</b></p> <p>The project addresses issues that are neither <b>relevant</b> nor <b>important</b> to the WCB and SAFE Work Manitoba.</p> <p>The proposed Training and Education <b>does not line up</b> with the strategic priorities of the WCB and SAFE Work Manitoba.</p> <p>It is <b>very unclear</b> that the project will <b>impact</b> and improve knowledge, understanding and awareness of OHS, injury prevention, RTW and treatments for occupational illnesses among the target groups identified for the project.</p> <p>There is <b>no indication</b> that the program would be sustained following the cessation of WCB funding.</p>
<b>DIMENSION 3 -</b>	<b>PROJECT PLAN AND RISK ASSESSMENT</b>
<ul style="list-style-type: none"> <li>• <b>There is a comprehensive, reasonable and achievable work-plan to achieve project goals.</b></li> <li>• <b>Critical milestones are identified to ensure completion within the specified time.</b></li> <li>• <b>The risk assessment identifies and describes potential risks, adequately assesses each risk</b></li> </ul>	<p><b>High to Outstanding: 3.0-4.0</b></p> <p>The work-plan is <b>extremely well</b> developed, goals are clearly defined and critical milestones identified within a <b>very</b> practical framework and <b>realistic</b> timeframe.</p> <p>It is <b>extremely likely</b> that the project will <b>successfully achieve</b> its goals and be completed within the proposed timeframe.</p> <p>The proponents demonstrate that they have <b>thoughtfully and critically considered every</b></p>

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<p><b>and provides measures to mitigate each risk.</b></p> <ul style="list-style-type: none"> <li>• <b>The proposed alternative approaches are practical and achievable and will not derail the project.</b></li> </ul>	<p><b>possible risk</b> to the project and propose <b>very realistic and practical</b> solutions to mitigate potential risks.</p> <p><b>Adequate to Good: 2.0-2.9</b></p> <p>The work-plan is <b>fairly well</b> developed, goals are clearly defined and critical milestones identified within a <b>reasonable</b> framework and realistic timeframe.</p> <p>It is <b>likely</b> that the project will successfully achieve its goals and be completed within the proposed timeframe.</p> <p>The proponents have identified <b>some</b> potential obstacles and propose <b>workable</b> alternatives to mitigate potential risks.</p> <p><b>Needs Revision: 1.0-1.9</b></p> <p>The work-plan is <b>reasonably</b> developed, but the goals and key milestones are <b>poorly defined. The timeframe may not be realistic.</b></p> <p>It is <b>uncertain whether</b> the project will be completed within a reasonable time frame.</p> <p>The proponents <b>do not demonstrate that they have given adequate consideration</b> to potential obstacles and solutions to mitigate risks.</p> <p><b>Seriously Flawed: 0.0-0.9</b></p> <p>The work-plan is <b>vague and inadequate.</b> The work-plan would need to be <b>reconsidered and re-developed</b> into an acceptable framework.</p> <p>It is <b>unlikely</b> that the project will achieve its purposes or be completed within a reasonable timeframe.</p> <p>The proponents <b>have not</b> undertaken a risk assessment.</p>

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<b>DIMENSION 4 -</b>	<b>PROJECT BUDGET</b>
<ul style="list-style-type: none"> <li>• <b>The project’s resource requirements are well thought out and thoroughly described with clear justification for each budget item.</b>  <i>(Resources include human, physical, financial, and technological).</i></li> <li>• <b>There is some financial and in-kind support from the stakeholders, employer and other workplace parties.</b></li> <li>• <b>Project costs are reasonable and do not include salaries or benefits for employees participating in the project. However, salaries for a new position created expressly for the purposes of the project or fees for consultants who are engaged to manage the project are acceptable budget items.</b></li> <li>• <b>There is no duplication or overlap in funding.</b></li> <li>• <b>There is a clear link between budget line items and the project’s work-plan.</b></li> </ul>	<p><b>High to Outstanding: 3.0-4.0</b></p> <p>The budget justification is <b>thorough and very clear</b>.</p> <p>There is <b>significant</b> financial and in-kind support from workplace parties.</p> <p>The project costs are <b>very reasonable</b> and do not include the cost of salaries or benefits for employees participating in the project.</p> <p>Budget expenditures and the project milestones are clearly linked and there is no <b>duplication</b> of resources or funding from other sources.</p> <p><b>Adequate to Good: 2.0-2.9</b></p> <p>The budget justification is <b>complete and clear</b>.</p> <p>There is <b>either</b> financial or in-kind support from workplace parties.</p> <p>The projects costs are <b>acceptable</b> and do not include the cost of salaries or benefits for employees participating in the project.</p> <p>The link between budget expenditures and the project’s milestones could be better explained. There is no <b>duplication</b> of resources or funding from other sources.</p> <p><b>Needs Revision: 1.0-1.9</b></p> <p>The budget justification is <b>weak</b> and incomplete.</p> <p>There is <b>minimal</b> financial or in-kind support from workplace parties.</p> <p>The projects costs are <b>unreasonably high or low</b>. Salaries of employees participating in the project may be included and so the budget would need to be reworked.</p>

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	<p>The link between budget expenditures and the project’s milestones is quite unclear. <b>There may be some duplication</b> of resources or funding from other sources and would require clarification.</p> <p><b>Seriously Flawed: 0.0-0.9</b></p> <p>The budget justification is <b>extremely weak</b> or missing.</p> <p>There is <b>no financial or in-kind</b> support from workplace parties.</p> <p>The projects costs are <b>either unreasonably high or low</b>. Salaries of employees participating in the project may be included and so the budget would need to be reworked.</p> <p>The link between budget expenditures and the project’s milestones is quite unclear. <b>There may be some duplication</b> of resources or funding from other sources and would require clarification.</p>
<b>DIMENSION 5</b>	<b>EXPERTISE OF PROJECT TEAM</b>
<ul style="list-style-type: none"> <li>• <b>The project team has been clearly identified and has the skills to successfully undertake the project.</b></li> <li>• <b>The project leader and/or team members have experience managing projects of a similar size and scope.</b></li> <li>• <b>The project leader has the knowledge, expertise and experience to undertake and bring</b></li> </ul>	<p><b>High to Outstanding: 3.0-4.0</b></p> <p>The project team has <b>exceptional knowledge</b> in all areas related to the proposed project.</p> <p>The project leader has <b>demonstrated a track record in successfully managing several projects</b> of this nature.</p> <p>Given the background, experience and expertise of the project team, the reviewer is <b>highly confident</b> that the applicant will complete the project successfully.</p> <p><b>Adequate to Good: 2.0-2.9</b></p>

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<p><b>this project to a successful conclusion.</b></p> <ul style="list-style-type: none"> <li>• <b>The project leader and project team demonstrate they have the knowledge, experience and credentials in occupational health and safety, injury prevention, RTW, and treatment of occupational illnesses.</b></li> </ul>	<p>The project team has <b>knowledge</b> in all areas related to the proposed project.</p> <p>The project leader has <b>successfully managed a similar project.</b></p> <p>Given the background, experience and expertise of the project team, the reviewer is <b>reasonably confident</b> that the applicant will complete the project successfully.</p> <p><b>Needs Revision: 1.0-1.9</b></p> <p>The project team would need to consider <b>hiring or purchasing the services of external advisors</b> with the knowledge and experience required to undertake the proposed project.</p> <p>The project leader <b>may have participated in similar projects in the past.</b></p> <p>Given the background, experience and expertise of the project team, the reviewer is <b>not certain</b> that the applicant will complete the project successfully without external assistance.</p> <p><b>Seriously Flawed: 0.0-0.9</b></p> <p>The project team <b>must hire or purchase the services of external advisors</b> in order to be considered for funding.</p> <p>The project leader has <b>never managed or participated in similar projects in the past.</b></p> <p>Given the background, experience and expertise of the project team. The reviewer is <b>not confident</b> that the applicant will complete the project successfully, even with external assistance.</p>