



These guidelines outline our expectations for increasing funded delivery of approved short learning packages.

Short learning packages are no longer restricted to five percent of the dollar value of Student Achievement Component level 3 and above (SAC 3+) funding. TEOs should use these guidelines to determine where funded growth is appropriate.

If you plan to introduce *new* short learning packages you will need to gain approval first using the process outlined on our [website](#).

What is a short learning package?

Short learning packages include approved training schemes, micro-credentials, certificates of proficiency and enrolment in single courses or course selections.

Short learning packages should be fit for purpose in the context of your provision, learner interests, and the industries that graduates are supplied to. It is important that you ensure the right outcomes are achieved and risks are managed.

What learners should we enrol in short learning packages?

Short learning packages are designed to support lifelong learning. They enable the tertiary education system to be more responsive to the needs of learners and industries.

Generally, government-funded short learning packages are for learners who are:

- considering changing industry or job type
- affected by redundancies and technology disruptions
- unsure of their career choices and want to try something without committing to a full qualification (**except** school leavers)
- technically upskilling in existing roles.

Learners aged under 25 years with no prior qualifications should be encouraged to enrol in a full qualification. Learners who are struggling to decide what area of work they want to move into are an exception. These learners can benefit from a 'taster course' to help them decide which full qualification to enrol in.

We expect young learners to pursue full qualifications. Short learning packages can form part of a graduate's subsequent lifelong learning, built on the base provided by their full qualification.

For Certificates of Proficiency, the learner should enrol in courses as preparation for studying another qualification in the future, or for cross-crediting if the learner has previously enrolled in a qualification at another Tertiary Education Organisation.

What type of training can we allocate more funding to?

Short learning packages should encourage upskilling and re-training. They should not replace the completion of full qualifications by first-time learners.

We encourage short learning packages that:

- meet current industry and employment needs
- enable technical upskilling to retain employment (eg, as a result of technology changes), return to the workforce, or engage in higher levels of study.

Short learning package funding generally **should not** be used for:

- ongoing professional development of people already employed in vocationally specific occupations, including, but not limited to, regulated occupations (such as nursing, law or accounting)
- upskilling public sector employees (this training would normally be funded by the employer).

Short learning packages should be supported by industry and targeted at meeting employment skills needs. They should focus on targeted priority areas, or be in responsive to training needs identified by industry bodies, regional economic development agencies, Regional Skills Leadership Groups or Workforce Development Councils (where relevant).

We expect TEOs to ensure that these short learning packages will equip learners for further study, or new employment, or technically upskill them for their current employment.

Do we need TEC approval before shifting our funding to short learning packages?

No, you do not need to seek approval to shift existing funding to short learning packages. However, the shift has to be towards learners and areas of training identified in these guidelines. When you have decided the shift, you need to contact the Customer Contact Group (CCG) to have your mix of provision updated, to reflect the shift. If you are unsure or have questions, please contact your Relationship Manager or the Customer Contact Group at customerservice@tec.govt.nz.

When do these guidelines apply?

Please use these guidelines before increasing delivery of short learning packages within your SAC 3+ funding. This includes shifting funding within current allocations to existing short learning packages.

Is TEC going to monitor this?

We will monitor the provision of short learning packages to understand shifts in this area. We also want to ensure these packages are delivered in line with our guidelines.