This template is for TEOs to submit tailored milestones for the performance element of the learner component for 2024.



# Learner Component Performance Element – Schedule of Payments

You must submit milestones to receive learner component performance element funding. Please complete the table on the last page and **submit this by 7 July 2023.**

If you have a Learner Success Plan, we expect these milestones to reflect your organisation’s Learner Success Plan. Otherwise, we expect these milestones to reflect general educational performance commitments.

TEC will review your milestones and we may come back to you with questions or suggestions for modification. If you have a Relationship Manager, they will complete this review.

The Minister of Education has set priorities for the learner component performance element You will need to frame your milestones around **some or all** the priorities that the Minister has set for TEOs, by building your organisation’s capability to:

* address racism, bias and low expectations that impact Vocational Education and Training (VET) learners and their whānau
* strengthen mechanisms to hear and act on VET learner voice and understanding the views of whānau and communities about VET
* reduce barriers for VET learners, particularly in accessing work-based learning, and supporting them to be successful in VET
* ensure VET teaching and learning meets learner, employer, and industry needs, and delivering skills relevant for the workplace.

## Guidance on milestone development

What makes a good milestone? A good milestone has four components:

* What: It explains the activity that will take place. Milestones are outputs, not outcomes. They can also be referred to as deliverables.
* Why: It explains how the activity in the milestone is situated in and aligned to your TEO’s context and goals.
* When: It includes a specific, realistic timeline for completing the activity and submitting evidence of that.
* How: It outlines what evidence you will submit to the TEC to demonstrate meeting the milestone.

You should include milestones to cover the entire duration of your Plan length. For example, if your Plan length is two years, you should include two complete years of milestones.

Please include a minimum of two milestones, and no more than four per year. Tailor the number of milestones to the size of your organisation. We expect a larger TEO, with a larger amount of learner component funding, to have more milestones than a TEO with a lower amount of funding.

The sum of your milestones should equal 50 percent either side of mid-year (January to end of June, July to end of December) each calendar year.

### Examples of milestones

These are examples of some areas that your milestones could focus on. We expect that your own milestones will reflect your learner population and some or all of the Minister’s priorities for the performance element.

|  |  |
| --- | --- |
| **Stakeholder engagement** | **Organisational performance** |
| Complete X number of focus groups with Y stakeholders for Z purpose.  Establish and conduct X number of meetings with Y advisory group.  Consult X number of employers to align delivery to learner needs.  Hold X number of learner/student voice meetings.  Conduct X number of meetings with learner/student representatives for Y purpose.  Facilitate X focus groups with Y stakeholders to improve learner/student voice. | Complete X research to collect Y data.  Implement X surveys for Y purpose (eg, learner/student voice, inclusion, removing barriers to learning).  Conduct analysis on X problem (eg, poor completion rates), using X data for Y purpose.  Develop X strategy to address Y problem (eg, poor completion rates).  Update X plan for Y purpose (eg, supporting learner success).  Design X new programme/service to support learner success in Y way. |
| **Staffing and professional development** | **ICT systems and technology** |
| X staff complete Y training (eg, training in neurodiversity, disabilities, Te Tiriti o Waitangi, cultural awareness, unconscious bias, inclusion, or supporting learners with low levels of literacy and numeracy).  Hire and induct X support staff for Y purpose. | Develop X system as a mechanism for learner feedback.  Implement X technology solution for improved analytics.  Design reporting tools for Y purpose.  Add X capability into business intelligence reporting and systems. |

### Example milestone table

This is the type of detail your milestone table should include for one year. Please include milestones for each year of your Plan. This is only an example, and the activities may not apply to you.

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone title** | **Milestone description** | **Deliverable date** | **Proposed payment amount** |
| Pacific learner advisory group established | Submission of a satisfactory report that provides evidence of establishment of Pacific learner advisory group. | 1 March | 25% of total |
| Pacific learner advisory group meetings | Submission of a satisfactory report that provides evidence of at least two meetings held with advisory group. | 1 June | 25% of total |
| Development of Pacific learner plan | Submission of a satisfactory report that provides evidence of development of a new plan to support Pacific learner success, with input from new Pacific learner advisory group. | 15 December | 50% of total |

Complete the table on the following page to propose specific milestones and the percentage of performance element funding for each.



# Learner Component Performance Element – Schedule of Payments

|  |  |  |  |
| --- | --- | --- | --- |
| **TEO Name** |  | **TEO Edumis** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Learner component performance element – Milestones** | | | **Year** |
| ***Please complete one table for each year of your Plan duration*** | | |  |
|  | | | |
| **Milestone title**  ***(maximum of four milestones per year)*** | **Milestone description** | **Deliverable date *(within one calendar year)*** | **Payment percentage for each milestone%** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total *(sum should equal 100%)*** | | | **100%** |