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| Investment Plan Template |

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Every effort is made to provide accurate and factual content. The TEC cannot accept responsibility for any inadvertent errors or omissions that may occur.

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About this template

Subhead



Section heading

Tertiary education organisations (TEOs) should use this template to structure the strategic intent component of their Investment Plan (Plan).

If you are a Tertiary Education Institute (TEI) using this template ensure you have captured all relevant information as required by the legislation (see the [Gazette Notice](https://www.gazette.govt.nz/notice/id/2020-au2808)).

This template captures what is required for proposed Plans as stated in the Education and Training Act 2020, clause 4, Schedule 18, [Plan Guidance](http://www.tec.govt.nz/funding/funding-and-performance/investment/plan-guidance/) , Supplementary Plan Guidance and the [Gazette notice](https://www.gazette.govt.nz/notice/id/2020-au2808). Using the template ensures that your Plan provides us with all the information we need to make informed investment decisions and track progress over the years.

This template is intended to be used in conjunction with Plan Guidance, the Tertiary Education Strategy (TES) and the [Investment Toolkit](http://www.tec.govt.nz/funding/funding-and-performance/investment/investment-toolkit/) (Toolkit). The Toolkit includes information, products and other templates that support you to develop your Plan.

**You only need to complete the sections of the template which are relevant to your organisation.**

If you are required to submit a **Learner Success Plan** you do not need to duplicate what is covered in the Learner Success Plan in the strategic intent component of your Plan.

If you have any appendices please include these at the end of the document.

Assessment of proposed Plans

**The criteria we use for assessing proposed Plans are set out in Plan Guidance and the Gazette notice**. Please refer to these criteria when completing each section.

These criteria enable us to assess the alignment of your proposed Plan with Government priorities and regional and national need, as well as your capability to deliver on the Plan.

Templates and key deadlines

The Plan submission deadline is **9 July 2021.** This includes submitting your Investment Plan, Mix of Provision (MoP) template and educational performance indicator (EPI) commitments template. We will aim to engage with you before your plan submission is required.

All TEOs submitting Plans and receiving funding over $5m are required to complete a Learner Success Plan template as part of their Plan. You can find this template in the [Investment Toolkit](http://www.tec.govt.nz/funding/funding-and-performance/investment/investment-toolkit/).

If you are requesting additional funding for 2022 (beyond your indicative allocation), you will need to complete the [Request for Additional Funding template](https://www.tec.govt.nz/assets/Forms-templates-and-guides/1b03a5b49e/Request-for-Additional-Funding-template-v3.xlsx) in the [Investment Toolkit](http://www.tec.govt.nz/funding/funding-and-performance/investment/investment-toolkit/).

Plans must be submitted to us via Workspace 2 along with accompanying documents such as the Learner Success Plan.

Questions

For general queries about your Plan please contact your Relationship Manager or Advisor.

We encourage you to check the [TEC website](http://www.tec.govt.nz/) regularly for the release of new information.

If you have any questions about this template, please email customerservice@tec.govt.nz.

# Investment Plan

**You can delete any instructions in this template from your final Investment Plan document, including the TEC cover page and pages 2-5.**

[Insert your organisation’s name]

***You’re free to personalise the design of this template to match your branding.***

## Tertiary education organisation (TEO) details

Please complete the following details.

|  |  |
| --- | --- |
| TEO name |  |
| New Zealand Business Number (if known) |  |
| EDUMIS number |  |
| Lead contact for Plan discussions:  This person must have a good understanding of the proposed Plan, be able to access Workspace 2 and be contactable by the TEC for at least six weeks from the submission date |  |
| Work phone |  |
| Mobile |  |
| Email |  |

# 1. Mission and role



1. *Describe your organisation’s mission and role here including your role within the overall network of provision for the term of the plan; and*
2. *Provide evidence of how your organisation gives effect to Te Tiriti o Waitangi/the Treaty of Waitangi (Treaty).*

***Actions required for this section****:*

*We will be looking for:*

* *a description of your mission and role within the tertiary education system*
* *evidence of strong governance, management and academic leadership capability*
* *evidence that you’re well-placed to respond to regional, national and global trends (aligned to the Plan Guidance on the TEC website).*
* *evidence that you continue to improve your performance (aligned to the Plan Guidance on the TEC website).*
* *if your organisation is a tertiary education institution (TEI), evidence of how your council acknowledges the principles of the Treaty in the performance of its functions and in the exercise of its powers.*

***Note: TEIs comprise of Te Pūkenga (including its subsidiaries), universities, and wānanga.***

*You should refer to the following strategic documents when completing this section:*

* *Plan Guidance, pages 19-21, ‘Your mission and role’, and page 16 “What does your Plan need to show?*
* *The Gazette Notice*

# 2. Addressing the needs of your stakeholders and giving effect to government priorities



***Addressing the needs of your stakeholders***

*Describe who your stakeholders are, what they need and expect of you, and how you’re going to respond to those needs and expectations. This may include your engagement with Workforce Development Councils (WDCs) or Regional Skills Leadership Groups (RSLGs).*

*All TEOs submitting Plans and receiving funding* ***over $5m*** *are required to submit a Learner Success template in this investment round.*

*If you are required to submit a Learner Success Plan, some of the responses to the Tertiary Education Strategy (TES) Objectives 1-3 will be covered in the* ***Learner Success Template****. You do not need to duplicate what is covered in the Learner Success plan in this template.*

*You should refer to the following strategic documents and tools when completing this section:*

* [*Tertiary Education Strategy*](https://education.govt.nz/further-education/policies-and-strategies/tertiary-education-strategy/)*, (TES)*
* *Plan Guidance, and*
* *Investment Briefs and other information in the* [***Investment Toolkit***](https://www.tec.govt.nz/funding/funding-and-performance/investment/investment-toolkit/)

***Actions required for this section****:*

We will look for evidence in your Plan that you know:

* + - * **who** your stakeholders are – you have identified the important stakeholders to connect with and have built relationships with them.
      * **what** they need and expect of you – you have developed an understanding of what is important to your stakeholders.
      * **how** you’re going to respond – evidence of a plan that shows decision making and provision that directly connects to stakeholders’ needs, including, for TEIs, your capital intentions.

*You should refer to the following strategic documents when completing this section:*

* *Plan Guidance, page 20, ‘How you will address the needs of your stakeholders.’*
* *‘Info sheet: ‘Labour Market Demand’ in the* [*Investment Toolkit*](https://www.tec.govt.nz/funding/funding-and-performance/investment/investment-toolkit/)*.*

**Contributing to achieving government priorities**

*This section is designed to support the Investment Plan engagement you are undertaking. This is by capturing the shifts you propose to make in response to the government’s strategic priorities outlined in the Tertiary Education Strategy (TES).*

*There are some areas that all TEOs planning needs to focus on, such as parity of participation and achievement for Māori and Pacific learners.*

*We are looking for the ways your organisation will respond to the TES objectives and priorities* ***broadly****, and how you will progressively undertake the relevant actions (in the TEO action plan) over the next few years.*

In regards to the priorities listed below you should work with your Relationship Manager or Advisor to decide which of the focus areas you should target and how you will progressively undertake the relevant actions (in the TEO action plan) over the next three to five years. Please refer to “engaging early for effective outcomes” on page 9 of Plan Guidance.

For more information about the government’s priorities, including specific areas of provision we want to grow investment in, please refer to the [TES](http://www.education.govt.nz/further-education/policies-and-strategies/tertiary-education-strategy/), [Plan Guidance](https://www.tec.govt.nz/funding/funding-and-performance/investment/plan-guidance/), and the Investment Briefs in the [Investment Toolkit](https://www.tec.govt.nz/funding/funding-and-performance/investment/investment-toolkit/).

***Focus areas for the 2022 Investment round***

To facilitate this process, we have identified 16 focus areas for the 2022 Investment round. These represent the TEO actions in the TES that are most appropriately supported through the Plan investment mechanism.

You should engage with the TEC to decide which specific areas to focus on in your Plan.

We have indicated by the number next to each focus area which priorities in the TES these focus areas contribute to.

Your Plan should tell us about relevant policies or initiatives (either underway or planned) to:

* Hear and act on the voices of learners/ākonga and their whānau and communities. (P1)
* Provide for a safe and supportive learning environment that includes access to support for the basic needs of learners/ākonga and for their physical and mental health. (P1)
* Develop a whole of organisation approach to understanding and meeting the needs and aspirations of all learners/ākonga, including valuing their languages, cultures and identities. (P2)
* Partner with Māori to support rangatiratanga, and Māori educational success as Māori. (P2 & P5)
* Identify and reduce barriers for all learners/ākonga (P3)
* Support successful learner transitions through the education system and into work (P3, P7)
* Support disabled learners and neuro-diverse learners to succeed (P3)
* Provide opportunities for learners/ākonga to develop their literacy, numeracy and digital literacy skills capabilities (P4)
* Provide opportunities to use and to build on languages spoken by Pacific and Māori learners/ākonga (P4 & P5)
* Ensure that strategies, behaviours, actions, services and resourcing reflect your commitment to Te Tiriti o Waitangi| The Treaty of Waitangi
* Provide opportunities for educators and staff to strengthen teaching, leadership and learning support. (P6)
* Build and sustain a diverse education and research workforce (P6 &P8)
* Ensure you’re delivering skills and knowledge that NZ industries need, and supporting learners/ākonga into relevant employment outcomes. (P7; You should refer to Post-Study Outcome (PSO) information product in the Investment Toolkit when completing this section)
* Provide efficient lifelong learning options so that people can upskill and retrain (P7)
* Ensure your education delivery supports relevant skills for New Zealand’s shift to a carbon-neutral economy (P7)
* Support excellent, collaborative research, aligned to solving economic, social and environmental challenges (P8)

We are also interested to hear about anything else you are doing that will make a **substantial contribution** to the TES objectives and priorities. You can use (and we encourage you) to use the table below to outline these.

*Note: please complete a response for each focus area, and/or TES action that is relevant to your organisation.*

|  |  |
| --- | --- |
| **Institution objective** |  |
| **Corresponding focus area(s)/TES action(s)** |  |
| **Description of related activities (if required)** |  |
| **Performance indicator/s (i.e. how will you measure progress towards achieving this objective)** |  |
| **Baseline, [year]** |  |
| **Interim target, [year]** |  |
| **Final target, [year]** |  |
| **If relevant please indicate how this objective is reflected in your mix of provision (MoP) and/or educational performance indicators (EPI) commitments** |  |
| **Additional information (e.g. where is this taking place – region, industry sector etc.)** |  |

# 3. Programmes and activities



***Describe how your organisation’s proposed activities will support it to fulfil its mission and achieve its specific goals for the term of the Plan.***

***Describe any key new activities your organisation is planning to undertake over the Plan period and a brief description of other programmes and activities not funded by the TEC (if not included in your Mix of Provision (MoP).***

***In this section we are looking for:***

* *all planned programmes and activities for which your organisation is seeking funding, including planned learner numbers by New Zealand Qualification Framework level and total funding sought (using your MoP)*
* *a brief description of other programmes and activities not funded by the TEC (this information must be provided either via your MoP or as a description in this section), and*
* *any key new activities your organisation intends to undertake over the Plan period.*

***We want to understand*** *the activities of your subsidiary bodies, e.g. such as Institutes of Technology and Polytechnics (ITPs), these subsidiary bodies and their activities need to be described.*

*This must include:*

* *a description of the main activities undertaken*
* *the dollar value of your organisation’s relationship with the subsidiary body, and*
* *a brief description of the governance and accountability arrangements in place (this can be completed in* ***section 8 of this template*** *under ‘further information’).*

***In addition,*** *if you subcontract delivery of activities and programmes (including those with subsidiary bodies), you need to provide a brief description of significant programmes and activities undertaken through the sub-contracted bodies. The description of the programmes activities undertaken through these must include:*

* *a description of the main activities undertaken*
* *the dollar value of your organisation’s investment in the sub-contracting arrangement, and*
* *a brief description of the governance and accountability arrangements in place (this information must be provided via a Subcontracting Register).*

*Contact your Relationship Manager or Advisor if you are unsure whether certain activities need to be declared in the Subcontracting Register.*

***You should refer to the following strategic documents and tools when completing this section:***

* Plan Guidance, page 12, ‘Summary of Activity (“Mix of Provision”)’
* Plan Guidance, page 21 “Summary of Activity’
* Plan Guidance, pages 24-26 “Areas of provision we where we want to promote growth’
* Investment Briefs in the [Investment Toolkit](https://www.tec.govt.nz/funding/funding-and-performance/investment/investment-toolkit/)

***Required to be submitted via Workspace 2:***

* *completed MoP template(s) showing total TEC funding sought, and*
* *completed Subcontracting Register if subcontracting arrangements are in place.*

# 4. Outcomes and measures



***How is your organisation responding to the priorities set by the TEC?***

*In this section we would like to know about your outcomes and measures in response to specific priorities in the Plan Guidance, Investment Briefs and other strategic documents.*

*The bullet points below describe further what we are looking for against your organisation’s proposed outcomes (in relation to the tertiary education programmes and activities for which funding is sought).*

*This includes the performance indicators you will use to measure if the outcomes have been achieved (any information submitted in your EPI commitments template* ***does not need*** *to be replicated here).*

*In this section we are looking for:*

* *how your organisation is responding to the priorities set by the TEC in its Plan Guidance, Investment Briefs, and other strategic documents*
* *how your organisation has done against the performance commitments you made in your last Plan, particularly those relating to Māori and Pacific learners (only applicable if your organisation has previously received plan funding)*
* *how your organisation has responded to data from the TEC about post-study employment outcomes, and about your organisation’s level of re-enrolments*
* *your organisation’s governance and management in setting challenging targets, then monitoring progress and responding when targets are not met. This includes demonstrating governance and management progress in improving outcomes for Māori and Pacific learners*
* *the findings of any quality assurance reviews*
* *any key changes that your organisation is making that are likely to have a significant impact on your educational performance or other outcomes*
* *your organisation’s educational and financial capability and performance, including:*
  + *if your organisation is a TEI or an industry training organisation, whether it has received a satisfactory assessment on the TEC’s Financial Monitoring Framework, and*
  + *if your organisation is a private training establishment (PTE), whether it is meeting the TEC’s Prudential Financial Standards for PTEs.*
* *your organisation’s ability and commitment to work with other TEOs to build system responsiveness and sustainability, and pathways through the education system.*

***You should refer to the following strategic documents when completing this section:***

* *Plan Guidance, pages 6-7 “A new Tertiary Education Strategy to guide our planning”*
* *Plan Guidance, pages 10-12 “Summary of our priorities”*
* *Investment Briefs in the* [*Investment Toolkit*](https://www.tec.govt.nz/funding/funding-and-performance/investment/investment-toolkit/)

***Required to be submitted via Workspace 2:***

* *completed EPI commitments template(s).*

# 5. Additional information



*Additional information can include forecast financial statements, capital asset management information (for tertiary education institutions), and any other information needed to fairly reflect your forecast financial operations and financial position, e.g. information about subsidiaries for which you have residual liability.*

*Does your organisation have additional information to provide? If so, enter that here.*

*We may use this information to assess whether your organisation is likely to have the financial ability to deliver on its proposed Plan.*

***You should refer to the following strategic document when completing this section:***

* *Plan Guidance, page 17 ‘We may also ask you to provide additional information about your financials.*

# 6. Additional requirements for tertiary education institutions (TEIs)



*In addition to the requirements outlined above, TEIs are required to submit a forecast Statement of Service Performance (SSP), which must:*

* *be prepared in accordance with Generally Accepted Accounting Practice, including reporting costs summarised by key output classes/areas*
* *reflect the full scope of your institution’s activities*
* *focus on the outputs/services of your institution, and*
* *include measures and evidence about the quality of these outputs/services.*

*You should also explain how you will manage your capital assets to support your mission and role over the period of your proposed Plan, including any new significant capital initiatives.*

***You should refer to the following strategic documents when completing this section:***

* *Plan Guidance, page 16, ‘Special requirements for tertiary education institutions (TEIs)’.*

***Required to be submitted via Workspace 2:***

* *Forecast Statement of Service Performance.*

# 7. *Additional requirements for organisations delivering Apprenticeships (New Zealand Apprenticeships and Managed Apprenticeships)*



*As per section 376 of the Education and Training Act 2020, apprenticeship training activities must be outlined in your Plan. This section is particularly important for TEOs who are completing this section for the first time or who may be arranging training in the future, e.g. Te Pūkenga or a Private Training Establishment (PTE).*

* *Key considerations for apprenticeship training activities are described as:*
* pastoral care appropriate to the age and stage of the apprentice as well as the apprenticeship code of practice;
* promoting apprenticeship training generally (through providing information, guidance and advice to employers and prospective apprentices about the benefits of an apprenticeship);
* identifying prospective apprentices and the employers able to offer the right kind of apprenticeship training for those apprentices;
* ensuring that apprenticeship training and the apprenticeship training agreement in the industry is consistent with the apprenticeship training code.
* The [**Apprenticeship Code of Practice**](https://www.tec.govt.nz/assets/Publications-and-others/The-code-of-good-practice-for-new-zealand-apprenticeships.pdf) is a legal instrument set by the Minister of Education under the Education and Training Act, 2020.

***You should refer to the following strategic documents when completing this section:***

* [*The Education and Training Act 2020, sections 376*](https://www.legislation.govt.nz/act/public/2020/0038/latest/LMS253770.html?search=sw_096be8ed81a7a39d_376_25_se&p=1) *and* [*378*](https://www.legislation.govt.nz/act/public/2020/0038/latest/LMS267778.html?search=sw_096be8ed81a7a39d_376_25_se&p=1)

# 8. Further information



*If you wish to add any further information, please enter here.*