



# PTE Strategic Fund: 2023 Application Guidance and Proposal Template

**The Private Training Establishment (PTE) Strategic Fund supports the vocational education and training system to develop and maintain programmes, and to respond to regional and national skills priorities.**

**This fund uses an open, contestable process to select proposals that will enable the vocational education system to best serve the needs of learners and adapt to ongoing and future challenges.**

Funding is through two elements – national and regional skills priorities (NRSP) and the programme development and maintenance fund (PDMF).

- › **NRSP** funding is intended to support PTEs to respond to national and regional skills priorities, informed by advice from Workforce Development Councils (WDCs) and Regional Skills Leadership Groups (RSLGs).
- › The **PDMF** is intended to support programme development and maintenance aligned with the Reform of Vocational Education objectives.

This document contains guidance for applications to the PTE Strategic Fund and outlines the Proposal Template for PTE Strategic Fund. Supplementary documents are available on the TEC website.

The TEC now invites proposals to be considered for investment from the PTE Strategic Fund for 2023. This document contains the information required to prepare and submit a proposal.

## What funding is available?<sup>1</sup>

Funding element	Indicative total funding available (\$ per year)	Funding available per proposal	Contract term
NRSP	\$11.4 million	We would expect funding would be no more than 25 percent of your existing TEC UFS funding for 2023, up to a maximum value of \$1 million	1 year in 2023
PDMF	\$4.4 million <sup>2</sup>		1 year in 2023

### Guidance on funding available per proposal

25 percent of TEC UFS funding is a guideline. The TEC will use its discretion with applications over this amount but may seek further information for these applications.

Funding amounts will be capped to a maximum value of \$1 million.

## Guidance for 2023

As 2023 is a development year, contracts for the PTE Strategic Fund will be for one year only. In future years, the TEC will look at longer contract term options. PTEs may signal if their proposal would benefit from a contract term of more than one year.

### The TEC will be particularly looking to invest in:

- **NRSP** – we want to see how you are responding to these and/or could start to adapt your operations to better respond to these.
- **PDMF** – extramural/online provision development and maintenance initially to recognise the impact of the shift to the UFS on funding rates for extramural delivery.
- Proposals that align to:
  - o advice from WDCs and RSLGs, including the National Skills Priorities – regional focus areas.
  - o The Tertiary Education Strategy (TES).

## Who can apply?

### For proposals to be eligible under the PTE Strategic Fund, they must:

- › be made by one or more New Zealand Qualifications Authority-registered Private Training Establishment
  - o with an External Evaluation and Review (EER) provider category of either 1 or 2, and

<sup>1</sup> Please note this funding is contingent on Ministerial approval of the design of the funding mechanism under section 419, Education and Training Act 2020.

<sup>2</sup> PTE Transitions Funding for 2023 and 2024 comes from the PDMF funding. As a result, the total available PDMF funding for PTEs in 2023 is reduced by \$7 million.

- that have received a 2023 indicative allocation from TEC to deliver vocational education and training under the UFS
- › be for responding to national and regional skills priorities and/or for programme development or maintenance
- › be for activities, delivery of provision, or capital expenditure within the specified organisation(s), or subcontracted
- › not be for the development of qualifications, as we expect WDCs will be responsible for this
- › meet any applicable timing, formatting, or other requirements outlined in this document or in the application form.

The TEC is open to reviewing multi-provider applications. Details of all providers should be included in the proposal template, with one identified as the lead provider for the purpose of application and receiving the funding.

## Key Dates

	<b>PDMF and NRSP</b>
<b>INFORMATION RELEASED</b>	Wednesday 13 July 2022
<b>PROGRAMME OF SUPPORT</b>	From Monday 18 July 2022
<b>SUBMISSION PERIOD FOR PROPOSALS</b>	Monday 18 July 2022 until 5pm, Friday 9 September 2022
<b>FUNDING DECISIONS COMMUNICATED</b>	By 31 October 2022
<b>CONTRACTS BEGIN</b>	1 January 2023

## Application and Assessment Process

Application to the PTE Strategic Fund for 2023 is made through two elements – NRSP and PDMF. Proposals may be for one or both elements.

The TEC expects that applications will contain a range of different approaches to addressing the national and regional skills priorities, and to developing and maintaining programmes.

NRSP funding is for supporting PTEs to respond to national and regional skills priorities, informed by advice from WDCs and RSLGs. Proposals are for a term of one calendar year for 2023.

The PDMF is to support programme development and maintenance aligned with the Reform of Vocational Education objectives. Proposals are for a term of one calendar year for 2023.

## Assessment criteria

The TEC will assess applications in line with the following four broad criteria. These criteria are also reflected in the proposal template. More information can be found in the full Assessment Criteria document available on the TEC website.

CRITERIA	DESCRIPTION
<b>RELEVANCE</b>	The extent to which the proposal meets the criteria of the strategic component.
<b>ALIGNMENT</b>	The extent to which the proposal aligns with the PTE's wider operations, including delivery and learner cohorts.
<b>NEED</b>	The extent to which the proposal will address identified need, including how key partners and stakeholders (e.g. WDCs, industry, Māori and Iwi) have and will be involved, and the extent to which it will complement and enable the network of provision.
<b>CAPABILITY AND VALUE</b>	Whether the PTE is able to deliver the proposal and its intended outcomes, including the extent to which the proposed funding demonstrates value for money comparable to similar proposals.

## Documents to support your application

Please refer to the following documents available on the TEC website to support the development of your proposal:

- This document (Application Guidance and Proposal Template)
- Funding Examples
- Assessment Criteria
- Proposal Template (Word version for submission).

## Funding Decisions

The TEC decides on eligibility and makes investment decisions considering:

- › Panel reviews.
- › Information from our own records (e.g. educational performance indicators and historical delivery), as well as records from other agencies such as NZQA.

All applications will be assessed against the assessment criteria. The TEC may contact applicants to clarify or seek more information about their proposal.

PTEs receiving Transitions Funding may also receive Strategic Fund funding. The TEC will consider reasons for eligibility for Transitions Funding, and what the PTE is using Transitions Funding for, when reviewing the PTE's proposal to ensure decisions meet the strategic intent of both amounts of funding. If required, the TEC will engage further with PTEs.

The TEC may choose to fund an application in-part. The TEC may decide to invest less than the total funding indicated. It may also make decisions that result in more or less funding than indicated for PDMF or NRSP.

A Right of Response process will apply to applications made for this Fund for PTEs that wish to query funding decisions. This process will be as per existing funding, with ten working days for PTEs to respond to the funding decision.

In 2023, the TEC will assess if there is any remaining funding in the PTE Strategic Fund and consider running additional contestable funding rounds where necessary.

The TEC may make public the following information:

- › the organisation(s) receiving funding
- › the proposal title
- › the fund from which the application would be funded
- › the public statement given when applying for funding
- › the total amount of funding and the period of time for which funding has been approved.

# PTE Strategic Fund: Proposal Template

*This template details the information that you should cover in your application to the PTE Strategic Fund. Please use the Word document version of this Template available on the TEC website to submit your proposal.*

## For NRSP Proposals

For NRSP proposals, your proposal should outline which one or more of the skills priorities your proposal addresses. Proposals can be submitted to TEC from Monday 18 July 2022, until 5pm Friday 9 September 2022.

## For PDMF Proposals

For PDMF proposals, your proposal should outline your approach for the development or maintenance of one, or more, programmes. Proposals can be submitted to TEC from Monday 18 July 2022, until 5pm Friday 9 September 2022.

## For Proposals that cover both NRSP and PDMF

We will accept proposals that meet the criteria for both NRSP and PDMF. If your proposal covers both, you should fill out sections applicable to both NRSP and PDMF in the Proposal Template. Proposals can be submitted to TEC from Monday 18 July 2022, until 5pm Friday 9 September 2022.

## How to submit your Proposal

PTEs may submit their Proposal by completing the Proposal Template (available as a Word Document on the TEC website) along with any additional documentation or evidence to: [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz) with the subject line: **[Your EDUMIS] – 2023 PTE Strategic Fund Proposal**. For any additional evidence please name and number each document with the following **[Your EDUMIS] – Evidence #1, [Your EDUMIS] – Evidence #2**.

	= Sections relevant to <b>NRSP Proposals</b> only
	= Sections relevant to <b>PDMF Proposals</b> only

PROPOSAL TEMPLATE FOR PTE STRATEGIC FUND	
<b>Information Required</b> An asterisk (*) indicates mandatory information. PTEs should submit their Proposal via email to: <a href="mailto:customerservice@tec.govt.nz">customerservice@tec.govt.nz</a> with the subject line: [Your EDUMIS] – 2023 PTE Strategic Fund Proposal. Ensure that your proposal directly addresses the eligibility and assessment criteria and considers the PDMF and/or NRSP objectives.	
<b>APPLICANT INFORMATION</b>	
<b>*Organisation Name(s)</b>	Name of PTE/PTEs applying. If multiple PTEs are applying, name one PTE as lead applicant. This PTE will receive funding and be responsible for distributing it as outlined in the proposal.

<b>Organisation Trading Name (if applicable)</b>	Trading name of PTE/PTEs applying for funding
<b>*EDUMIS Number</b>	EDUMIS Number of PTE/PTEs
<b>*Organisation Chief Executive/Director/Board Chair</b>	Name and role or position
<b>CONTACT PERSON</b>	
This person must be contactable for at least six weeks after the application close date.	
<b>*Name and role</b>	Name and role of contact person
<b>*Phone</b>	Phone number for contact person
<b>*Email address</b>	Email address for contact person
<b>PROPOSAL SUMMARY</b>	
<b>*Total TEC funding requested</b>	Specify the total funding you are requesting.
<b>*Title</b>	Provide a meaningful and descriptive title that identifies the nature of the proposal.
<b>*Investment Mechanism</b>	PDMF or NRSP, or both.
<b>*Number of years funding requested</b>	For 2023, all contracts are for a term of 1 year. Please signal if your proposal would benefit from a longer contract term, and TEC will consider the demand for this for future funding rounds.
<b>PTE Transitions Funding</b>	If you are receiving Transitions Funding, briefly explain what you are planning to use this funding for, and whether this relates to your proposal.
<b>PROPOSAL RELEVANCE</b>	
<b>Relevance:</b> the extent to which the proposal meets the criteria of the strategic component.	

**National and Regional Skills Priority area(s)**

Applicable for NRSP funding only.

Select one or more of the below national and regional skills priorities that your proposal responds to.

1. Enhancing career pathways, upskilling and mobility for employees.
2. Enabling youth transitions from school through to training at work and/or tertiary study and into employment.
3. Reinforcing employer capability and business resilience skills in emergent environments.
4. Grounding the system in Te Tiriti and responding to Māori aspirations.
5. Improving skills to support a focus on health and safety, including mental health and wellbeing.
6. Improving, and building on, digital literacy to keep pace with technological developments.
7. Supporting climate change adaptation and the shift towards a carbon neutral economy.

Further information about the national and regional skills priorities is available in Supplementary Plan Guidance.

**Programme development and/or maintenance**

Applicable for PDMF funding only.

Select the applicable categories that your proposal is in:

- › Development of a new programme.
- › Maintenance of an existing programme.

State the name(s) of programme(s) to be developed or maintained in the following format, including the qualification relevant to the programme(s). Include information about what the mode of delivery of the programme(s) are, e.g. extramural, provider-based.

New or existing programme	Programme name	NZ Qualification code	Qualification name	Mode of delivery



<b>*Proposal Details</b>	<p>If applying for NRSP funding, explain the content of your proposal to respond to one of more of the skills priorities, including:</p> <ul style="list-style-type: none"> <li>› why this funding is needed (the issue or opportunity you are addressing)</li> <li>› what you propose to do to address your selected skills priority/priorities (your approach)</li> <li>› the results, impacts or outcomes you expect, including how it aligns to your selected skills priority/priorities, how they will be achieved, and how learners will benefit from them.</li> </ul>
	<p>If applying for PDMF funding, explain the content of your proposal to develop or maintain programme(s), how you would approach this, and what you would achieve, including:</p> <ul style="list-style-type: none"> <li>› why this funding is needed (the issue or opportunity you are addressing)</li> <li>› why you have selected these programme(s) you intend to develop or maintain (your approach)</li> <li>› the results, impacts or outcomes you expect, including how it aligns with the Reform of Vocational Education strategic objectives, how they will be achieved, and how learners will benefit from them.</li> </ul>
	<p>When writing your Proposal Details, it is useful to break the summary into short paragraphs using the headings listed above.</p>
<b>Supplementary Information</b>	<p>Provide any supplementary information or documents related to your proposal. Please briefly explain here how these are relevant to your proposal.</p> <p>If these are separate documents, please name and number each document with the following [Your EDUMIS] – Evidence #1, [Your EDUMIS] – Evidence #2.</p>
<b>PROPOSAL ALIGNMENT</b>	
<b>Alignment:</b> the extent to which the proposal aligns with the PTE’s wider operations, including delivery and learner cohorts.	
<b>*Strategic Alignment</b>	<p>If applying for NRSP funding, describe how your proposal will respond to your selected national and regional skills priority/priorities by clearly explaining:</p> <ul style="list-style-type: none"> <li>› how your approach aligns with your existing delivery and learner needs</li> </ul>

	<ul style="list-style-type: none"> <li>› how this fits with your current provision and planned future operations.</li> </ul>
<p><b>*Wider Alignment</b></p>	<p>If applying for PDMF funding, describe how your proposal demonstrates innovative programme development and/or maintenance of a current programme that meets industry and learner needs by clearly explaining:</p> <ul style="list-style-type: none"> <li>› how your approach aligns with your existing delivery and learner needs</li> <li>› how this fits with your current provision and planned future operations, particularly where you are seeking to develop new programme(s) in an geographical or subject area new to you.</li> </ul> <p>Explain how your proposal aligns to the following, with reference to specific advice or objectives:</p> <ul style="list-style-type: none"> <li>› advice from WDCs and RSLGs (this can be found in <a href="#">Supplementary Plan Guidance</a>), including the National Skills Priorities – regional focus areas.</li> <li>› The Tertiary Education Strategy (TES) (found <a href="#">here</a>).</li> </ul>
<p><b>PROPOSAL NEED</b></p>	
<p><b>Need:</b> the extent to which the proposal will address identified need, including how key partners and stakeholders (e.g. WDCs, industry, Māori and Iwi) have and will be involved, and the extent to which it will complement and enable the network of provision.</p>	
<p>We expect to see evidence in your application that you have engaged and have relationships with various stakeholders to demonstrate or strengthen your case for funding. The TEC is open to receiving different forms of evidence, for example, a regional strategy, an employer prospectus, industry reports.</p>	
<p><b>*Evidence of Need</b></p>	<p>If applying for NRSP funding, outline:</p> <ul style="list-style-type: none"> <li>› the evidence base of need for your proposal</li> <li>› the relevance of the priority/priorities to your regional/national area(s) of delivery</li> <li>› how your proposal aligns with regional and national needs, including those of relevant employers, businesses or industries.</li> </ul> <p>If applying for PDMF funding, outline:</p> <ul style="list-style-type: none"> <li>› the evidence base of need for the programme(s) you propose to maintain or develop</li> <li>› how your proposal supports the development and review of programmes that reflect industry and community need.</li> </ul>

Note: for PDMF applications, once programmes are developed, these will need to be put before the relevant WDC and NZQA for endorsement and approval. The TEC does not need to see this as part of the Strategic Fund funding process.

<p><b>*Stakeholder Engagement</b></p>	<p>Clearly explain:</p> <ul style="list-style-type: none"> <li>› whether and how your proposal is supported by relevant industry and/or community</li> <li>› how you have/will leverage relationships with businesses/employers for your proposal and implementation</li> <li>› how your approach has been/will be informed by Māori and/or Iwi Māori.</li> </ul>
<p><b>Collaborations/Partnerships</b></p>	<p>Detail any collaborations or partnerships (if applicable) involved in the development or ongoing implementation of this proposal.</p>
<p><b>Joint Applications</b></p>	<p>Where multiple PTEs are making a joint application explain:</p> <ul style="list-style-type: none"> <li>› the rationale for the joint application and any benefits to the proposal from this approach</li> <li>› how the applicants will work together to distribute funding and share information.</li> </ul>
<p><b>CAPABILITY AND VALUE</b></p>	
<p><b>Capability and Value:</b> whether the PTE is able to deliver the proposal and its intended outcomes, including the extent to which the proposed funding demonstrates value for money comparable to similar proposals.</p>	
<p><b>*Capability to Deliver</b></p>	<p>Please outline any relevant information about your ability to deliver this proposal, including previous delivery history of similar projects/initiatives, or relationships held.</p>
<p><b>*Outcome Measurement</b></p>	<p>Briefly explain how you would measure the outcomes/benefits of this proposal.</p>
<p><b>*Proposed Milestones</b></p>	<p>Please provide information on your proposed milestones, key deliverables, and payment associated with each of these.</p> <p>PTEs may seek guidance from TEC to assist with this if needed.</p> <p>The final deliverable should include evidence of the completed outcomes.</p> <p>A minimum of three milestones is required, and no more than five is recommended.</p>

	<p>Alongside the first milestone, there must be at least one other milestone before 30 June 2023.</p> <p>Exact deliverables, due dates and payment amounts for each milestone may be revised as part of the final Funding Agreement.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Milestone</th> <th style="width: 55%;">Deliverable</th> <th style="width: 15%;">Due date</th> <th style="width: 15%;">Proposed payment</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>1</b></td> <td>Return of signed Funding Agreement</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">#</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">#</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">#</td> <td>           Submission of final report, including the following project outputs:           <ul style="list-style-type: none"> <li>&gt; #</li> <li>&gt; #</li> <li>&gt; #</li> </ul> </td> <td></td> <td></td> </tr> </tbody> </table>	Milestone	Deliverable	Due date	Proposed payment	<b>1</b>	Return of signed Funding Agreement			#				#				#	Submission of final report, including the following project outputs: <ul style="list-style-type: none"> <li>&gt; #</li> <li>&gt; #</li> <li>&gt; #</li> </ul>		
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**FUNDING REQUESTED AND BUDGET**

<b>*Funding Requested</b>	Specify the total funding requested, exclusive of GST.														
<b>*Proposal Budget</b>	<p>Provide a high-level breakdown of proposed costs, including the total funding requested. Activities are expected to be managed effectively and show effective prioritisation and use of resources.</p> <p>Note that Strategic Fund funding <b>can</b> be used for delivery of provision and/or capital expenditure.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Activity/Outputs</th> <th style="width: 30%;">Estimated Cost</th> </tr> </thead> <tbody> <tr> <td>Personnel</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>General operating expenses</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Other expenditure</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td><b>Total funding requested</b></td> <td style="text-align: right;"><b>0.00</b></td> </tr> </tbody> </table>	Activity/Outputs	Estimated Cost	Personnel	0.00	General operating expenses	0.00	Other expenditure	0.00					<b>Total funding requested</b>	<b>0.00</b>
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**SUPPORTING INFORMATION**

<b>*Public Statement</b>	<p>The Public Statement may be published on TEC’s website if your proposal is funded. The statement is not used for the purpose of assessment.</p>	200 words
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