



Funding Confirmation

for

[Consortia]

Key Particulars

Date from which funding approval has effect	
EDUMIS number	
Funding Period	
Fund and Funding Mechanism that this Funding Confirmation applies to	
Consortium name	
Total funding for Consortia activities, excluding GST	

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Funding Confirmation

Tertiary provider

[Organisation]

Introduction

- A. This Funding Confirmation sets out the Conditions that apply to your receipt of Funding in respect of the Funding Period.
- B. The Conditions set out in this funding confirmation are in addition to the Conditions that apply to your receipt of Funding, as set out in Part 13A of the Education Act.
- C. This Funding Confirmation also sets out other provisions that apply to your receipt of Funding.

1. Funding Period

This Funding Confirmation relates to the provision of funding to you for the Funding Period.

2. Funding

2.1 Subject to:

- (a) your compliance with the funding Conditions; and
- (b) our rights to suspend or revoke funding as set out in the Education Act,

we will provide you with the Funding specified in Appendix 2.

2.2 In addition to our right to suspend or revoke some or all of the Funding, in order to ensure accountability for public money, we will:

- (a) monitor your enrolment data and, if you are tracking below funded volumes, we may implement a reduced payments schedule; and/or
- (b) recover funding for under-delivery of the programmes and activities described in Appendix 5, in accordance with the funding Conditions.

2.3 Amounts specified in Appendix 2 are in New Zealand dollars and exclude GST. We will pay you the Funding plus GST, if applicable.

2.4 Additional funding provisions that apply in respect of Funding provided to you generally are set out in Appendix 2.

- 2.5 A high level description of the purpose of the Funding provided to you as described in this Funding Confirmation is set out in Appendix 1.

3. Conditions

The funding specified in this Funding Confirmation is payable by us subject to the Conditions specified in this paragraph 3. Conditions are imposed pursuant to section 159ZD(2) of the Education Act. Funding specified in this Funding Confirmation is also payable subject to the statutory Conditions specified in Part 13A of the Education Act.

3.1 Performance commitments and requirements and Minimum Performance Standards

You must:

- (a) deliver on the performance commitments and requirements; and
 - (b) meet the Minimum Performance Standards,
- each as specified in Appendix 5.

3.2 Supply of information

- (a) You must supply to us information relating to your financial viability, if we notify you that we require that information.
- (b) You must supply to us information about your subcontracting arrangements when we request that information.
- (c) You must notify us immediately if:
 - (i) any record required to be kept under section 159ZE(1) of the Education Act has been lost or damaged; or
 - (ii) you are no longer able to comply with a condition of funding.
- (d) You must notify us immediately if:
 - (i) your New Zealand Qualifications Authority (NZQA) registration or accreditation is cancelled (relevant if you are a private training establishment (PTE)); or
 - (ii) an Insolvency Event (see definition below) occurs in relation to you; or
 - (iii) you have a Change of Control (see definition below); or
 - (iv) you transfer (or agrees to transfer) all or a material part of your assets to a third party; or
 - (v) there is any change to the persons who make up your governing body; or
 - (vi) you merge with or acquire any other entity or business;
 - (vii) you have changed your name; or

- (viii) the location or locations at which you deliver a course or courses has changed.

Definition

"Insolvency Event" means, in relation to you, the occurrence of any of the following events:

- (A) you cease or threaten to cease to carry on all or any material part of your business or operations;
- (B) an application is made (which is not withdrawn, stayed or dismissed within 10 business days of being made) to a court for an order, or an order is made, or an effective resolution is passed to place you in liquidation or voluntary administration previously approved in writing by us;
- (C) you propose to enter into, any general assignment, arrangement, compromise or composition with or for the benefit of any of your creditors with a view to avoiding insolvency except as previously approved in writing by us
- (D) an encumbrancer takes possession, or a trustee, receiver, receiver and manager, administrator, liquidator, provisional liquidator, inspector under any companies or securities legislation, or similar official, is appointed in respect of you or the whole or any material part of your assets, or the board of directors request that a creditor or any other person appoint a receiver to you);
- (E) a distress, attachment or other execution is levied or enforced upon, or commenced against, any of your assets and is not discharged or stayed within 10 business days, except, in each case, when we are satisfied that that you are contesting the same in good faith by appropriate proceedings;
- (F) you are declared or become insolvent, are unable to pay your debts when they fall due, or you are presumed unable to pay your debts in accordance with any applicable legislation;
- (G) you suspend or stop or threaten to suspend or stop payments generally or a moratorium is agreed or declared in respect of or affecting all or any material part of your indebtedness;
- (H) you seek or obtain protection from your creditors under any statute or any other law;
- (I) you are declared to be a corporation at risk under the Corporations (Investigation and Management) Act 1989;
- (J) a statutory or judicial manager is appointed over all or any of your assets;
- (K) any recommendation is made by the Financial Markets Authority to the Minister of the Crown who is responsible for administration of the Corporations (Investigation and Management) Act 1989 that you or any associated person of yours be placed in statutory management under that Act;
- (L) all of your directors resign, or signal their intention to resign; or

(M) anything analogous or having a substantially similar effect to any of the events specified in paragraphs (A) to (L) above happens under the laws of any applicable jurisdiction in respect of the organisation.

"Change of Control" means, in relation to a person (the "first person"), when a person acquires Control of the first person or when a person who controls the first person ceases to do so.

"Control" means, in relation to a person (the "first person"), the ability of another person (the "second person") to ensure that the activities and business of the first person are conducted in accordance with the wishes of the second person, whether through ownership of voting shares, contract or otherwise. Without limitation, the direct or indirect beneficial ownership of more than 50% of the voting rights in a body corporate is deemed to constitute Control.

3.3 Source, use and repayment of funding

- (a) You must:
- (i) not (without our prior written consent) seek or obtain any funding from any Crown source other than the TEC to fund a programme or training scheme that is delivered using the Funding; and
 - (ii) notify us immediately if you become aware of any circumstances that might result in a breach of subparagraph (i) of this Condition.
- (b) If we consider on reasonable grounds that you have received funding that was greater than it should have been, or that you were not entitled to receive, then you must treat the amount of over-funding as a debt due to the Crown that:
- (i) is repayable on demand by us; and
 - (ii) may be off-set against all or any funding, or any sum payable by us to you.
- (c) You must only use Funding:
- (i) lawfully, responsibly, and for the purposes for which the funding is provided; and
 - (ii) in a manner consistent with the appropriate use of public funds.

3.4 Payment of under-funding

If you receive less Funding than you are entitled to, we will treat the amount of under-funding as a credit and pay you the amount of under-funding as soon as reasonably practicable.

3.5 Fund-specific Conditions

In addition to the Conditions set out above in this paragraph 3, you must also comply with the Fund-specific Conditions set out in Appendix 3.

3.6 Organisation-specific Conditions

In addition to the Conditions set out above in this paragraph 3, you must also comply with the Organisation-specific Conditions set out in Appendix 4.

3.7 Subcontracting

You must:

- (a) not subcontract any activities funded under this Funding Confirmation without our prior written consent; and
- (b) comply with any conditions we impose on a consent to subcontract any activities funded under this Funding Confirmation;
- (c) ensure that a party to whom activities are subcontracted does not further subcontract any functions; and
- (d) remain accountable for the use of any Funding for activities funded under this Funding Confirmation that are subcontracted.

3.8 Organisation to make information available to TEC and its appointed representative for the purpose of monitoring

By accepting Funding the Organisation is deemed to have acknowledged that one of the TEC's statutory functions is to monitor the performance of organisations receiving funding from the TEC, and that it is a statutory condition that the Organisation must maintain certain records and supply certain information to the TEC. Accordingly, by accepting Funding, the Organisation is deemed to have acknowledged that the TEC needs access to certain information to enable it to undertake its monitoring activities and, as such, the Organisation authorises the TEC (and any representative acting on behalf of the TEC) to have reasonable access to information needed by the TEC to undertake its review and monitoring function. This includes the Organisation authorising the TEC and the TEC's appointed representatives to have reasonable access to the Organisation's premises and any premises where the Organisation's records are kept for the purpose of enabling monitoring and review activities to be undertaken at those premises.

4 Variations

You must contact us if you wish to vary delivery from that specified in Appendix 5.

5 Communication and relationship management

5.1 The TEC and the Organisation will maintain regular contact with the other for the purpose of:

- (a) us monitoring your performance against the Conditions and the performance of the programmes and activities specified in Appendix 5;
- (b) encouraging the on-going review and assessment of your effectiveness by us;
- (c) providing mutual constructive feedback that will enhance the effectiveness of your performance and the relationship between the TEC and you; and

(d) identifying early any issues and opportunities for you to do things better.

5.2 If you expect that you will not meet the Conditions or perform the programmes and activities specified in Appendix 5 , or comply with a Condition, you must advise our Investment Manager in writing as soon as possible.

5.3 You will appoint a relationship manager who will be the first point of contact for our relationship manager, the TEC Investment Manager. You may change your relationship manager at any time by giving written notice to us. Similarly, we may change our Investment Manager at any time by giving written notice to you. Your relationship manager and the TEC Investment Manager will maintain regular contact with each other during the Funding Period.

6 Record-keeping and reporting

6.1 In addition to any specific record-keeping and reporting obligations as described in the Conditions and your Appendix 5, you must comply with your record-keeping and reporting obligations as set out in section 159ZE of the Education Act. That is, you must ensure that:

(a) you keep records, in a form consistent with that required by us, for the period to which the funding relates, that fully and fairly show:

(i) the transactions, assets, liabilities, and funds of the Organisation that are or were affected by the funding; and

(ii) whether any conditions on which the funding approval was given have been complied with, and

(b) the records are available for inspection by us at all reasonable times.

6.2 You must also, as soon as practicable after the end of any year in which you receive funding under section 159ZC, provide us with:

(a) a financial report of the organisation for that year, including a statement of financial performance, a statement of financial position, a statement of movements in equity, a statement of cash flows, and a statement of service performance that compares your performance with the outcomes agreed with us as measured by any performance indicators agreed with us;

(b) any financial reports, or statistical or other information, required by us; and

(c) any information necessary to demonstrate compliance with the Conditions.

6.3 The report set out in paragraph 5.2 must be prepared in accordance with generally accepted accounting practice and audited by an independent chartered accountant.

7 TEC monitoring activities

7.1 We will monitor your performance against your compliance with the Conditions and your delivery against the programme and activities specified in Appendix 5.

7.2 Your performance against the performance commitments as specified in Appendix 5, including the Minimum Performance Standards will also be considered when making future funding decisions.

8 Suspension or revocation of Funding

We may suspend or revoke some or all of the Funding provided under this Funding Confirmation in accordance with section 159ZF of the Education Act, in which case sections 159ZG and 159ZH of the Education Act also apply.

9 Entire confirmation

This Funding Confirmation sets out the entire understanding between you and us in relation to the Funding to be provided by us to you for the Funding Period. This Funding Confirmation supersedes all prior verbal or written communication relating to the provision of Funding to be provided by us to you for the Funding Period (including all earlier communication in respect of the approval of Funding made by the Chief Executive of TEC or any other TEC official).

10 No guarantee of further funding

It is important to understand that funding approval does not mean that we:

- (a) approve any funding other than that specified in this Funding Confirmation; or
- (b) agree with every statement in your application; or
- (c) will fund you in the future.

11 Definitions and Interpretation

11.1 Definitions

In this Funding Confirmation, unless the context otherwise requires:

Conditions means the funding conditions set out in paragraph 3 and (as applicable) Appendix 3 and Appendix 4 of this Funding Confirmation, along with any statutory funding conditions set out in the Education Act;

Education Act means the Education Act 1989;

Fund means any fund established by the Minister pursuant to a Funding Confirmation;

Funding means any funding provided by TEC to the Organisation in accordance with this Funding Confirmation, the approved amounts for each Fund being set out in Appendix 2;

Funding Confirmation means this Funding Confirmation;

Funding Mechanism means a funding mechanism determined by the Minister pursuant to section 159L of the Education Act;

Funding Period means the funding period set out in the Key Particulars;

GST means tax charged under the Goods and Services Tax Act 1985;

Key Particulars means the ‘Key Particulars’ table on the first page of this Funding Confirmation;

Minimum Performance Standards means the minimum standards of performance that the Organisation must meet in respect of any relevant off-plan Fund, as set out in Appendix 5;

Organisation means the Organisation set out on the first page of this Funding Confirmation and all references to “you” and “your” are to the Organisation;

TEC means the Tertiary Education Commission and all references to “we”, “our” and “us” are to TEC; and

TEC Investment Manager means the person named as the contact in Appendix 6 or any person that we subsequently advise is the TEC Investment Manager.

11.2 Interpretation

Unless the context otherwise requires:

- (a) headings are not to be used for interpretation;
- (b) the Introduction forms part of this Funding Confirmation;
- (c) the singular includes the plural and vice versa;
- (d) a reference to documentation (including this Funding Confirmation) includes a reference to that document as varied, supplemented or substituted from time to time;
- (e) a reference to any legislation or policy includes a modification of that legislation or policy or, in the case of legislation, legislation enacted in substitution for that legislation and a regulation, order-in-council and other instrument from time to time issued or made under that legislation;
- (f) a reference to an Appendix is a reference to an appendix to this Funding Confirmation;
- (g) a reference to a paragraph is a reference to a paragraph in this Funding Confirmation; and
- (h) whenever the words ‘includes’ or ‘including’ are used in this Funding Confirmation, they are deemed to be followed by the words “without limitation”.

Appendix 1: Overview of purpose of Funding by Fund

Māori and Pasifika Trades Training

The purpose of the Māori and Pasifika Trades Training (**MPTT**) Fund is to provide fees-free tertiary places and other support for Māori and Pasifika learners to undertake pre-employment trades training aligned with entry into proven pathways into trade careers. Funding from the MPTT Fund is aimed at increasing access to vocational training for Māori and Pasifika learners and improving pre-employment trades training (including robust work preparation) to align more closely to the needs of employers and of Māori and Pasifika communities.

The MPTT Fund provides funding for:

- (a) fees top-ups to make SAC-funded programmes of pre-trades training fees-free to Māori and Pasifika learners; and
- (b) brokerage services to match learners with opportunities, facilitate links between providers and employers and to tailor pre-trades educational provision to the needs and aspirations of Māori and Pasifika learners; and
- (c) consortium activities, being project management, co-ordination, and evaluation services, as well as employability skills training and fees for obtaining licenses, such as driver licences that complements the SAC-funded programmes and that learners are likely to need to gain entry-level employment in their chosen trade.

Appendix 2: Funding

1. Funding

We will provide Funding to you for the provision of consortium activities over the Funding Period for the following amount, payable on the basis set out below.

\$

2 Payment Schedule

Funding for Consortium Activities				
Deliverable	Period linked to payment	Deliverable due date	Payment due date	Payment amount (excl. GST)
Milestone 1: Set up activities as specified in Appendix 5	1 Jan 2016 – 28 Feb 2016	1 March 2016	1 April 2016	
Payment only	1 March 2016 – 30 June 2016		1 June 2016	
Milestone 2: Ongoing activities as specified in Appendix 5	1 July 2016 – 31 July 2016	1 August 2016	1 September 2016	
Payment only	1 Aug 2016 – 31 Dec 2016		1 December 2016	
Milestone 3: Full year summary as specified in Appendix 5		15 January 2017		
Total Funding				

(i) Funding will be either made:

- A. on the payment due date if the deliverable is subject to a payment only (ie no milestone is required to be delivered); or
- B. on the payment date for that milestone (as set out in the table above) provided each milestone that is set out in the table above (as further described

in Appendix 5) is successfully completed to our satisfaction by that payment date.

- (ii) If a milestone is not completed to our satisfaction by the payment date, the payment date will be extended until the date that we are satisfied that the milestone has been successfully completed.
- (iii) A milestone will only be successfully achieved once the performance indicator for that milestone has been satisfied (as described in Appendix 4).

Appendix 3: Fund-specific Conditions

The following Conditions apply to Funding that is received from the MPTT Fund:

PART 1: Eligibility generally

1. Organisation eligibility generally

To be eligible to receive Funding you must remain as part of the same approved consortium for the length of the Funding Period, except as agreed by us for the purpose of continuing to support enrolled learners. For the purpose of this condition, you remain part of the same approved consortium if you are part of the consortium comprising all of the members specified in Appendix 7 (“the **Consortium**”).

PART 2: Eligibility for Funding for consortium activities

2. Organisation eligibility for consortium activities Funding

To receive Funding for consortium activities you must meet and continue to meet the necessary eligibility criteria, being that you are the lead Consortium member, and you, as the lead Consortium member are:

- (a) approved by us; and
- (b) a legal entity; and
- (c) either
 - (i) an organisation that is eligible for Funding for fees top-ups and/or brokerage under the MPTT Fund; or
 - (ii) a person or body that provides tertiary education related services and is identified in accordance with section 159B(2) of the Act.

PART 3: Consortium

3. Consortium activities

You may only use Funding provided for consortium activities to undertaking the following for activities (which, for the purpose of this Funding Confirmation, are defined as “**consortium activities**”):

- (a) governance and project management;
- (b) coordinating the contributions of Consortium members and other services to the development of learner capabilities;

- (c) employability skills training and licensing (such as driver licensing) that complements the SAC-funded programmes.

4. Changes to membership of Consortium

As the lead member of the Consortium, you must not, without our prior written consent, enter into any arrangement with another organisation, or end an arrangement with any other member of the Consortium, that would have the effect of changing the membership of the Consortium.

5. Consortium lead member's responsibilities

As the lead member of the Consortium, you must enter into an arrangement, or arrangements, with each other member of the Consortium that:

- (a) enables you to meet the Conditions imposed by us on you as the Consortium lead member;
- (b) imposes on each other member of the Consortium obligations owed to you that are similar to your obligations in respect of any Funding received by you; and
- (c) imposes on each other member of the Consortium obligations to provide information to and fully cooperate with you and us, in order to verify your compliance with the Conditions.

Appendix 4: Organisation-specific Conditions

Female participation in Māori and Pasifika Trades Training

1. By 1 March 2016, you must agree with us an aspirational target level of female participation in MPTT and a timeframe for achieving the target that:
 - reflects the opportunity for the Consortium to increase female participation in trades that offer sustainable employment and in which female have traditionally been under-represented; and
 - represents a significant but achievable increase on previous female participation in the MPTT Consortium, and similar consortia.
2. Once agreed, the aspirational target and timeframe will form part of this Funding Confirmation.
3. As the lead member of the Consortium, you must ensure that your Consortium works to achieve the aspirational target level of female participation in respect of the activities undertaken by the Consortium which the Consortium members are collectively being funded from the MPTT Fund to undertake (through one or more funding confirmations), in the timeframe specified.

Aspirational Target	Timeframe for achieving target	Date agreed

Appendix 5: Performance commitments and requirements and Minimum Performance Standards

1. Performance commitments and requirements

You must deliver the following during the Funding Period from the Funding that you receive from the MPTT Fund:

Project Description

Consortium activities

You must provide the following consortium activities, including meeting the following milestones:

Total EFTs and Learner Numbers	
EFTS	
Learner Numbers	

Milestone 1:		Due: 1 March 2016
Description	Performance Target	Performance Indicators
Project Plan Complete a Project Plan for the entire project for 2016.	Deliver a Project Plan that sets out how the following deliverables will be established, maintained and delivered.	A completed project plan.
Reporting Uploading reports to Workplace2 and using SharePoint.	Workspace2: MPTT reporting templates must be used to submit ALL milestone reports and relevant attachments. SharePoint: Socialise and actively use the SharePoint website.	All reports are uploaded to Workplace2 using MPTT templates. SharePoint: A minimum of three (3) posts to be made on the TEO's share point page per month as per SharePoint Guidelines.

<p>Establish good governance: Establish Governance Group that adheres to the principles of good governance including, but not limited to, the following principles: transparency, effectiveness and efficiency, participatory, responsiveness, lawfulness.</p>	<ul style="list-style-type: none"> • Establish appropriate membership. • Agree between the Consortium members, the Governance Group's Terms of Reference (ToR). • Establish sound processes that ensure (but not limited to) transparent decision making and risk management. 	<ul style="list-style-type: none"> • All Consortia members are appropriately represented within the Group. • The finalised ToR reflecting principles of good governance. <p>Please provide evidence that:</p> <ul style="list-style-type: none"> • Sound processes will be used to manage the group e.g. Regular/appropriate meeting schedule is determined and adhered to; risk management; accurate records are/will be kept and uploaded to Workspace 2 as appropriate.
<p>Use Sound Project Management: Sound project management and coordination of all aspects of the project, including but not limited to:</p> <ul style="list-style-type: none"> • How the project will be controlled, including effective risk management, and budget management. • Student recruitment, progression and transitions • Student support, pastoral care, and transitions into employment e.g. work readiness and work experience. <p>A focus on incorporating work ready skills into the student experience.</p> <p>Change to a process of getting the students to enrol and be accepted onto the programme before applying for the MPTT scheme.</p>	<p>Sound Project Management:</p> <ul style="list-style-type: none"> • Establish sound project management techniques (e.g. project planning and implementation). • Manage the budget appropriately. • Manage risk appropriately <p>Student recruitment and support:</p> <ul style="list-style-type: none"> • Appropriate numbers of learners are recruited to meet the TEOs contracted EFTs target. • Learners' needs are identified and supported wherever needed. 	<p>Please provide evidence that:</p> <ul style="list-style-type: none"> • Project planning and controls are sufficient and appropriate. • the budget is being/will be managed well. • risks are being identified and mitigated/managed. <p>Please provide evidence that:</p> <ul style="list-style-type: none"> • a recruitment strategy is being developed/implemented. • Learner needs are being identified and addressed.
<p>Stakeholder Engagement: Strong engagement with all stakeholders is established and maintained as necessary.</p>	<ul style="list-style-type: none"> • Positive engagement with all your key Stakeholders, in areas where they will add value. • Particular focus on establishing and developing engagement/relationships with relevant employers and industry groups. • Strong engagement with Ngā Potiki a Tamapahore, Papa Kainga Housing and Social Housing to build homes over 100 acres of land. 	<p>Please provide evidence of:</p> <ul style="list-style-type: none"> • the Stakeholders you currently engage with • How you engage and what you engage with them on. • If relevant, how you will establish relationships with new stakeholders, with a particular focus on relevant employers and industry groups. • How you will manage stakeholder relationships, i.e. disputes resolution.

<p>Evaluation: The evaluation is aimed at improving our understanding of whether MPTT is improving student outcomes; and helping to improve the overall delivery of MPTT and how cost efficiencies can be made.</p>	<p>We are interested in understanding:</p> <ul style="list-style-type: none"> • Best practice exemplars of effective delivery; and what's not working well. • How to best recruit NEETs. • How to recruit more females and what they want participate in. • How to raise Pasifika participation. • Employment outcomes and other destinations. <p>Consortia should aim to use robust/sound process to collect data.</p>	<p>A brief Evaluation Plan setting out:</p> <ul style="list-style-type: none"> • The foci of your evaluation • How you plan to collect employment outcomes data, e.g. survey students, survey employers. • What other data you will collect • How you intend to use the findings to improve your delivery.
<p>Milestone 2: Progress Report</p>		<p>Due: 1 August 2016</p>
<p>Description</p>	<p>Performance Target</p>	<p>Performance Indicators</p>
<p>Maintain good governance: Maintain Governance Group that adheres to the principles of good governance.</p>	<ul style="list-style-type: none"> • Maintain appropriate membership and adhere to the ToR. • Maintain sound processes that ensure (but not limited to) transparent decision making, and risk management etc. 	<ul style="list-style-type: none"> • Report any changes to the membership of the Group and or its ToR. <p>Please provide evidence that:</p> <ul style="list-style-type: none"> • Sound processes are being used to manage the group, e.g. meetings held on schedule; risk management; accurate records are being kept etc. and uploaded to workspace 2 as appropriate. • Report any risks arising and how they are being managed.
<p>Project Management: Sound project management and coordination of all aspects of the project.</p>	<p>Project Management:</p> <ul style="list-style-type: none"> • Use sound project management techniques to control the project. • Manage the budget appropriately. • Manage risks effectively. <p>Student recruitment and support:</p> <ul style="list-style-type: none"> • Identify student need and provide support wherever needed, including pastoral care, work readiness and experience support etc. 	<p>Please provide a progress report that demonstrates:</p> <ul style="list-style-type: none"> • The project is being managed effectively and is on track. • The budget is being managed well and any significant/large budget variances are in hand. • Risks are being managed. • Your recruitment strategy for the first half of the year was implemented and appropriate numbers of learners have been recruited. Report any challenges you encountered. • Learners are receiving the types and level of support/pastoral care they need to succeed. Records of support delivered are kept.

<p>Stakeholder Engagement Maintain strong engagement with all of your stakeholders.</p>	<ul style="list-style-type: none"> Continued engagement with all stakeholders is maintained as necessary. Particular focus should be put on establishing and developing engagement/relationships with relevant employers and industry groups. 	<ul style="list-style-type: none"> Evidence that Stakeholders are engaged, in relevant pieces of work where appropriate, for example, student recruitment and or provision of support etc. Report any risks to stakeholder relationships and how they are being managed.
<p>Evaluation: Provide an update on your evaluation.</p>	<p>Areas of interest:</p> <ul style="list-style-type: none"> Best practice exemplars of effective delivery; and what's not working well. Student support and pastoral care delivered. Recruitment of NEETs. Female participation. Pasifika participation. Employment outcomes and other destinations. 	<p>Report on progress made against your evaluation plan, e.g. progress with data collection etc.</p>
<p>Milestone 3: Final Report</p>		<p>Due: 15 January 2017</p>
<p>Description</p>	<p>Performance Target</p>	<p>Performance Indicators</p>
<p>Final Report: Please provide a 'round-up' of the year's delivery that covers all the aspects of governance and project management.</p>	<p>Finalise a Final Report that provides a clear and comprehensive overview of the year's delivery covering both Governance Group and Project Management.</p>	<p>Please provide a final report for the year including (but not limited to):</p> <ul style="list-style-type: none"> A summary of the overall delivery A summary of expenditure, variances and any budgetary risks that arose. Summary of risks and how they were managed, reflections of any significant challenges you experienced. Any lessons learned during the year's implementation of MPTT. A summary of all learner support delivered. Any other relevant information.
<p>Stakeholder Engagement Provide a final report</p>	<p>Round-up of stakeholder engagement.</p>	<p>Please provide an overview of your Stakeholders engagement:</p> <ul style="list-style-type: none"> Who you engaged with (please identify the new stakeholders); how you engaged with them; what you engaged with them on; were there any disputes or issues and how you resolved/managed those; and any lessons learned.

<p>Evaluation: Final report delivered.</p>	<p>Areas of interest:</p> <ul style="list-style-type: none"> • Best practice exemplars of effective delivery; and what’s not working well. • Student support and pastoral care delivered • Recruitment of NEETs • Female participation • Pasifika participation • Employment outcomes and other destinations. 	<p>Provide the final Evaluation report for the 2016 provision, outlining (but not limited to) the following:</p> <ul style="list-style-type: none"> • All findings of the evaluation • How the findings were used to improve your delivery. • Any Lessons learned.
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Minimum Performance Standards

You must meet the following Minimum Performance Standards:

Minimum Performance Standard	Description of what must be achieved to meet the Minimum Performance Standard
Appropriate learners are identified, engaged, recruited and enrolled	50% of learners enrolled on MPTT are classified as ‘Not in Education, Employment or Training (NEETs) are targeted for enrolment
Enrolment of minimum 70% of learners for Bay of Plenty Polytechnic milestone	70% of learners are enrolled in 2016 with MPTT and tracked for a 12 month period. Progress reports submitted to us on learner success. If learners withdraw then another appropriate learner is identified for replacement.
Maori and Pasifika women are encouraged and promoted into MPTT	Aspirational targets are agreed with TEC by 1 March 2016
Submission of business plan and associated documents outlined in milestone table (1)	<p>Outline service delivery model with XXXX which includes engagement plan for:</p> <ul style="list-style-type: none"> • Learners • Bay of Plenty Polytechnic • Community including Māori and Pasifika • Employers
Timely completion of reports submitted to TEC	Workspace2 and SharePoint publishing requirements are met on time and to the approval of TEC.

Appendix 6: Contacts

Fund title	Māori and Pasifika Trades Training Consortia Funding	
Organisation name		
EDUMIS number		
Contact persons		
Organisation	Relationship Manager	
	Address	
	Phone	
	Facsimile	
	Email	
TEC	Investment Manager	
	Address	
	Phone	
	Facsimile	
	Email	

Appendix 7: Consortium members

- 1. Lead Consortium member**
- 2. Other Consortium Members**