# New Provider Application for On-Plan TEC funding

Application form for organisations wishing to apply for On-Plan TEC funding for the first time.

## New Providers

This application form is for Private Training Establishments, Community Education Providers and Rural Education Activities Programme providers that do not currently receive On-Plan TEC funding, but wish to apply for it.

This form applies to On-Plan funds only. On-Plan funds are funds that are approved as part of an investment plan.

**A provider is considered “new” when they do not currently receive On-Plan TEC funding or have not received any On-Plan funding from TEC in the past 12 months, even if they receive other types of TEC funding.**

## Help and Support

We encourage you to contact us to discuss your proposal before completing the application form, at:

Email: [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz)

Free Phone: 0800 601 301

Phone: +64 4 462 5201

## Submitting your application

Then please complete Parts 1 to 5 of this application form and associated attachments, and return them to [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz) with the subject line:  **New Provider - <Name of provider>**

## I already receive TEC funding for other On-Plan Funds

If your organisation is currently funded by the TEC through an investment plan and wishes to be considered for new or additional funding, please instead use the ’Request for Additional Funding’ application form in the [Investment Toolkit](https://www.tec.govt.nz/funding/funding-and-performance/investment/investment-toolkit/) section of the TEC website under the “templates for developing and submitting your plan” heading.

## Timeframes

We have one main funding round each year for our on-plan funds, with applications closing in July and funding commencing in January the following year. You can request funding outside of this timeframe but we recommend you apply for funding as part of the annual funding round to ensure your application is considered at a time when most of our funding is allocated.

The [Investment Round Timeline](https://www.tec.govt.nz/funding/funding-and-performance/investment/investment-toolkit/) on our website has the submission dates for your application for funding for the On-Plan Funds. It also includes our timeframes for responding to your application. Application details for Off-Plan Funds vary, and are listed on the [Fund Finder](http://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/).

## Which Funds can you apply for?

You can use this form to apply for the following Funds, which are On-Plan Funds:

1. Student Achievement Component (SAC) at levels 1 and 2
2. Student Achievement Component (SAC) at levels 3 and above
3. Youth Guarantee (YG)
4. Intensive Literacy and Numeracy (ILN)
5. Intensive Literacy and Numeracy for Speakers of Other Languages (ILN ESOL)
6. ESOL Refugee English
7. Workplace Literacy and Numeracy (WLN) TEO-led
8. Adult and Community Education (ACE) in Communities
9. Adult and Community Education (ACE) in Schools

Our website’s [Fund Finder](http://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/) section explains each of these Funds. It has full information on eligibility, payments, monitoring and reporting. In addition, the [TEC funding conditions catalogue](https://www.tec.govt.nz/funding/funding-and-performance/funding/funding-conditions-by-year/) has further detail on the conditions that will apply if your application is successful.

## General requirements

When completing your application, we recommend that you also refer to the [TEC website](https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/ace/) for information about each Fund and its reporting requirements.

For most Funds, your organisation must be registered with the New Zealand Qualifications Authority (NZQA) as a Private Training Establishment (PTE). However, if you are only applying for ACE in Communities or ACE in Schools funding then you do not need to be a registered PTE.

For SAC level 1 and 2, SAC level 3 and above, and Youth Guarantee funding, you may submit your funding application to us before receiving individual programme approvals from NZQA. If we approve funding, it will be from the date that NZQA approves your programme. If it takes longer than 6 months you will need to apply again. We may also reduce your initial allocation if meeting the requirements results in a delayed start to delivery.

PTEs must have a NZQA External Evaluation and Review ([EER](http://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/provider-categories/provider-categories-eer/)) category rating of 1 or 2 at the time of application. One exception is for a newly registered PTE which has not yet been assigned an EER rating. Talk to us first if you have a Category 3 EER.

Community Education Providers are not required to register with the NZQA and do not need an EER rating.

For those funds where subcontracting is permitted, you must not subcontract any provision to a third party unless you have received approval from both NZQA and TEC.

## Completed application Checklist:

|  |  |
| --- | --- |
| Financial Viability – I have read and understood the financial viability requirements\* | Choose an item. |
| Financial Standards - I have completed and attached the [Calculating the prudential financial standards](https://www.tec.govt.nz/assets/Forms-templates-and-guides/8d66a4a8e8/Calculating-the-TEC-Prudential-Financial-Standards-for-PTEs.xlsx) spreadsheet[[1]](#footnote-1) | Choose an item. |
| I have NZQA registration*[[2]](#footnote-2)* | Choose an item. |
| My EER rating is 1 or 2[[3]](#footnote-3) | Choose an item. |
| Community Education Provider – I have attached evidence of status as a legal entity[[4]](#footnote-4) | Choose an item. |
| Investment Plan – I have completed and attached an Investment Plan – Strategic Intent\* | Choose an item. |
| Learner Success Plan - I have completed and attached a Learner Success Plan[[5]](#footnote-5) | Choose an item. |
| Additional Funding Request forms - I have completed and attached a Request for additional funding\* | Choose an item. |

*Notes: \* Indicates compulsory item*

## Part One: Administrative Information

|  |  |  |
| --- | --- | --- |
| Legal Name of Organisation |  | |
| Trading name (if different to legal name) |  | |
| Postal Address |  | |
| Physical Address |  | |
| EDUMIS[[6]](#footnote-6) |  | |
| NZBN |  | |
| Provider Type | Choose an item. | |
| External Evaluation Review (EER) – most recent  *(to be completed by registered PTEs, wananga, NZIST only)* | Choose an item. | |
| Chief Executive | Name |  |
| Phone |  |
| Mobile |  |
| Email |  |
| Lead contact person if different from CE | Name |  |
| Role / job title |  |
| Phone |  |
| Mobile |  |
| Email |  |
| Legal Entity Status[[7]](#footnote-7) |  | |
| How long have you been providing education services? |  | |
| What courses / programmes have you provided previously? |  | |
| What learner cohort do you currently support? Eg. international learners, domestic learners (please specify which specific domestic cohorts) |  | |
| Do you intent to subcontract any of the teaching or learner support activities?  *If yes, please describe your intentions.* | Choose an item. | |

### Declaration

*This part must be signed by the organisation’s Chief Executive, General Manager, or a designated authority on their behalf.*

|  |
| --- |
| I declare that to the best of my knowledge the information given in all sections of this application is true and correct.  Signature: Date: |
| Name: |
| Role or position: |

## Part Two: Financial Information

To be considered for funding your organisation must meet our financial viability standards. Please read the requirements on the TEC website - <https://www.tec.govt.nz/teo/working-with-teos/ptes/financial-viability/>

* You must have at least 12 months of strong financial performance to meet the standards, and achieve a risk rating of low or medium.
* If you are applying for annual funding of $50,000 or more, please complete and return the [Calculating the prudential financial standards spreadsheet](https://www.tec.govt.nz/assets/Forms-templates-and-guides/8d66a4a8e8/Calculating-the-TEC-Prudential-Financial-Standards-for-PTEs.xlsx) with your application form.
* If your total annual funding is less than $50,000 you are only required to complete a financial attestation once approved.

## Part Three: Investment Plan documents

All new providers seeking On-Plan funding are required to provide the Strategic Intent section of an Investment Plan. Details of what we seek in your statement of Strategic Intent are on the [Investment Toolkit](https://www.tec.govt.nz/funding/funding-and-performance/investment/investment-toolkit/) section of the TEC website. You are also welcome to contact us at any time for guidance on what to include in the Strategic Intent document.

If your application is approved, for most Funds you will then be asked to complete and return a Mix of Provision (MoP) file and an Educational Performance Indicator Commitments (EPIC) file before any payments are made. We will provide you with the templates and further information if you are approved funding.

## Part Four: Learner Success Plan

You are required to complete a Learner Success Plan if you are asking for $5 million or more per year. Guidance and the template is available on the [Investment Toolkit](https://www.tec.govt.nz/funding/funding-and-performance/investment/investment-toolkit/) section of the TEC website, at [www.tec.govt.nz/funding/funding-and-performance/investment/investment-toolkit/](http://www.tec.govt.nz/funding/funding-and-performance/investment/investment-toolkit/)

## Part Five: Request for Funding (On-Plan Funds)

Please use an Additional Funding Request form to provide the details of the courses you intend to provide, and the value of funding requested. The forms also ask you to explain how your programmes will contribute to our strategic priorities, and to give evidence of demand from learners and/or employers.

* All new providers should use the Additional Funding Request form for PTEs, REAPs and CEPs from the [Investment Toolkit](https://www.tec.govt.nz/funding/funding-and-performance/investment/investment-toolkit/) section of the TEC website. Note, some sections in the form won’t be applicable – please complete all sections relating to: volume (EFTS, learner hours etc), value ($), funding rates, qualification/programme name, demand, alignment with our priorities, regional and TLA delivery information, and industry need/support.

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### Which Funds are you applying for?

|  |  |
| --- | --- |
| Fund | Applying for fund |
| Student Achievement Component (SAC) at levels 1 and 2 | Choose an item. |
| Student Achievement Component (SAC) at levels 3 and above | Choose an item. |
| Youth Guarantee (YG) | Choose an item. |
| Intensive Literacy and Numeracy (ILN) | Choose an item. |
| Intensive Literacy and Numeracy for Speakers of Other Languages (ILN ESOL) | Choose an item. |
| ESOL Refugee English | Choose an item. |
| Workplace Literacy and Numeracy (WLN) TEO-led | Choose an item. |
| Adult and Community Education (ACE) in Communities | Choose an item. |
| Adult and Community Education (ACE) in Schools | Choose an item. |

1. If your total annual funding is less than $50,000 you are only required to complete a financial attestation [↑](#footnote-ref-1)
2. NZQA registration is not required for community education providers or schools [↑](#footnote-ref-2)
3. If you have an EER rating, a rating of 1 or 2 is required to apply for funding [↑](#footnote-ref-3)
4. Legal entity evidence only required for community education providers [↑](#footnote-ref-4)
5. Learner Success Plans are required when total annual funding from TEC is $5 million or more. However, you may choose to complete one. [↑](#footnote-ref-5)
6. All recipients of government tertiary education funds must have an EDUMIS number. An EDUMIS number is obtained by applying to the Ministry of Education. Call 0800 422 599 or email [service.desk@education.govt.nz](mailto:service.desk@education.govt.nz). You may supply the EDUMIS number to us later, if you haven’t received one yet. [↑](#footnote-ref-6)
7. Note: Community Education Providers must attach documentation evidencing status as a legal entity. [↑](#footnote-ref-7)