



Tertiary Education Commission
Te Amorangi Mātauranga Matua

Targeted Training Funding Handbook

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Read this document in conjunction with the
[Tertiary Funding Information](#)

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Contents

1.	Introduction	1
	The Tertiary Funding Information	1
	The TEC's Role in the Targeted Training Programmes	2
	TEO's Role in the Targeted Training Programmes	2
	Legislation	2
	Human Rights Act 1993.....	2
	Criteria for Section 73 to Apply	3
	Learners' Rights	3
	Learners With Disabilities	3
	Privacy Act 1993.....	3
2.	Purpose of the Funds.....	4
	Training Opportunities	4
	Youth Training	4
	Skill Enhancement.....	4
	Programme Requirements	5
3.	Funding Agreements.....	7
	TEO Eligibility	7
	About Funding Agreements.....	7
	Agreement Summary	8
	Targeted Funding Application Forms	8
	Change of Ownership and Control	9
4.	Operational Requirements	9
	Use of Logos	9
	Document Storage	10
	NZQA Requirements	10
	National Student Number (NSN)	11
	Electronic Receipting System (ERS).....	11
	Subcontracting Courses that Receive Targeted Training Funding.....	12
	What is Subcontracting?.....	12
	Subcontracting Declarations and Register	12
	Approval of Subcontracting Arrangements	12
	Directory on the Web (DoW).	13
5.	Learner Eligibility.....	13
	Learner Selection	14
	Discretionary Enrolment	14
	Low Qualifications	15
	Period of Eligibility	15
	Learners in Part-Time Employment.....	16
	Eligibility Criteria – Training Opportunities	16
	Foundation Skills Eligibility	18
	At Risk Eligibility	18
	Referrals by Workbridge and Work and Income.....	20
	Training Opportunities Eligibility Evidence	21
	Eligibility Criteria – Youth Training	24
	Age on Entry.....	24
	Access to Family Support Payments.....	25
	Youth Training Eligibility Evidence	25
	Eligibility Criteria – Skill Enhancement	28
	Optional Entry Requirements	29
	Skill Enhancement Learners Access to Student Loans and Allowances	29

6.	Enrolment and Reporting Requirements.....	31
	Enrolment	31
	Placement in Error.....	32
	Withdrawals.....	32
	Reporting Requirements	33
	Two-Month Labour Market Outcome Codes	36
	Submitting Labour Market Outcomes.....	36
7.	Programme Outcomes.....	37
	National Fund Targets.....	37
	TEO Destinalional Outcome Targets	38
	Destinational outcome exclusions	38
	Calculating destinalional outcome examples	39
	Monitoring Individual Programmes	39
8.	Payments	40
	Basis of Payment	40
	Training Opportunities and Youth Training payments	40
	Skill Enhancement Payments.....	40
	Fully Funded Programmes	40
	Payments by Direct Credit.....	41
	Payment Cycles	41
	Deadlines	41
	Flexible Placements in Training Opportunities and Youth Training Programmes.....	42
	Continued Funding in Training Opportunities and Youth Training Programmes	42
	Eligibility for Continued Funding	43
9.	Reimbursement of Learner Travel Costs	44
	Reimbursement of Daily Travel for Training Opportunities and Youth Training Learners	44
	Payment details	44
	Reimbursement of Distance Travel Costs for Skill Enhancement Learners..	45
10.	Glossary	46

1. Introduction

This Handbook is designed to support Tertiary Education Organisations (TEOs) in the administration of the Targeted Training programmes. The Targeted Training programmes consist of Youth Training, Training Opportunities and Skill Enhancement (Rangatahi Māia and Tupulaga Le Lumana'i) programmes.

This document outlines the compliance, eligibility, reporting and monitoring requirements specific to the targeted training programmes. TEOs should read this document in conjunction, where relevant, with the Tertiary Funding Information. See [Tertiary Funding Information](#) on the Tertiary Education Commission (TEC) website.

If you have any additional questions about the information contained in these guidelines we encourage you to contact your nearest TEC office or contact the Service Desk helpline 0800 TEC INFO or 0800 832 463 where our staff will be happy to help.

2007 is a year of change within the tertiary education sector and particularly within the TEC. As the changes take place, and eventually settle, there will be shifts in the way the TEC interacts with the sector and also different requirements asked of providers. These will be communicated to the sector as they develop.

The Tertiary Funding Information

The Tertiary Funding Information describes the legislation, policies, rules, and conditions under which the TEC allocates and delivers funding to the tertiary education sector.

Some of the material in the Tertiary Funding Information is a distillation of good practice. Other aspects are enforceable requirements based on the following:

The broad rules of the relevant funding mechanism determined by the Minister under sections 159ZA(1) and (2) of the Education Act 1989 (the Act).

The detailed implementation rules of the relevant funding mechanism determined by the TEC under section 159ZA(5) of the Act.

Conditions imposed by the TEC under the Minister's directive under section 159ZA(2)(e) of the Act.

Conditions imposed by the TEC under section 159ZD(2) of the Act.

The financial, statistical, or other information required to be supplied by TEOs to the TEC as a condition imposed under section 159ZD(1) of the Act. Note: There may be occasions when the TEC will require additional information under section 159ZD(1) of the Act that has not been set out in this Funding Guide.

Other financial information and records required to be kept or supplied under section 159ZE of the Act (non-Tertiary Education Institutions (non-TEIs)), or section 203 of the Act (TEIs). Note: There may be occasions when the TEC will require additional information under section 159ZE of the Act that has not been set out in this Funding Guide.

Financial, statistical, or other information required under section 322 of the Act ('educational bodies' funded under section 321 of the Act).

Note: The Targeted Training Funding Handbook should be read in conjunction with the relevant sections of the [Tertiary Funding Information](#) on TEC website.

The TEC's Role in the Targeted Training Programmes

The role of the Tertiary Education Commission (TEC) is to:

Implement the Government's Tertiary Education Strategy 2007/2012 and Statement of Tertiary Education Priorities (STEP).

Ensure that the training meets regional and target group needs.

Purchase training, within the budget, to meet training needs.

Monitor provision to ensure that Tertiary Education Organisations (TEOs) meet contractual requirements.

TEO's Role in the Targeted Training Programmes

The role of the TEO is to:

Meet TEO eligibility requirements. See [Tertiary Funding Information: Eligibility for Funding](#) on TEC website.

Design training that delivers the agreed outcomes.

Use the quality systems required to achieve and maintain New Zealand Qualifications Authority (NZQA) registration and accreditation.

Provide post-placement and specialist support services to learners.

Report to the TEC as required by the funding agreement. See Funding Agreements.

Meet the operational services policy requirements set out in these guidelines and the relevant sections of the Tertiary Funding Information.

Legislation

Human Rights Act 1993

The Human Rights Act 1993 applies to:

TEOs that provide Rangatahi Māia and Tupulaga Le Lumana'i programmes.

TEOs that provide Training Opportunities and Youth Training programmes that target specific groups of learners.

The Human Rights Act 1993 prohibits the targeting of specific groups for particular purposes unless it complies with section 73 of the Act. Under section 73, a programme is lawful if it is designed for a target group specifically to achieve a level of equality with other members of the community.

The TEC only purchases programmes that comply with the Human Rights Act 1993.

For a copy of the Human Rights Act 1993, see www.legislation.co.nz.

Criteria for Section 73 to Apply

Programmes are required to meet the following three criteria before section 73 applies:

The TEO must provide the programme in good faith.

The group that the TEO intends the programme for must be one that the Human Rights Act 1993 lists under section 21 Prohibited Grounds for Discrimination.

There must be evidence that the targeted group needs assistance to achieve equality with other members of the community.

Note: Rangatahi Māia and Tupulaga Le Lumana'i meet criteria 1 and 2.

To meet criterion 3, TEOs must be able to provide evidence that the programmes assist targeted learners to achieve equality with their peers in a particular field. For example, for a programme targeted for Māori learners, there may be evidence that only 2% of workers in a particular industry are Māori, although the 2006 census shows that Māori make up approximately 8.5% of the labour force. The TEO can then justify a programme that is designed to help Māori gain the qualifications to enter that industry.

Learners' Rights

The leaflet 'Questions and Answers About Learners' Rights' outlines learners' rights with regard to safety, privacy and workplace safety.

TEOs should be familiar with the content of the Questions and Answers about Learners' Rights brochure, and make the brochure available to learners. For a copy of the Questions and Answers about Learners Rights brochure: See [Questions and Answers About Learners' Rights](#).

TEOs should also be familiar with guidelines around workplace learning and adult literacy. See the resources:

Workplace Learning.

Adult Literacy.

Learners With Disabilities

TEOs must provide a learning environment that takes into account the needs of learners with disabilities.

If training sites do not already comply with NZ Standard 4121, TEOs must have a development plan to enable people with disabilities to access training. See www.standards.co.nz to purchase a copy.

Privacy Act 1993

By signing the enrolment form, the learner consents to TEOs sharing learner information for specific purposes with the TEC, other TEOs/brokers, Work and Income (W&I), Ministry of Education (MoE), New Zealand Qualifications Authority (NZQA), Workbridge, Inland Revenue (IRD), New Zealand Immigration Service (NZIS), and employers.

For a copy of the Privacy Act 1993, see www.legislation.co.nz.

2. Purpose of the Funds

Training Opportunities

The Ministry of Social Development (MSD) contracts the TEC to purchase Training Opportunities training. The training is for Work and Income clients who have, or will face, significant periods of unemployment and who have no or low qualifications. It focuses on learners acquiring a valuable set of foundation skills that enable them to move effectively into sustainable employment and/or higher levels of tertiary education.

Youth Training

Youth Training is a TEC funded programme which focuses on young learners, with no or low qualifications acquiring a valuable set of foundation skills that enable them to move effectively into sustainable employment and/or higher levels of tertiary education. It targets eligible learners who have left school. It has a strong emphasis on innovation and experimentation, coupled with post-training support, to enhance successful learning opportunities.

Post Placement Training and Support for Training Opportunities and Youth Training

Post Placement Training and Support is designed to sustain long-term positive outcomes for learners exiting a Training Opportunities or Youth Training programme by supporting the transition into either employment or further training. This is to enable learners to realise their learning and/or employment aspirations, and to develop the knowledge and skill base which will provide resilience in their future career choices. It is not intended to replace or include the post placement support which is already required from providers as part of the current contracts.

Skill Enhancement

The Skill Enhancement fund has two initiatives:

Rangatahi Māia for Māori learners.

Tupulaga Le Lumana'i for Pacific learners.

Skill Enhancement aims to provide young Māori and Pacific peoples with National Qualifications Framework (NQF) qualifications at level 3 and above. These qualifications lead to employment at higher occupational levels in fields where they are under-represented.

Programme Requirements

The following table details the programme requirements policy for each programme.

Programme	Programme Requirements Policy
<p>Training Opportunities and Youth Training</p>	<p>Condition: Programmes must have a labour market focus. This is reflected in training that:</p> <ul style="list-style-type: none"> Leads towards national qualifications. Meets local industry and employer requirements. Is mainly at levels 1–3 on the National Qualifications Framework (NQF). Is full-time with typically 30 hours a week or more tutor contact time. Includes workplace learning. <p>Workplace learning offers learners the chance to practice and develop skills in a real workplace. All learners should have workplace learning integrated into their programmes. TEOs may negotiate specific variations to the workplace-learning component of their programmes with their local TEC office. See Workplace Learning.</p>
<p>Post Placement Training and Support – Training Opportunities and Youth Training</p>	<p>There are two delivery streams of PPST:</p> <ul style="list-style-type: none"> Education Support – this stream allows for the purchase of one year of tuition and additional support while the former TO or YT learner engages in further study at NQF levels 3 or 4. Continued Learning – this stream allows for the purchase of on-going training and support for a former TO or YT learner who has gained employment to enable the completion of qualification and/or industry-specific requirements. <p>These delivery streams are part of a staircasing process for the learners and are considered to be outside of the targeted training programmes.</p> <p>For more details of PPST options please contact the nearest TEC office.</p>

Programme	Programme Requirements Policy continued
Skill Enhancement	<p>Rangatahi Mäia and Tupulaga Le Lumana'i programmes should:</p> <ul style="list-style-type: none"> Be full-time, typically with 30 hours a week or more tutor contact time. Be designed to meet the skills required for an identified industry. Lead to qualifications at level 3 and above on the National Qualifications Framework (NQF), or nationally recognised qualifications at an equivalent level, e.g. tertiary level papers. Include workplace learning for at least 20% of the programme. <p>Rangatahi Mäia and Tupulaga Le Lumana'i programmes should offer the appropriate support to ensure that learners maximise their success in learning. This may involve supporting learners to:</p> <ul style="list-style-type: none"> Enter the programme. Become actively engaged in the programme. Achieve their educational outcomes. Make a successful transition to employment or further education at the end of the programme. <p>The TEC expects all aspects of the training to cater to the cultural needs of the individual learners. This includes recruitment, training design, training delivery and support for learners.</p>

3. Funding Agreements

TEO Eligibility

The TEC funds targeted training programmes from eligible TEOs. [See Tertiary Funding Information: TEO Eligibility for Funding](#) on TEC website.

Programme eligibility for targeted training funds is determined as part of the TEC's assessment and approval process. All applications for targeted training programmes are assessed against the targeted training assessment criteria. As we move to the new structure and the organisation continues to incorporate the Tertiary Reforms, requirements will be updated.

For more information about how to seek approval for funding, the assessment criteria, and application forms, see Programme Funding Guidelines and Application Forms. These forms will continue to be updated as changes occur in relation to the overall organisation shift.

About Funding Agreements

Condition: All TEOs receiving any Training Opportunities, Youth Training, or Skill Enhancement funding must have a Funding Agreement with the TEC.

Condition: Changes of ownership or governance require a new agreement. See [Change of Ownership and Control](#).

TEOs providing Post-Placement Support and Training (PPST) for Youth Training and Training Opportunities learners require an appendix to their agreement. TEOs should contact their closest TEC office if they require any information on PPST funding guidelines.

Agreement Summary

The following table summarises the parts of the Funding Agreement between TEOs and the TEC.

Heading	Features
The Parties and the Scope of the Agreement	<p>This part provides:</p> <ul style="list-style-type: none"> • An overview of who the parties are. • The agreement that the TEO provides services and the TEC pays for them. • The maximum value of the training programme agreement. • The duration of the training programme agreement.
What the Parties Intend to Achieve	<p>This part outlines the objectives and outcomes of the programmes. It:</p> <ul style="list-style-type: none"> • Specifies the target percentage of learners from each programme who obtain employment or move to further education or training, e.g. if the TEO offers computer skills and horticulture options, the target applies to each option separately. • Notes the commitment of both parties to a constructive working relationship. <p>Notes that the parties agree to work for the improvement of the programmes. This includes TEOs making time and resources available for ongoing programme and tutor development.</p>
What the Parties Have Agreed to Do	<p>This part sets out:</p> <ul style="list-style-type: none"> • The services that the TEO provides. • The eligibility criteria. • How the TEC makes payments. • Reporting requirements. • How the TEC evaluates services. • The action the TEC will take if it believes that the TEO is not adequately providing the services.
Further Rights and Obligations	<p>This part includes:</p> <ul style="list-style-type: none"> • How the parties resolve disputes. • A termination clause.

Targeted Funding Application Forms

Condition: TEOs must complete a Funding Application form for each programme they want the TEC to consider funding.

For targeted funding application forms and guidelines, see the TEC website.

Change of Ownership and Control

Condition: TEOs that change ownership or control during the contract period, e.g. the sale or restructuring of the business, in order to ensure eligibility for funding must:

Obtain the TEC's approval.

Advise NZQA of these changes.

Meet the other requirements as outlined in the Tertiary Funding Information.

The TEC needs to ensure that the TEO continues to:

Deliver the agreed training.

Protect the learners' interests.

Ensure that those responsible for the training understand the programme requirements.

If the TEC is satisfied that this is the case, the TEC draws up a new agreement with the new legal signatories. See [Tertiary Funding Information: Change of Ownership or Governance](#).

4. Operational Requirements

Condition: TEO's must meet the following requirements:

NZQA requirements. See [NZQA Requirements](#).

TEOs offering Training Opportunities must co-ordinate with the TEC and Work and Income. See [Work and Income Referrals](#).

To remain eligible to deliver Training Opportunities, Youth Training and Skill Enhancement programmes, TEOs must meet the conditions of their funding agreements and supply financial, statistical, or other information to the TEC.

Use of Logos

When using TEC logos, TEOs must meet the following requirements:

The TEC logos for Training Opportunities, Youth Training, Rangatahi Māia, and Tupulaga Le Lumana'i are available as either a black and white bromide or an electronic file from the TEC.

TEOs must use the appropriate programme logo in all publicity for the programmes funded by the TEC.

TEOs must not use the TEC corporate logo when advertising for staff or other TEO business.

The table below shows TEC programme logos, which must be used by TEOs in all publicity for the targeted training programmes funded by the TEC.

These logos must not be used for other TEO business.



Document Storage

Condition: When storing documents TEOs:

Must retain all financial records that have a GST component for seven years.

Must retain learner enrolment and programme management records for an appropriate length of time. See [Tertiary Funding Information: Record Keeping](#).

Should hold materials related to learner assessment processes for a reasonable period to allow for NZQA verification and audit purposes.

NZQA Requirements

Condition: TEOs must be registered with NZQA and be in receipt of an EduMIS number in order to access targeted training funds.

Condition: TEOs must provide the TEC with a copy of their most recent NZQA accreditation letter. This demonstrates that their accreditation covers the programme. To ensure that NZQA records learners' credits, TEOs must:

Check whether learners have an existing record with NZQA.

Register learners (hook on) with NZQA as enrolment occurs. TEOs must pay a fee of \$25.00 per learner (or \$20.00 per learner for 10 or more learners) to NZQA.

Return a National Qualifications Framework (NQF) Results form to the TEC within four weeks of a learner leaving the programme.

Condition: If learners gain unit standards which are the final units required for a national certificate, the TEO must notify NZQA and forward \$15.00 per certificate to gain a copy for the learner.

Learners can check their unit standard results held by NZQA by viewing online their personal Record of Learning (ROL). Pin numbers are available via the NZQA website or by calling NZQA at (04) 802 3000. See www.nzqa.govt.nz.

National Student Number (NSN)

Condition: It is mandatory that all learners be registered on the National Student Index (NSI) and in receipt of a verified NSN before being enrolled in a Training Opportunities, Youth Training or Skill Enhancement programme.

The TEO must ensure that the learner either has a verified NSN or must apply to the Ministry of Education (MoE) to obtain one on the learner's behalf.

TEOs should contact the MoE if assistance in obtaining a NSN for a learner is required. See [National Student Index](#).

Electronic Receipting System (ERS)

The Electronic Receipting System enables providers of Training Opportunities and Youth Training programmes to enter enrolment and programme management data electronically directly into the TEC's funding systems. TEC is currently working towards incorporating Skill Enhancement and Gateway in an update of ERS later in the year. The sector will be advised of when this is likely to occur closer to the time.

ERS offers two ways to capture enrolment and programme management information:

A web based application accessed via standard web browser software.

For providers with Student Management Systems (SMS), enrolment and programme management data can be uploaded directly into the TEC's funding system.

The TEO submitting enrolment and programme management data electronically must retain all original enrolment and programme management forms and supporting documentation on individual learner files.

Before a learner is enrolled on to a Youth Training or Training Opportunities programme through ERS, all the necessary documentation which supports the eligibility of that learner must be in the TEO's possession. Audits of TEOs will seek to ascertain whether enrolment dates and dates on supporting documentation are appropriately aligned.

When submitting information electronically, the TEO must comply with the following condition:

Condition: Information submitted electronically must be complete and exactly as it appears on the learners' enrolment and/or programme management forms and supporting documentation, except for the correction of obvious typographical errors which have been noted on the enrolment form.

For information on ERS see [Electronic Receipting System](#).

Subcontracting Courses that Receive Targeted Training Funding

What is Subcontracting?

Subcontracting refers to the situation in which a TEO uses TEC funding to pay another organisation to deliver teaching and learning activities on their behalf. For subcontracting arrangements funded through targeted training funding, this excludes:

Teaching and learning activities contracted to individuals.

Learning that occurs within vocational placements such as workplace placements or practicums.

Articulation agreements

Franchise agreements where the TEC funds the TEO delivering the teaching and learning activity directly.

A TEO that pays another organisation to deliver teaching and learning activities on their behalf is referred to as the 'principal'. A TEO that is paid by another TEO to deliver teaching and learning activities on their behalf is referred to as the 'contractor'.

Subcontracting Declarations and Register

TEO's must complete the appropriate declaration(s) and (if applicable) describe any subcontracting arrangements within the relevant Funding Application Form.

Condition: TEO's must complete the Contractor – Subcontracting Register if they are paid by another organisation to deliver teaching and learning activities on their behalf. For a copy of the Contractor – Subcontracting Register, see [Subcontracting Register](#).

Note: In the case of subcontracting arrangements funded through the targeted training funds, the TEC only requires TEO's to complete the Contractor – Subcontracting Register.

Approval of Subcontracting Arrangements

Condition: TEOs must seek the TEC's approval before initiating any subcontracting arrangements.

The TEC only approves arrangements that are quality assured and necessary for the attainment of specific educational outcomes or skills, e.g. the assessment of specialist unit standards such as first aid units and workplace literacy.

Evidence of the TEC's approval for a specific subcontracting arrangement may be by:

Letter.

Programme approval for funding (when the arrangement is adequately described in the Targeted Funding Application form).

Condition: Principal TEOs must ensure that the contractor:

Has appropriate New Zealand Qualifications Authority (NZQA) accreditation or industry recognition (if applicable).

Maintains an appropriate training environment for learners.

Meets all contracted TEC requirements, e.g. workplace safety and reporting of credit achievement to NZQA.

Condition: The TEC requires the principal TEO to provide the TEC with:
Verification of the contractor's NZQA accreditation or industry recognition (on request).
Reports on learner credit achievement.

The TEC recognises externally assessed credit achievements under the principal TEO's performance records.

Directory on the Web (DoW).

DoW is a searchable directory of targeted training programmes on the TEC website.

The TEC collects marketing information from TEOs about their Training Opportunities, Youth Training and Skill Enhancement programmes for the DoW. Users can search by subject area, location, and programme to learn about available training, TEOs and potential training programme vacancies. See [Directory on the Web](#).

5. Learner Eligibility

Condition: To enrol in any of these programmes, learners must meet eligibility criteria. TEOs must confirm that a learner is eligible before submitting the enrolment. Please refer to:

[Eligibility Criteria Training Opportunities.](#)

[Eligibility Criteria Youth Training.](#)

[Eligibility Criteria Skill Enhancement.](#)

The TEC requires up-to-date supporting information as evidence of eligibility, which is no more than 2 weeks old. Please refer to:

[Eligibility Evidence Training Opportunities.](#)

- [Eligibility Evidence Youth Training.](#)

Learner Selection

The following table details the learner selection policy for each programme.

Programme	Learner Selection Policy
Training Opportunities, Youth Training, Skill Enhancement	<p>TEOs retain the right to select the learners who enter the programmes they deliver.</p> <p>TEOs may decline entry to Training Opportunities learners who they assess as being unsuitable for the training programme. They must advise Work and Income if they decline their referrals.</p>
Training Opportunities and Youth Training Post-placement Training and Support	<p>TO and YT learners are eligible to enrol on a PPST programme if they:</p> <ul style="list-style-type: none"> have withdrawn from a TO or YT programme and moved into employment or further non-Targeted Training at Level 3 or 4 outside of Targeted Training Provision; and have enrolled in a PPST programme within 90 days of withdrawing from the TO or YT programme; and are employed, or within a further training programme, for a minimum of 30 hours per week. <p>Learners are only eligible once and can only enrol in one delivery stream of PPST.</p>
Skill Enhancement	<p>The TEC expects TEOs to enrol:</p> <ul style="list-style-type: none"> Pacific peoples in at least 80% of the available places on a Tupulaga Le Lumana'i programme. Young Māori people may enrol in any remaining places. Māori in at least 80% of the available places on a Rangatahi Māia programme. Young Pacific peoples may enrol in any remaining places. <p>TEOs should endeavour to select learners who are motivated to participate in the training. Learners should have the potential to achieve qualifications at levels 3 and above, and progress to employment or further training.</p>

Discretionary Enrolment

If a learner is ineligible for a programme, the TEO is welcome to discuss the particular circumstances with the appropriate TEC personnel. The TEC will consider applications for discretionary enrolment on a case-by-case basis. The TEO is required to submit a completed Discretionary Approval Request form, available at [Programme Enrolment and Management Forms](#).

Low Qualifications

The TEC considers a learner to have low qualifications for Training Opportunities and Youth Training eligibility purposes if one of the following applies:

The learner sat School Certificate and has fewer than three passes.

The learner has not sat School Certificate, and has fewer than 81 credits at level 1 and/or a combined total of fewer than 81 credits across all levels on the National Qualifications Framework (NQF). This includes all credits that the learner has achieved, including those gained while at school or in other training programmes.

The TEC also considers a learner to have low qualifications if the learner has fewer than 12 credits in English (literacy) and/or mathematics (numeracy) at National Certificate of Education Achievement (NCEA) or National Qualification Framework level 1.

Authorised TEOs can check credit achievement by obtaining a copy of a learner's New Zealand Qualifications Authority (NZQA) Record of Learning (ROL). TEOs can phone NZQA for this information, or access it from their website, see www.nzqa.govt.nz.

Low qualification exclusions

Learners who have already completed a qualification higher than Sixth Form Certificate, for example a National Certificate, do not meet the definition of low qualifications.

The TEC will consider learners, who also have some credit achievement at levels 2 and 3 on the National Qualifications Framework (NQF), on a case-by-case basis.

School Certificate passes

Fewer than three School Certificate passes are defined as:

1992 examination onwards – no more than two C grades or higher.

1986–1991 examinations – no more than two B2 grades or higher.

1967–1985 examinations – no more than two C grades or higher.

1945–1966 examinations – no more than two marks of 50% or higher.

TEOs should collect information on learner qualifications when it is readily available, e.g. a copy of the NZQA ROL or School Certificate results. However, when it is not readily available, TEOs may accept a learner's statement on the enrolment form. The TEC does not require a statutory declaration.

Period of Eligibility

Learners may retain their eligibility to participate in Training Opportunities and Youth Training programmes for up to six months between programmes. Some learners move through a number of learning experiences while raising their skill level.

Once in a Training Opportunities or Youth Training programme, learners can go through a series of positive learning experiences until they have accumulated 240 credits on the National Qualifications Framework (NQF). This total includes those credits learners have achieved outside Training Opportunities or Youth Training programmes.

Learners in Part-Time Employment

The hours of employment or other learning must be outside the training programme hours.

Learners who are employed 20 hours or less per week may continue to be enrolled in a Training Opportunities, Youth Training or Skill Enhancement programme as long as they are able to maintain their attendance and motivation on the programme.

Learners who are employed for more than 20 hours per week are ineligible for a Training Opportunities, Youth Training or Skill Enhancement programme.

Eligibility Criteria – Training Opportunities

Note: Please read this section in conjunction with [Enrolment and Reporting Requirements](#).

Condition: The TEO must confirm that the learner is eligible to enrol before the enrolment is submitted. See [Eligibility Evidence Training Opportunities](#).

Learners must be one of the following:

New Zealand, Cook Island, Niue or Tokelau citizens.

New Zealand permanent residents who are currently resident in New Zealand.

Australian citizens and permanent residents who have a New Zealand permanent residence stamp and who are currently resident in New Zealand.

Refugees with refugee status who are directed to study as part of residence requirements.

Learners must meet one of the eligibility criteria for Training Opportunities.

Eligibility Criteria for Training Opportunities	Eligibility Code
Registered with Work and Income, aged 18 or 19, with low qualifications and have left school in the last 26 weeks. See Low Qualifications .	SL 18/19
Registered with Work and Income as an unemployed job seeker for at least 26 weeks, and have low qualifications. See Low Qualifications .	WI 18+
<p>Registered with Work and Income for fewer than 26 weeks, or a client of Work and Income with low qualifications and assessed by Work and Income as being at risk of long-term unemployment.</p> <p>This category includes people who have 81 or more credits on the National Qualifications Framework (NQF), but their New Zealand Qualifications Authority (NZQA) Record of Learning (ROL) shows fewer than a total of 12 credits in literacy (English) and/or numeracy (math) unit/achievement standards. See: At Risk Eligibility. Low Qualifications.</p>	ATRISK
<p>Either: Registered with Work and Income as an unemployed job seeker for at least 26 weeks. or: A youth client aged 16–20 (inclusive) who has been registered as a job seeker for at least 13 weeks.</p> <p>and, has been assessed by Work and Income as lacking foundation skills and meeting one of the following sub-criteria:</p> <ul style="list-style-type: none"> • Obtained School Certificate passes in three or more subjects. • Holder of 81 credits or more (but fewer than 240 credits) on the NQF. <p>See Foundation Skills Eligibility.</p>	FDSKLS
<p>Registered with Work and Income, granted refugee status and hold high qualifications.</p> <p>Note: Refugees with low qualifications must have their eligibility assessed by Work and Income to gain access under the Foundation Skills or At Risk categories.</p>	REFUGEE
<p>Youth Training learners who have participated in Youth Training in the last three months and have been granted TEC approval to enter Training Opportunities to complete their training.</p> <p>Note:</p> <ul style="list-style-type: none"> • Usually, clients aged less than 18 are referred to Youth Training. • The TEC grants approval on a case-by-case basis. 	EXPT YT

Eligibility Criteria for Training Opportunities	Eligibility Code
<p>Registered with Work and Income, aged less than 18 with low qualifications, have left or been exempt from school and granted approval by the TEC.</p> <p>Note:</p> <ul style="list-style-type: none"> • The TEC grants approval on a case-by-case basis. • In most cases, the TEC expects learners aged less than 18 to be referred to Youth Training programmes. • In general, this category is for situations where there is a limited range of training within Youth Training and a Training Opportunities programme enables the learner to commence their desired training pathway and achieve a positive labour market result. See Low Qualifications. 	SL 16/17
<p>Learners re-entering the Training Opportunities programme within six months retain eligibility if they have fewer than 240 credits. See Period of Eligibility.</p>	ASSESTP

Foundation Skills Eligibility

The TEC is continuing to develop foundation skills eligibility. This may lead to further clarification of eligibility and assessment. In the interim, the current eligibility criteria apply. This includes Work and Income clients who have some qualifications but lack foundation skills.

Work and Income staff identifies clients who have specific barriers or needs using the Work and Income Job Seeker Assessment process. The TEC expects TEOs to use this eligibility category sparingly to minimise the risk of clients with higher qualifications displacing clients with low qualifications from the Training Opportunities programmes.

Specific barriers or needs could include a lack of numeracy or literacy skills, a requirement for ESOL training, or a lack of basic work skills.

At Risk Eligibility

Work and Income clients who have low qualifications and who are assessed as being at risk of long-term unemployment are eligible for Training Opportunities programmes. This category includes people who have 81 or more credits on the NQF, but their NZQA ROL shows fewer than a total of 12 credits in literacy (English) and/or numeracy (math) achievement standards.

Identifying at risk clients

Work and Income identify clients who are at risk in the same way that they identify clients who meet the eligibility criteria for access to other employment programmes and services.

Case managers use information gained through the client's:

Enrolment interview.

Job Seeker Assessment.

Other case management assessments, e.g. the proposed planning process for Domestic Purposes Benefit (DPB) and Widows Benefit.

Previous history.

At risk groups

Work and Income's operational guidelines for determining clients who are at risk of long-term unemployment include, but are not limited to, the following groups:

Job seekers with a disability, numeracy (Math), literacy (English) and/or language barrier to employment. This group includes Sickness Benefit and Invalid Benefit clients.

Domestic Purposes or Widows Beneficiaries on a benefit for one year or more.

Unemployment Benefit spouses where the principal beneficiary has been on a benefit for one year or more.

Job seekers aged 55 or more.

Youth aged 16–20 and with 13 weeks' registration, or aged 16–17 and on an Independent Youth Benefit.

Refugees.

Department of Corrections job seekers (including recently released prisoners).

Persons returning to the workforce.

Women wanting to engage in non-traditional work, e.g. motor mechanics.

Individuals with extensive registration history with interruption, that is, those who have registered every year for the past five years and have had more than three months employment annually with different employers.

A Service Group Indicator rating of:

Three (employable).

Four (employable with Work and Income assistance).

Five (employable with specialist assistance).

All clients who enrol as job seekers with Work and Income have a Job Seeker Assessment aimed at identifying the following:

Their capacity for and willingness for work.

Their employment goals.

Their training needs.

The Job Seeker Assessment includes:

Structured questions and a discussion on the client's job choices.

Employment history.

Qualifications and skills.

Employment barriers, e.g. literacy (English)/numeracy (math), English language ability and disability.

Referrals by Workbridge and Work and Income

TEO Responsibilities

TEOs should:

Deal directly with Work and Income case managers regarding individual learners. This includes referrals and reports on participation and progress.

Supply Work and Income with programme specific information to assist them to make appropriate referrals. The Directory on the Web also provides Work and Income case managers with up-to-date information on programme vacancies. See [Directory on the Web](#).

To provide a responsive service that meets Work and Income client referral needs, TEOs need to have:

Information that accurately describes the training offered.

A reception service that is able to respond to contact from Work and Income case managers during normal office hours.

Clear expectations about attendance and participation, which are explained to learners at enrolment, including the implications if they are not met.

Staff who maintains a customer service orientation to Work and Income case managers in managing referrals, while focusing on meeting the needs of individual learners.

Systems to gather and respond to feedback from learners.

Work and Income referrals

The TEC expects that TEOs place learners referred by Work and Income in training whenever reasonably possible.

When there is a waiting list for entry to a programme, the TEC expects the TEO to give priority to learners referred by Work and Income over self-referred learners.

TEOs need to ensure that self-referred learners are registered with Work and Income if their eligibility depends on this.

In the event of a learner being enrolled on a programme of training that differs from that stated on the Work and Income Letter of Referral, the TEO must contact the referring Work and Income Service Centre and advise the appropriate Case Manager of the learners amended programme details.

Workbridge referrals

Workbridge must refer their clients to Work and Income to have the client's eligibility for Training Opportunities assessed.

Work and Income and Workbridge work co-operatively to ensure that eligible job seekers with disabilities can access Training Opportunities.

Training Opportunities requires co-ordination between:

Work and Income – the referral source.

The TEC – the purchaser.

TEOs – the suppliers.

The intention is that learners move from the referral source to training and then into employment in a series of smooth supported steps.

Training Opportunities Eligibility Evidence

The following table describes the information the TEO must obtain to verify a learner's eligibility to participate in a Training Opportunities programme.

Eligibility Code	The TEO Verifies and Records	Enrolment and Supporting Document Requirements
SL 18/19	<p>Learner's NSN.</p> <p>Proof of age (18 or 19), e.g. birth certificate, passport or driver's licence.</p> <p>Evidence of leaving school within the last six months, e.g. leaving certificate or letter of confirmation from the school.</p> <p>Evidence of low qualifications, e.g. NZQA ROL showing fewer than 81 credits at level 1 on the NQF.</p> <p>Work and Income Client Basic Details report, not more than two weeks old, showing active status.</p> <p>Work and Income referral letter.</p> <p>Evidence that National Qualifications Framework (NQF) credit achievement does not exceed 240 credits, e.g. New Zealand Qualifications Authority (NZQA) Record of Learning (ROL).</p>	<p>Enrolment form that includes school leaving date (day/month/year).</p> <p>Work and Income referral letter.</p> <p>Work and Income Client Basic Details report.</p> <p>Bank-verified account number if the learner is claiming travel.</p>
WI 18+	<p>Learner's NSN.</p> <p>Work and Income Client Basic Details report showing at least 26 weeks registration.</p> <p>Work and Income referral letter.</p> <p>Evidence of low qualifications, e.g. School Certificate results or evidence of less than a total of 12 credits in literacy (English) and/or numeracy (math) if low qualifications not otherwise met.</p> <p>Evidence that NQF credit achievement does not exceed 240 credits, e.g. NZQA ROL.</p>	<p>Enrolment form.</p> <p>Work and Income referral letter.</p> <p>Work and Income Client Basic Details report.</p> <p>Bank-verified account number, if the learner is claiming travel.</p>

Eligibility Code	The TEO Verifies and Records	Enrolment and Supporting Document Requirements
ATRSK	<p>Learner's NSN.</p> <p>Work and Income Client Basic Details report not more than two weeks old showing duration of fewer than 26 weeks registration and "Active" status. OR a Work and Income Client Basic Details report showing "TOP waiver-inactive/not enrolled" in the Need Category, (number of weeks registered not important).</p> <p>Work and Income referral letter.</p> <p>Evidence of low qualifications, e.g. School Certificate results or evidence of less than a total of 12 credits in literacy (English) and/or numeracy (math) if low qualifications not otherwise met, e.g. NZQA ROL.</p> <p>Evidence that NQF credit achievement does not exceed 240 credits, e.g. NZQA ROL.</p>	<p>Enrolment form.</p> <p>Work and Income referral letter.</p> <p>NZQA ROL showing units/credits in numeracy (math) or literacy (English).</p> <p>Work and Income Client Basic Details report.</p> <p>Bank-verified account number, if the learner is claiming travel.</p>
FDSKLS	<p>Learner's NSN.</p> <p>Work and Income Client Basic Details report.</p> <p>Work and Income referral letter.</p> <p>Evidence that NQF credit achievement does not exceed 240 credits, e.g. NZQA ROL.</p> <p>Evidence of high qualifications.</p>	<p>Enrolment form.</p> <p>Work and Income referral letter.</p> <p>Work and Income Client Basic Details report.</p> <p>Bank-verified account number, if the learner is claiming travel.</p>
REFUGEE	<p>Learner's NSN.</p> <p>Work and Income Client Basic Details report.</p> <p>Work and Income referral letter.</p> <p>Confirmation that they have refugee status, e.g. a letter from the Mangere Refugee Centre, or documentation from New Zealand Immigration .</p> <p>Evidence of higher qualifications.</p>	<p>Enrolment form.</p> <p>Work and Income referral letter.</p> <p>Work and Income Client Basic Details report.</p> <p>Copy of confirmation of refugee status letter.</p> <p>Bank-verified account number, if the learner is claiming travel.</p>
EXPT_YT	<p>Learner's NSN.</p> <p>Evidence of New Zealand Citizenship or Permanent Residence status.</p> <p>Evidence of leaving Youth Training within the last three months.</p> <p>Evidence that NQF credit achievement does not exceed 240 credits, e.g. NZQA ROL.</p>	<p>Enrolment form.</p> <p>TEC Authorised Discretionary Approval form</p> <p>Bank-verified account number, if the learner is claiming travel.</p>

Eligibility Code	The TEO Verifies and Records	Enrolment and Supporting Document Requirements
SL 16/17	Learner's NSN. Proof of age, e.g. birth certificate, passport, or driver's licence. Evidence of leaving school – leaving certificate or letter of confirmation from the school. Evidence of low qualifications, e.g. National Certificate of Achievement (NCEA) or School Certificate results or evidence of less than a total of 12 credits in literacy (English) and/or numeracy (math) if low qualifications not otherwise met. Work and Income Client Basic Details report. Work and Income referral letter.	Enrolment form. TEC Authorised Discretionary Approval form Work and Income referral letter. Work and Income Client Basic Details report. Bank-verified account number, if the learner is claiming travel.
ASSESTP	Learner's NSN. Evidence of leaving Training Opportunities within last six months, e.g. learner number and programme details. Evidence of New Zealand Citizenship or Permanent Residence status. Confirmation of citizenship or permanent residency, e.g. by sighting birth certificate or passport. Evidence that NQF credit achievement does not exceed 240 credits, e.g. NZQA ROL.	Enrolment form. Bank-verified account number, if the learner is claiming travel.

Note:

When TEOs receive the Client Basic Details report and a letter of referral from Work and Income, they can assume that the Work and Income case manager has checked and confirmed citizenship.

When enrolling learners under the ATRSK Eligibility Code, the Client Basic Details report may have "TOP waiver-inactive/not enrolled" in the need category. For all other Eligibility codes the need category must state "Active"

If learners require a birth certificate to prove their eligibility, they can get information from Births, Deaths & Marriages (telephone 0800 22 52 52). A certificate costs NZ\$26.

If the learner has come directly from a previous programme, the TEO must contact the previous TEO for verbal confirmation that the learner has been officially withdrawn from the previous programme before submitting the enrolment form.

Eligibility Criteria – Youth Training

Note: Please read this section in conjunction with [Enrolment and Reporting Requirements](#).

Condition: The TEO must confirm that the learner is eligible to enrol before the enrolment is submitted. See [Eligibility Evidence Youth Training](#).

Learners must be one of the following:

New Zealand, Cook Island, Niue or Tokelau citizens.

New Zealand permanent residents, currently resident in New Zealand.

Australian citizens and permanent residents who have a New Zealand permanent residency stamp and who are currently resident in New Zealand.

Refugees with refugee status who are directed to study as part of residency requirements.

Learners must meet one of the eligibility criteria for Youth Training.

Eligibility Criteria for Youth Training	Eligibility Code
Aged less than 18 with low qualifications and have left or been exempt from school. See Low Qualifications .	LQ16/17
Aged 18 or over and have left school within the last 26 weeks with low qualifications. See Low Qualifications .	SL18+
Aged less than 18, enrolled with Workbridge, and referred after an in-depth interview.	WBR-YT
Aged less than 18 and a refugee who has left the Mangere Refugee Centre or entered the country within the last year.	REF_YT
Aged less than 18, referred by Work and Income as a youth client, referred by a Youth Transitions Service or registered unemployed for 13 weeks or more, with no tertiary qualifications. The TEC applies an upper limit of 15% regionally for learners with higher qualifications entering under this criterion. The TEC grants approval on a case-by-case basis for learners without low qualifications. A letter from the Youth Transitions Service is sufficient evidence for this code.	YNYOUTH
Aged less than 18, have left or been exempt from school with 81 or more credits on the National Qualifications Framework (NQF) but have National Certificate of Achievement (NCEA) results that show fewer than a total of 12 credits in English (literacy) and/or mathematics (numeracy).	YT_FDS
Learners re-entering the Youth Training programme within six months retain eligibility if they have fewer than 240 credits. See Period of Eligibility .	ASSESYT

Age on Entry

Learners should be less than 18 years old on initial acceptance for Youth Training or have left school in the last six months. Most learners entering the programme are 16 or 17 years old.

Learners under the minimum school leaving age of 16 require a Ministry of Education (MoE) Certificate of Exemption before their enrolment in the programme, as they are legally required to attend school. Early Leaving Exemptions (ELX) allows a learner to legally be outside of the school system at the age of 15 to attend an approved course of study. Learners cannot be enrolled until the ELX has been received.

When a person under the age of 16 is not currently on a school roll, the Non-Enrolled Truancy Service (NETS) must be involved. The NETS locates such learners and brings them back into the education sphere. NETS may negotiate an exemption from formal schooling to enable participation in Youth Training or other approved programmes.

When a learner in receipt of a MoE certificate of Exemption withdraws from a Youth Training programme, the TEO must contact the NETS to advise them of the learner's destination. The TEO should complete the [Non-enrolment Notification Form](#) and forward to their local Ministry of Education Office. Evidence of such advice having been given should be noted on the learner's withdrawal form and retained on the learner's file.

If a learner pathways on to a different Youth Training programme and is still under 16 then either a new ELX or a letter of approval from NETS is required before enrolment can be completed.

For NETS contact details please see [Regional Ministry of Education Offices](#).

Access to Family Support Payments

In general, the participation of 16 and 17 year olds in Youth Training programmes does not affect either benefit support or family assistance. TEOs should direct specific enquiries to Work and Income or to Inland Revenue (IRD).

Youth Training Eligibility Evidence

The following table describes the information the TEO must obtain to verify a learner's eligibility to participate in a Youth Training programme.

Eligibility Code	TEO Verifies and Records	Enrolment and Supporting Document Requirements
LQ16/17	<p>Learner's NSN.</p> <p>Evidence of New Zealand Citizenship or Permanent Residence.</p> <p>Proof of age, e.g. birth certificate, passport, or driver's licence.</p> <p>Evidence of leaving school, e.g. leaving certificate.</p> <p>Evidence of low qualifications, e.g. New Zealand Qualifications Authority (NZQA) Record of Learning (ROL) or School Certificate results.</p> <p>MoE exemption letter for learners less than 16 years of age.</p>	<p>Enrolment form.</p> <p>A copy of Ministry of Education (MoE) exemption letter for learners less than 16 years of age.</p> <p>If the learner has been enrolled on Youth Training courses before and is still under 16 a new ELX or approval letter from NETS is required.</p> <p>Bank-verified account number, if the learner is claiming travel.</p>
SL18+	<p>Learner's NSN.</p> <p>Evidence of New Zealand Citizenship or Permanent Residence status.</p> <p>Evidence of leaving school within the last six months – leaving certificate or letter of confirmation from the school.</p> <p>Evidence of low qualifications, e.g. NZQA ROL or School Certificate results.</p>	<p>Enrolment form.</p> <p>Evidence of leaving school within the last six months, e.g. leaving certificate.</p> <p>Bank-verified account number, if the learner is claiming travel.</p>
WBR_YT	<p>Learner's NSN.</p> <p>Evidence of New Zealand Citizenship or Permanent Residence status.</p> <p>Proof of age, e.g. birth certificate, passport, or driver's licence.</p> <p>Letter of referral from Workbridge.</p> <p>Evidence that National Qualifications Framework (NQF) credit achievement does not exceed 240 credits, e.g. NZQA ROL.</p>	<p>Enrolment form.</p> <p>Copy of letter of referral from Workbridge.</p> <p>Bank-verified account number, if the learner is claiming travel.</p>

Eligibility Code	TEO Verifies and Records	Enrolment and Supporting Document Requirements
REF_YT	<p>Learner's NSN.</p> <p>Proof of age, e.g. birth certificate, passport, or driver's licence.</p> <p>Confirmation of refugee status, e.g. letter from the Mangere Refugee Centre or documentation from New Zealand Immigration Service (NZIS).</p> <p>Work and Income Client Basic Details report (if registered) which is not more than two weeks old.</p> <p>MoE exemption letter for learners less than 16 years of age.</p> <p>Evidence that NQF credit achievement does not exceed 240 credits, e.g. NZQA ROL.</p>	<p>Enrolment form.</p> <p>Copy of confirmation of refugee status letter.</p> <p>Work and Income Client Basic Details report (if registered).</p> <p>Bank-verified account number, if the learner is claiming travel.</p> <p>A copy of Ministry of Education (MoE) exemption letter for learners less than 16 years of age.</p>
YNYOUTH	<p>Learner's NSN.</p> <p>Proof of age being less than 18, e.g. birth certificate, passport or driver's licence.</p> <p>Work and Income Client Basic Details Report confirming a need category of Youth or minimum of a 13-week duration and showing active status.</p> <p>Evidence that qualifications are under degree/diploma/level five of NQF.</p> <p>Referral letter from Work and Income.</p> <p>Referral letter from Youth Transitions Service if learner is not referred by Work and Income.</p> <p>Evidence that NQF credit achievement does not exceed 240 credits, e.g. NZQA ROL.</p>	<p>Enrolment form.</p> <p>Copy of referral letter from Work and Income.</p> <p>Copy of Youth Transitions Service referral letter if referral not made by Work and Income</p> <p>Copy of Work and Income Client Basic Details Report.</p> <p>Bank-verified account number, if the learner is claiming travel.</p> <p>TEC Authorised Discretionary Approval form if the learner does not have low qualifications</p>

Eligibility Code	TEO Verifies and Records	Enrolment and Supporting Document Requirements
YT_FDS	Learner's NSN. Evidence of New Zealand Citizenship or Permanent Residence status. Proof of age, e.g. birth certificate, passport, or driver's licence. Evidence of leaving school, e.g. leaving certificate. National Certificate of Education Achievement (NCEA) results that show fewer than a total of 12 credits in either English (literacy) and/or mathematics (numeracy) Evidence that NQF credit achievement does not exceed 240 credits, e.g. NZQA ROL.	Enrolment form. A copy of Ministry of Education (MoE) exemption letter for learners less than 16 years of age. Bank-verified account number, if the learner is claiming travel. NZQA ROL showing units achieved in English (literacy) or math (numeracy).
ASSESYT	Learner's NSN. Evidence of New Zealand Citizenship or Permanent Residence status. Evidence of leaving Youth Training within the last six months, e.g. learner number and programme details. Evidence that NQF credit achievement does not exceed 240 credits, e.g. NZQA ROL.	Enrolment form. Bank-verified account number, if the learner is claiming travel. NZQA ROL showing the units the learner has achieved to date. An exemption letter from MOE or approval letter from NETS for learners under 16 years of age.

Note:

If learners require a birth certificate to prove their eligibility, they can get information from Births, Deaths & Marriages (telephone 0800 22 52 52). The certificate cost is \$26.

If the learner has come directly from a previous programme, the TEO must contact the previous TEO for verbal confirmation that the learner has been officially withdrawn before submitting the enrolment form.

Eligibility Criteria – Skill Enhancement

Condition: The TEO must confirm that a learner is eligible to enrol before submitting the enrolment form to the TEC. The TEC requires up-to-date supporting information.

To be eligible for participation in a Skill Enhancement programme, learners must be New Zealand citizens or New Zealand residents. TEOs must confirm New Zealand citizenship or permanent residency by sighting the learner's birth certificate or passport.

Note: People born in New Zealand, Cook Islands, Niue or Tokelau are automatically New Zealand citizens.

TEOs may accept a learner's statement that they are of Māori or Pacific descent to comply with the ethnicity requirements. To be eligible to enrol on a Rangatahi Māia or Tupulaga Le Lumana'i programme the learner must be of Māori or Pacific descent.

There is no age limit. However, these programmes are designed for young people. The TEC expects TEOs to maintain a focus on youth when selecting learners.

Optional Entry Requirements

TEOs may set their own additional entry requirements for their training. These may include:

Academic requirements, e.g. a certain level of mathematics for an engineering programme.

Other attributes, e.g. physical fitness, communication skills.

Skill Enhancement Learners Access to Student Loans and Allowances

Rangatahi Māia and Tupulaga Le Lumana'i programmes meet the requirements for learner access to the Student Allowances and Loan Schemes.

New Programmes

TEOs offering new Rangatahi Māia or Tupulaga Le Lumana'i programmes must apply to the TEC for approval of learner access to the Student Allowances and Loan Schemes.

Once the TEC grants approval learners enrolled on new Rangatahi Māia and Tupulaga Le Lumana'i programmes can access student allowances and the living costs component of the Student Loan Scheme.

Qualification code

Once the TEC grants approval, each Rangatahi Māia and Tupulaga Le Lumana'i programme with each TEO receives an alphanumeric qualification code from the TEC, e.g. SE03XX.

TEOs that:

Have the TEC's approval for Student Component funding and/or access to the Student Allowances and Loan Schemes should apply at least six weeks before the new programme starts.

Do not have the TEC's approval for Student Component funding and/or access to the Student Allowances and Loan Schemes should apply at least three months before the programme starts.

The TEC does not grant approval for access retrospectively.

For more information on TEOs' eligibility for learner access to Student Allowances and Loan Schemes, please refer to [The Tertiary Funding Information: Student Allowances and Loan Schemes](#).

Contact your nearest TEC office if you require any further advice or assistance.

Existing programmes

Existing Rangatahi Māia or Tupulaga Le Lumana'i programmes with the TEC's approval for learner access to the Student Allowances and Loan Scheme maintain this approval until the programme expires.

6. Enrolment and Reporting Requirements

Condition: All information provided by the TEO to the TEC about a learner and/or their enrolment details will be accurate and complete to the best of the TEO's knowledge and belief.

Enrolment

Enrolment and programme management forms are available at: [Enrolment and Programme Management Forms](#).

Condition: When enrolling a learner, or amending a learner enrolment, the TEO must ensure and verify that the learner has signed the relevant learner declaration. The TEO must also sign the Provider Declaration. This confirms that the TEO is satisfied that:

The learner has proved their identity.

The learner has met eligibility requirements.

The details on the enrolment form have been checked and found correct.

The steps in the enrolment process required by the TEC have been followed.

Condition: If a learner enrolment is submitted using ERS, the TEO must verify that the learner declaration has been signed and sighted, that the learner has authorised the TEO to collect the information contained within the enrolment form and that the information is submitted without alteration to intent and without erasure.

Note:

The TEC expects TEOs submitting the enrolment form to ensure the accuracy of the information about eligibility type and referral source. TEOs should give the most accurate responses possible to ensure the TEC can accurately report the source of various eligibility referrals.

If the TEO is submitting enrolment and programme management data via ERS they must retain all original enrolment and programme management forms and supporting documentation on individual learner files.

Where the TEO submits manual enrolment and programme management forms to the TEC for processing, the TEO must retain copies of all original enrolment and programme management forms and supporting documentation on individual learner files.

The TEC requires up-to-date supporting information.

Condition: It is mandatory that all learners be registered on the National Student Index (NSI) and in receipt of a NSN before being enrolled in a Training Opportunities, Youth Training or Skill Enhancement programme.

Note:

The TEO must ensure that the learner either has a NSN or apply to the Ministry of Education (MoE) to obtain one on the learner's behalf.

- TEOs should contact the MoE if assistance in obtaining a NSN for a learner is required.

- New Zealand Qualifications Authority (NZQA) sends a Record of Learning (ROL) to all learners each year, showing total credits achieved. Learners can obtain replacement copies from NZQA. Learners can view their ROL online, using a PIN obtained by emailing helpdesk@nzqa.govt.nz.
- NZQA advises TEOs by phone on the total credits a learner has. Alternatively, authorised TEOs can use the NZQA website to access this information at www.nzqa.govt.nz (opens in a new window).

Condition: Learners whom TEOs have accepted for training but who do not attend on their start date must not be enrolled until they do attend. If they have pre-enrolled, TEOs should withdraw them from the start date.

Condition: When enrolling a learner the enrolment forms generated by a TEO's Student Management System can be used.

Note:

Proposed enrolment forms must be approved for use by the relevant TEC Manager before they are used.

If further changes are made to an enrolment form, it will need to be resubmitted and approved by that TEC Manager(s) before they can be used.

Placement in Error

If it is established that an active learner has been enrolled in error into an incorrect programme the TEO must:

Withdraw the learner from the programme.

Complete and submit the Placement in Error form to their local TEC office.

Failure to do so may result in a negative Labour Market Outcome result for the learner.

Placement in Error forms may be found at: [Enrolment and Programme Management Forms](#).

Withdrawals

Condition: TEOs must:

Inform learners at enrolment of their expectations about attendance and the implications if these are not met. This may include a requirement to produce a doctor's certificate after a certain number of days' absence because of sickness.

Withdraw learners immediately if they leave the programme before its contracted end date. This includes learners who are absent for more than 10 consecutive days due to illness.

Withdraw learners who have been absent without explanation for five consecutive days. TEOs may withdraw the learner earlier if they wish.

When a learner in receipt of a MoE certificate of Exemption withdraws from a Youth Training programme, the TEO must contact the NETS to advise them of the learner's destination. Evidence of such advice having been given should be noted on the learner's withdrawal form and retained on the learner's file.

A learner who is withdrawn due to an absence of more than 10 consecutive days may be re-enrolled if they can resume training within a short time and are likely to gain a positive outcome.

Reporting Requirements

Condition: TEOs providing Training Opportunities, Youth Training and Skill Enhancement programmes must ensure that the following forms are complete and accurate before submission in accordance with the timing and other requirements set out in these Guidelines.

Form	Purpose	Notes	When Required
Learner Enrolment	Collection of statistical data and placement details to enable accurate and timely payments to TEOs.	<p>The learner and the TEO must Complete this form for each programme in which the learner enrolls. The TEO must obtain the original form and copies of all supporting documentation</p> <p>If forms are missing information, incorrect, or unclear, the TEO will not be able to submit the information to the TEC. The TEC will not process any such submission of information relating to that learner.</p> <p>Learners sign the form to verify the information for audit and the Privacy Act 1993 purposes. TEOs also sign the form. See Enrolment and Reporting Requirements.</p>	As soon as the learner is enrolled and attending.
New Zealand Qualifications Authority (NZQA) Record of Learning Number Documentation	To collect NSN identification numbers and to determine total credits achieved as part of eligibility for funding.	Enter information on the learner's record so that credit achievement can be recorded. TEOs require a NSN to report credit achievement.	As enrolment occurs

Form	Purpose	Notes	When Required
Learner Amendment	To update a learner's contact or travel details.	<p>TEOs using ERS must retain, with the form, appropriate evidence of the changed details, e.g. verified bank account number for a learner claiming reimbursement for travel. TEOs submitting programme management forms to the TEC must attach appropriate verified evidence (eg. Bank details) and retain a copy of the documents with their records.</p> <p>Learners sign the form to verify the information for audit and Privacy Act 1993 purposes. TEOs also sign the form. See Enrolment and Reporting Requirements.</p>	Daily.
Early Withdrawal	To withdraw learners who leave before the end of the programme.	<p>As the TEC automatically withdraws learners in training at the end of a programme, bulk withdrawal forms are not required. Payments cease only after TEOs have withdrawn learners.</p> <p>In the case of an Early Withdrawal the TEO must specify both the last date of attendance and the date of withdrawal.</p> <p>The learners must be withdrawn after 10 consecutive days' absence.</p> <p>The TEO must receipt documentation to verify reason for absence, e.g. medical Certificate.</p> <p>The TEC will consider an explained absence of greater than five days and less than 10 days on a case-by-case basis.</p> <p>A request for repayment may be made if a TEO does not withdraw learners in accordance with these guidelines.</p> <p>For Youth Training Only: When a learner in receipt of a MoE Certificate of Exemption withdraws from a Youth Training programme the Non-Enrolled Truancy Service (NETS) must be advised.</p>	<p>Daily.</p> <p>Within five days of a learner's unexplained absence.</p> <p>After 10 days explained absence due to sickness.</p>

Form	Purpose	Notes	When Requiredy
National Qualifications Framework (NQF) Results	To collect the unit standard results of learners leaving the programme.	Forms must be completed for reporting outcomes to the TEC.	Within four weeks of a learner leaving the programme.
Training Outcomes	To gather information on labour market outcomes for learners two months after they leave the programme.	TEOs complete a Labour Market Outcome form for all learners two months after withdrawal from their programme. Complete an individual Two-Month Training Outcome form for learners who leave before the end of the programme. See: Two-Month Labour Market Outcome Codes. Submitting Labour Market Outcomes. TEOs hold documentation on outcomes and employer contact details for audit purposes.	Two months after each learner leaves the programme.
Attendance Records	To record learners' attendance.	The TEC may seek this information for audit purposes. TEOs must keep verifiable evidence.	When requested for audit purposes.
TEO Detail Changes	To update TEO records, e.g. contact details and accreditation scope.	TEOs should submit this in written form to the TEC. See Provider Details Form	Ongoing.
Programme Changes	To update programme records, e.g. unit standards delivered and start dates.	TEOs should submit this in written form to the TEC.	As required.
Distance Travel (Skill Enhancement)	For learners to claim reimbursement.	TEOs should submit this in written form to the TEC. See Skill Enhancement Distance Travel Form	As required.

Two-Month Labour Market Outcome Codes

TEOs must use the following codes when they complete the Labour Market Outcomes (LMOs) on the Training Outcomes form.

LMO Class Code	LMO Class Name	LMO Type Code	LMO Type Name
EMP	Employment (full-time)	APP	Modern Apprenticeship or Industry Traineeship
		CDT	Cadetship
		EM3	Employed 20–29 hours per week
		EM4	Employed 30–39 hours per week
		EM5	Employed 40 or more hours per week
		SBE	Subsidised employment
PTE	Part-time employment	EM1	Employed 0–9 hours per week
		EM2	Employed 10–19 hours per week
FPT	Training outside targeted programmes	OFT	Other full-time training (including Job Partnerships)
		PFT	Full-time polytechnic
		UNI	Full-time university
	Targeted programmes	SE	Skill Enhancement
		TOP	Training Opportunities
		YOU	Youth Training
NOK	Not known	NOK	Not known
OTH	Other	OLF	Out of the labour force
		UNM	Unemployed
		CTF	Community Task Force

Submitting Labour Market Outcomes

Condition: TEOs must verify the learner outcome for employment or a programme of further study. Verifiable evidence of the outcome must be retained on the individual learner's file.

Condition: TEOs must provide contact names and telephone numbers for all employment and further training outcomes submitted. This enables the TEC to verify the outcomes.

Condition: TEOs complete a Labour Market Outcome form for all learners two months (60 days) after withdrawal from their programme.

In the event that employment and further training outcomes remain outstanding 90 days after a learner withdraws from a programme of study, the TEC will automatically report a default outcome of Not Known (NOK). Note however that the need for results to be reported after 60 days remains the contractual requirement.

The TEO should submit a written request to their local TEC office to amend default outcomes when an employment or further training outcome has been achieved but not reported within the two month LMO reporting date.

If submitting a multiple employment outcome for a learner through ERS, TEOs should total up the number of hours worked across the various jobs which the learner has gained, and enter that total. Multiple employer contact details must also be noted in such cases.

The TEC accepts employment and further training labour market outcomes outside New Zealand if TEC can verify them

Programme Outcomes

The Government is seeking two types of outcome from the targeted training programmes. These are:

Educational achievement – the acquisition of qualifications or credits towards a qualification. Targeted training programmes offer credits on the National Qualifications Framework (NQF).

Labour market outcomes – employment or progression into further education and training.

National Fund Targets

The following table describes the TEC's national targets for 2007 (as distinct from TEO destination outcome targets).

Fund	National Targets
Training Opportunities and Youth Training	<p>TEOs to progress at least 60% of learners into further training, education or employment within two months of learners leaving their programme.</p> <p>TEOs should aim to achieve 70% or more in line with the Government's emphasis on performance and excellence.</p>
Training Opportunities and Youth Training Post Placement Support and Training	<p>TEOs contracted for Post Placement Support and Training aim to progress at least 80% of learners into further education or employment within two months of learners leaving the additional programme.</p>
Skill Enhancement	<p>TEOs to progress at least 60% of learners into further training, education or employment within two months of learners leaving their Skill Enhancement programme.</p> <p>TEOs should aim to achieve 80% or more in line with the Government's emphasis on performance and excellence.</p>

TEO Destinal Outcome Targets

The TEC negotiates a destinal outcome target with each TEO for each fund, based on local labour market opportunities and the training focus.

A positive destinal outcome is defined as any learner who leaves the TEO's training programme provision for further training and/or full-time, or where appropriate, part-time employment. The TEC recognises that part-time employment is a common entry point to some industries.

Condition: TEOs must provide contact names and telephone numbers for all employment and further training outcomes submitted, to enable the TEC to verify the outcomes.

Destinal outcome exclusions

The TEC's calculations do not include learners continuing their training in the same programme with the same TEO until they leave. For example, the TEC's calculations do not include a learner who moves from Youth Training National Certificate in Employment Skills to Youth Training National Certificate in Computing L2 with the same TEO. The destinal outcome is counted when this learner leaves the TEO's Youth Training provision.

Excluded from destinal outcome calculations are learners who leave training in the first week with a negative outcome.

TEOs should continue to submit all the normal administration information for learners who leave in the first week (ie. within five working days), including reporting two-month labour market outcomes on the Training Outcomes form. The TEC monitors these records to determine if a TEO has an unduly high proportion of learners who enrol and withdraw within a week. See [Labour Market Outcome Codes](#).

Calculating destinational outcome examples

The following table provides examples of Youth Training outcomes and destinational outcomes.

Two-Month Labour Market Outcome	Example	Destinational Outcome
Full-time employment		Positive
Part-time employment		Positive
Further training in the same training programme with the same TEO	Youth Training to Youth Training	Not counted
Further training in the same training programme with a different TEO	Youth Training to Youth Training	Positive
Further training in another targeted training programme (at the same or a different TEO) Note: Targeted training programmes include Training Opportunities, Youth Training and Skill Enhancement programmes	Youth Training to Skill Enhancement	Positive
Further training outside targeted training programmes (at the same or a different TEO)	Youth Training to Polytechnic, or Youth Training to Skill Enhancement	Positive
Other results		Negative
Unknown results		Negative

Monitoring Individual Programmes

The TEC also monitors and evaluates the overall performance of individual programmes. The TEC considers whether the outcomes achieved are consistent with the programme aim section of the approved Targeted Funding Application form.

7. Payments

Basis of Payment

The TEC purchases training from a TEO at an agreed price (GST inclusive). The price is expressed as a maximum amount to be paid for one week of training for one learner, multiplied by the number of weeks purchased.

Training Opportunities and Youth Training payments

The payments are based on the number of learners enrolled on the Tuesday of each week, multiplied by the agreed weekly training fee.

The TEC contracts with some Training Opportunities or Youth Training TEOs for flexible placements. See [Flexible Placements in Training Opportunities and Youth Training Programmes](#).

The TEC may provide some continuity of income for Training Opportunities or Youth Training TEOs when learners leave training early for positive destinations. See [Continued Funding in Training Opportunities and Youth Training Programmes](#).

Skill Enhancement Payments

Skill Enhancement payments are based on the number of agreed training places multiplied by the agreed weekly training fee. The Funding Agreement provides for payments to Skill Enhancement programmes to be reviewed when programme occupancy is low.

Review of Skill Enhancement programme occupancy

The Funding Agreement provides for a review of occupancy on Skill Enhancement programmes to adjust the amount paid with the number of enrolled learners. This takes place in two stages, in discussion with the TEO:

During the first month of the programme, the TEC considers whether an adjustment should be made to the number of training places on the programme if the full number of learners has not been recruited.

During the rest of the programme, if occupancy falls below 80% of the number of training places, then the TEC decides whether to:

pay the weekly fee based on the number of learners enrolled

re-negotiate the number of agreed training places calculated from the number of enrolled learners.

Note: If learner numbers decline to the point that the programme is not viable, the programme may be terminated.

Note 2: Skill Enhancement is intended to be a full-year programme, and learners exiting should not be replaced

Fully Funded Programmes

Training Opportunities, Youth Training and Skill Enhancement are fully funded programmes. There are no costs to learners. TEOs must:

Supply all tools, equipment, safety clothing, uniforms and tuition materials required for the training.

Pay for assessment and other New Zealand Qualifications Authority (NZQA) costs such as hook-ons, credit achievement and national certificate costs.

Payments by Direct Credit

The TEC makes payments by direct credit at 28-day intervals. Each year, the TEC requires verification of the TEO's:

Bank account number (for payments).

GST number.

Payment Cycles

The TEC requires TEOs to nominate which payment cycle(s) they wish the TEC to pay on. The payment processing dates for 2007 are:

Cycle A	Cycle B
	January 5, 2007
January 19, 2007	February 2, 2007
February 16, 2007	March 2, 2007
March 16, 2007	March 30, 2007
April 13, 2007	April 27, 2007
May 11, 2007	May 25, 2007
June 8, 2007	June 22, 2007
July 6, 2007	July 20, 2007
August 3, 2007	August 17, 2007
August 31, 2007	September 14, 2007
September 28, 2007	October 12, 2007
October 26, 2007	November 9, 2007
November 23, 2007	December 7, 2007
December 21, 2007	<--(Expect move to Dec 19. Check nearer time)

Note:

When a payment transaction day falls on a public holiday, the TEC pays before the due date.

The TEC pays in arrears based on the number of learners enrolled on the four preceding Tuesdays.

Once the TEC makes a payment, it sends a payment advice to the TEO.

Deadlines

The TEC advises TEOs of the deadlines for submission of enrolment or programme management information. If these deadlines are missed, payments may be affected.

The TEC seeks repayment or adjusts future payments if it pays a TEO more than it is entitled to due to late submission of forms.

Timely submission of enrolment or programme management information enables the TEC to ensure that data is accurate and payments are made on time.

Flexible Placements in Training Opportunities and Youth Training Programmes

Flexible placements involve a contract for a volume of training over a period.

Flexible placements enable the number of learners in training to fluctuate above and below the average number of approved places. The number of learners in training at any one time cannot exceed an agreed maximum number, which usually reflects safety constraints.

The TEC bases payments on the number of learners enrolled on each Tuesday within a payment period. For example:

Volume of training purchased	960 learner weeks
Average number of training places	24
Duration of training	40 weeks
Maximum number of learners	30

Over a payment period the number of learners enrolled is:

Week 1	20
Week 2	22
Week 3	30
Week 4	24

The TEC would base the payment for this period on the number of learners enrolled each week and the base fee.

Note: Total payments do not exceed the agreed total training cost. This is calculated on the base fee and the average number of learners over the full duration of the agreement. The training must continue for the full duration of the agreement.

Continued Funding in Training Opportunities and Youth Training Programmes

When learners leave early for positive destinations, continued funding provides some continuity of income for TEOs. It allows TEOs time to fill vacant places or

compensate for lost income if the programme is ending and the TEO is unlikely to replace the learner.

Eligibility for Continued Funding

Sometimes learners leave before the end date of the agreed training provision to move into either further progressive training with another TEO or into employment (including part-time employment when appropriate). In these cases, the TEC pays the TEO for the vacated place for a maximum of four weeks, if either of the following applies:

The programme is 20 weeks duration or less and the learner leaves in the last third of the programme.

The programme is more than 20 weeks duration and the learner has been in training for at least 16 weeks continuously.

Payments are made for four weeks, unless either of the following occurs:

The programme ends earlier.

The TEO replaces the learner.

Example:

If a Training Opportunities programme:

Had provision for six places that are full.

Is 15 weeks long.

Has another five weeks left to run.

If during the last third of the programme:

<p>Jim leaves to go on another training programme with another TEO.</p>	<p>Because Jim left within the last third of a programme to go on to further training the TEO receives continued funding for this place for up to four weeks.</p> <p><i>The TEO is paid for six places.</i></p>
<p>The TEO then withdraws Sue from the programme due to absenteeism.</p>	<p>Although Sue left within the last third of the programme, the TEO does not receive continued funding for this place, as Sue did not go on to employment or further training.</p> <p><i>The TEO is paid for five places.</i></p>
<p>Bill begins the programme.</p>	<p>Bill has taken Jim's paid place. Anyone coming on to the programme replaces a continued funding place even if there are other places unfilled.</p> <p><i>The TEO is paid for five places.</i></p>

8. Reimbursement of Learner Travel Costs

Reimbursement of Daily Travel for Training Opportunities and Youth Training Learners

The TEC may reimburse learners' actual travel costs from their home to the agreed training site. The TEC does not reimburse:

Travel payments when a learner does not incur any actual cost.

Additional travel costs, e.g. travel from the training site to a workplace experience site as these are programme costs which the base fee covers.

The TEC bases the payments on details verified by the TEO at enrolment. This includes bank verification of the learner's bank account number and account holder's name. The TEO must ensure that one of the following bank verifications are receipted at enrolment:

Pre-printed deposit slip.

Copy of bankbook.

Copy of bank statement.

Bank verified account details

Condition: The process for reimbursement of travel has been standardised at a national level.

Note:

The learner enrolment form includes a section for the TEO to enter verified travel payment details.

Where the travel is TEO provided the following process must be used:

- If the learner elects to use travel provided by the TEO, then the learner must indicate that they will be using 'TEO supplied travel' on their application form when they enrol. This may include travel supplied to learners by a subcontractor.
- The TEO will complete vehicle logs of actual kilometres travelled while providing transport to and from the training site for the identified learners. The TEO must be prepared to provide the TEC with the log information as and when required.
- The TEO will submit an invoice each month for the actual kilometres travelled, for providing transport to and from the training site for the identified learners, which will be paid in arrears using the standardised invoice.

Condition: Learners must supply evidence of the actual cost of travelling to and from the training site.

Note:

The TEC reimburses the learners directly to their own bank account or to an authorised bank account. Payment to an alternative account requires a learner's and the account holder's letter of authorisation.

Training Opportunities learners can receive a maximum reimbursement of \$14.00 per day (\$70.00 per week). The learner must contribute \$1.00 per day towards their travel costs (\$5.00 per week) which the TEC deducts daily.

Youth Training learners can receive a maximum reimbursement of \$15.00 per day (\$75.00 per week).

The TEC bases travel reimbursements on public transport rates and average running costs as provided by the Automobile Association. When no public transport is available and learners travel by car, the reimbursement is \$0.21 per kilometre.

When learners share a vehicle, the TEC reimburses only the learner responsible for the vehicle.

When transport is obtained from another source, reimbursement only occurs if the travel to the programme was the sole purpose of the journey.

When there is a course recess, the TEC does not pay travel reimbursement.

The TEC makes payments fortnightly in arrears and they appear in the learner's bank account on or about Wednesday. Payments to Credit Union accounts may take longer to appear if there is no direct credit facility.

When a payment day falls on a public holiday, the payment is delayed by one day.

In the event of travel reimbursement amounts being amended, any change in amounts will take effect from the next payment cycle.

Reimbursement of Distance Travel Costs for Skill Enhancement Learners

The TEC recognises that it is not possible to provide a full range of training in any one location. The TEC reimburses learners for the cost of distance travelled to participate in training away from their normal place of residence. The basis for payment is a train or bus fare within an island, or a discounted airfare between islands.

Note: Skill Enhancement learners are ineligible for reimbursement of daily travel costs. The reimbursement criteria is based on programme length, as follows:

Programme Length	Reimbursement
Less than 30 weeks	Up to two return trips
More than 30 weeks	Up to three return trips

To claim the cost of travel learners must:

Complete the Distance Travel form.

Attach tickets and/or receipts to the form.

Obtain a TEO staff member's signature verifying that:

The learner qualifies for the payment.

The learner's bank account number is correct so that the TEC can direct credit the payment. (TEOs must sight a bank deposit slip).

9. Glossary

	Term	Definition
A	Accreditation	The status awarded by the New Zealand Qualifications Authority (NZQA) when a TEO has shown it is capable of delivering an approved course or assessing against standards on the National Qualifications Framework (NQF).
	Additional sites	Teaching sites that are considered additional to the main campus. For PTEs additional sites must be included in the New Zealand Qualifications Authority (NZQA) registration.
	Adult Literacy	All learners within the Training Opportunities and Youth Training programmes develop their literacy skills through individualised literacy learning plans.
	Apprenticeship	Training in the skills of an industry provided by a person who is employed in the industry leading to the completion of a national qualification. Training may be provided wholly or partly in the place where the person works.
	Approved qualification	A quality assured qualification that has been entered on the TEC Qualifications Register and recognised for access to Student Component funding and/or learner access to the Student Allowances and Loan Schemes.
B		There are no definitions.
C	Charter	A high level strategic document prepared by a TEO and approved by the Minister for a period of up to 10 years. It provides a description of the TEO's mission and the distinctive contribution or special role of the TEO in the tertiary education system. A Charter also outlines the approach a TEO takes to engage the stakeholders it serves.
	Charter guidelines	Developed by the TEC to help TEOs prepare their Charters.
	Contractor	The party that is subcontracted by a principal TEO.
	Course code	A code allocated to a course. For targeted training programmes the code is allocated by the TEC.
	Credit points	Indicate the amount of learning required, on average, to complete a qualification or part of a qualification. Credit points also give a transferable value to that learning once it is completed. In most cases the National Qualifications Framework (NQF) system equates 120 credits with one full-time year of study and 1.0 EFTS unit. Some Student Component funded qualifications use points instead of credits.

	Term	Definition
D	Destinational outcome	The TEC expects all TEOs providing targeted training programmes to progress a percentage of learners into a positive destinational outcome. A positive outcome is when a learner progresses into employment, further training or education within two months of leaving the TEO's provision in a given fund.
	Directory on the Web (DoW)	A search engine on the TEC website that enables users to search for targeted training programmes by e.g. fund, subject area or location.
E	Education Act 1989	The Act and its subsequent amendments were passed to reform the administration of education.
	Education (Tertiary Reform) Amendment Act 2002	Legislation passed to reshape the tertiary education sector and to achieve coherence among different parts of the sector and the strategic use of resources.
	Eligibility Criteria	Criteria used to determine eligibility for entry to a programme.
	Eligibility for funding	The TEC's approval of a TEO and its qualifications/courses for funding.
	Eligibility Evidence	Documentation providing evidence of eligibility for entry to a targeted training programme.
	Electronic Receipting System (ERS)	ERS enables TEOs offering Training Opportunities and Youth Training programmes to submit enrolment and programme management data to the TEC electronically.
	Enrolment	The process of allocating an eligible learner a place on a course.
	ESOL	English for Speakers of Other Languages.
	Exemption certificate	A certificate issued by the principal of a secondary school exempting a secondary school learner from full or part-time compulsory attendance.
F	Foundation courses	Courses that are designed to enable learners to gain the necessary background knowledge and skills to undertake tertiary study.
	Funding Agreement	An agreement signed by the TEC and a TEO that sets out the terms and conditions related to funding.
	Funding Schedule	An attachment to the Funding Agreement that contains any fund specific terms and conditions related to funding.

	Term	Definition
G	Governance	Controlling structure or body with statutory powers, responsible for the strategic direction and management of a TEO, as described in its Charter.
	Human Rights Act	The Human Rights Act 1993 applies to TEO's that provide Skill Enhancement programmes, or Training Opportunities or Youth Training programmes that target specific groups of learners.
H		There are no definitions.
I		There are no definitions.
J		There are no definitions.
K	Key skills	A set of skills identified as generic in a wide range of work places.
L	Labour Market Outcome (LMO)	The destinational outcome of a learner after withdrawal from/completion of their programme.
	Learner information policy	A TEO's required policy for declaring information to learners upon enrolment on such learner matters as withdrawals, fee payments, and refunds. PTEs should also provide information on safeguards for learners in the event of TEO liquidation or receivership, and systems for credit transfer to other TEOs.
	Learner Residence Requirements	<p>For the purposes of Targeted Training a Learner must be one of the following:</p> <ul style="list-style-type: none"> • A New Zealand citizen, which includes Cook Island, Niue, and Tokelau citizens. • A New Zealand permanent resident, currently living in New Zealand. • An Australian citizen who is currently living in New Zealand. • An Australian permanent resident who has a returning resident's visa who is currently living in New Zealand. <p>Refugees with refugee status who are directed to study as part of residence requirements.</p>
M	MoE	Ministry of Education.
	MSD	Ministry of Social Development.
N	National certificate	A qualification registered on the National Qualifications Framework (NQF).
	National Qualifications Framework (NQF)	A qualification system designed to recognise the attainment of knowledge, understanding, and skills by all people in New Zealand. Administered by the New Zealand Qualifications Authority (NZQA).

	Term	Definition
	National Student Index (NSI)	A database, system, and set of processes used to assign all tertiary learners and National Certificate of Educational Achievement (NCEA) learners with a unique identifier, the National Student Number (NSN).
	National Student Number (NSN)	A unique identifier, which will be a lifetime identification number that learners keep even if they study at more than one TEO. NSNs can only be assigned by authorised people from education agencies. The NSN is the same as a learner's New Zealand Qualifications Authority (NZQA) learner identification number.
	NCEA	National Certificate of Educational Achievement.
	NETS	Non-Enrolled Truancy Services.
	New Zealand Qualifications Authority (NZQA)	The Government agency charged with the responsibility for accrediting and approving qualifications and courses, and registering TEOs to deliver these qualifications. The NZQA quality assures secondary and tertiary qualifications as well as TEOs.
	NQF level	There are ten levels within the NQF, with level one being entry level. The level of each defines the learning outcome and is set nationally according to general guidelines. The 'Register level' of a qualification is the same as its NQF level. The term 'register level' is replacing the term 'NQF Level'.
O		There are no definitions.
P	Post-Placement Support and Training (PPST)	A programme designed to assist learners to achieve the best possible outcomes from Youth Training and Training Opportunities. It may include: <ul style="list-style-type: none"> • Continued learning while in employment. • Education support to access level 3 and level 4 on the National Qualifications Framework (NQF).
	Principal TEO	The TEO that is subcontracting any part of a qualification or course to a contractor.
	Private Training Establishment (PTE)	A privately owned education organisation, registered with the New Zealand Qualifications Authority (NZQA) that provides education, training, or assessment services.
	Profile	A document prepared annually by a TEO and submitted to the TEC. It describes in detail the TEO's strategic direction, activities, policies, and performance targets for the following three years, as they are signalled in the TEO's Charter.

	Term	Definition
	Profile guidelines	Guidelines developed by the TEC to help TEOs to prepare a Profile where applicable. Different sets of guidelines have been developed for different types of TEO.
Q	Qualification	The official award given in recognition of the successful completion of a programme of study.
	Qualification code	The code that appears on the TEC Qualifications Register listing qualifications that is approved for Student Component funding and/or access to the Student Allowances and Loan Schemes.
	Qualifications Register	The TEC Qualifications Register lists qualifications that are recognised for funding.
R	Rangatahi Māia	A Skill Enhancement programme which targets Māori learners.
	Record of Learning (ROL)	Every learner gaining credits on the National Qualifications Framework (NQF) receives a ROL that lists all unit standard and achievement standard credits, national certificates, and national diplomas achieved in the previous year. When a learner enrolls in a programme that leads to NQF credits, their details and registration fee are forwarded to the New Zealand Qualifications Authority (NZQA). They will be registered for the NQF and given a unique learner identification number. Learners can accumulate framework credits over a number of years and from many TEOs until they have completed a qualification.
	Register level	See NQF Level .
	Registration	The process by which New Zealand Qualifications Authority (NZQA) ensures a TEO is capable of providing high quality education and training in a sound and safe learning environment. This is a prerequisite for eligibility to TEC funds.
S	Services for Tertiary Education Organisations (STEO)	A Ministry of Education (MoE) and TEC website for TEOs.
	Skill Enhancement	A targeted training programme for young Māori and Pacific learners.
	Stakeholder	Any organisation, group, or individual with an interest in an organisation.
	Statement of Tertiary Education Priorities (STEP)	Specifies the particular priorities for the period from within the Tertiary Education Strategy (TES) and signals the types of activities and education provision that TEOs should focus on to be eligible for funding in the future. The Associate Minister of Education (Tertiary Education) promulgates the STEP every one to three years.

	Term	Definition
	Student Allowances and Loan Schemes	The schemes implemented by StudyLink, a division of the Ministry of Social Development, which provide eligible learners with financial assistance.
	StudyLink	The division of the Ministry of Social Development (MSD), which is responsible for the administration of student allowances, student loans, and unemployment benefit student hardship (formerly community wage learner). StudyLink works in co-operation with TEOs and learner bodies to ensure that learners get the finance they are eligible for so they can complete tertiary study.
	Subcontracting	Refers to situations where a TEO uses TEC funding to pay another organisation to deliver teaching and learning activity on their behalf. This excludes: <ul style="list-style-type: none"> • Teaching and learning activities contracted to individuals. • Learning that occurs within vocational placements such as workplace placements or practicums. • Articulation agreements. Franchise agreements where TEC funds the TEO delivering the teaching and learning activity directly.
	Subcontracting declaration	A principal TEO's written declaration of all its subcontracting arrangements.
T	Targeted Training Funds	The three training funds administered by the TEC where there is a specific targeted group of learners. Training Opportunities, Youth Training and Skill Enhancement.
	Te Amorangi Mātauranga Matua	Māori translation of the Tertiary Education Commission.
	Tertiary Education Commission (TEC)	The TEC has the role of steering and funding the tertiary sector to achieve the tertiary reforms. The TEC was established by the Education (Tertiary Reform) Amendment Act 2002 and commenced operation on 1 January 2003.
	Tertiary Education Organisation (TEO)	An organisation that is public, private, or community-based, offering tertiary education or tertiary-related services.
	Tertiary Education Strategy (TES) 2002 - 2007	A high-level set of Government strategic priorities and associated strategies for tertiary education.
	Training Opportunities (TO)	A targeted training programme primarily targeted at clients of Work and Income.

	Term	Definition
	Training Opportunities Service Agreement.	The annual agreement between the MSD/Work and Income and the TEC, which describes the arrangements under which the purchase and administration of Training Opportunities programmes will be carried out.
	Tupulaga Le Lumana'i	A Skill Enhancement programme which targets Pacific learners.
U	Unit standard	A nationally registered, coherent set of learning outcomes and associated performance criteria, together with technical and management information that supports delivery and assessment. All unit standards are registered on the National Qualifications Framework (NQF), assigned a level and a credit value, and may contribute to the award of a national certificate or diploma.
V		There are no definitions.
W	Withdrawal	The documented decision of an enrolled learner to formally withdraw from a course. This may be instigated by the learner or the TEO.
	Workbridge	Workbridge provides a professional employment service for people with all types of disabilities and injuries.
	Work and Income (W&I)	A service arm of the Ministry of Social Development.
	Workplace Learning	Workplace learning offers learners a chance to practice and develop skills in a real workplace.
X		There are no definitions.
Y	Youth Training	A targeted training programme primarily targeted at youth clients.
Z		There are no definitions.