Tertiary Education Commission
Te Amorangi Mātauranga Matua

Tertiary Education Report: Seeking nominations for ITP establishment advisory groups

Date:	20 March 2025	**TEC priority:**	Medium
Security level:	In Confidence	**Report no:**	B-25-00345
		Minister's office No:	

ACTION SOUGHT		
	Action sought	**Deadline**
Hon Penny Simmonds Minister for Vocational Education	• **note** that 9(2)(f)(iv) establishment advisory groups will need to be set up to support the establishment of 9(2)(f)(iv) institutes of technology and polytechnics on 1 January 2026; • **note** that the TEC will provide you with a more in-depth briefing covering the purpose, scope, intended activities and establishment process for the establishment advisory groups for both institutes of technology and polytechnics and industry skills boards in the coming weeks; • **agree** to seek nominations from your colleagues for potential members of establishment advisory groups for institutes of technology and polytechnics as part of the appointment process • **agree** that the TEC release this briefing once the establishment advisory groups have been appointed.	25 March
Enclosure: Yes/No	**Round Robin:** Yes/No	

CONTACT FOR TELEPHONE DISCUSSION (IF REQUIRED)			
Name	**Position**	**Telephone**	**1st contact**
Gillian Dudgeon	Deputy Chief Executive	9(2)(b)(ii)	√
Luke Howard	Manager, Monitoring and Crown Ownership		

THE FOLLOWING DEPARTMENTS/AGENCIES HAVE SEEN THIS REPORT

☐ DPMC	☐ MPI	☐ ENZ	☐ ERO	☐ MBIE	☐ MoE	☐ MFAT
☐ MPP	☐ MSD	☐ NZQA	☐ NZTE	☒ TEC	☐ TPK	☐ Treasury

Minister's Office to Complete:

☐ Approved	☐ Declined
☐ Noted	☐ Needs change
☐ Seen	☐ Overtaken by Events
☐ See Minister's Notes	☐ Withdrawn

Comments:

Recommendations

Hon Penny Simmonds, Minister for Tertiary Education and Skills

It is recommended that you:

1. **note** that 9(2)(f)(iv) establishment advisory groups will need to be set up to support the establishment of 9(2)(f)(iv) institutes of technology and polytechnics on 1 January 2026;

2. **note** that the TEC will provide you with a more in-depth briefing covering the purpose, scope, intended activities and establishment process for the establishment advisory groups for both institutes of technology and polytechnics and industry skills boards in the coming weeks;

3. **agree** to seek nominations from your colleagues for potential members of establishment advisory groups for institutes of technology and polytechnics as part of the appointment process

AGREED / NOT AGREED

4. **agree** that the TEC release this briefing once the establishment advisory groups have been appointed.

AGREED / NOT AGREED



Gillian Dudgeon

Deputy Chief Executive, Delivery
Tertiary Education Commission

20 March 2025

Hon Penny Simmonds

Minister for Vocational Education

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Purpose

1. To support the process of setting up establishment advisory groups for the 9(2)(f)(iv) institutes of technology and polytechnics (ITPs) you intend to establish on 1 January 2026, we recommend that you invite your colleagues to provide nominations as soon as possible. We have provided a draft letter for you to send to your colleagues to seek nominations for establishment advisory groups. We invite your feedback on this letter.

2. We intend to provide you with further information on the process for appointing establishment advisory groups and the purpose, scope, and intended activities of the groups in a forthcoming briefing.

Appointing establishment advisory groups

3. You have indicated you intend to establish 9(2)(f)(iv) on 1 January 2026. As previously advised (AM-24-00116 refers) establishment advisory groups will be required to support the successful standing up of these institutions and ensure they can be operational from day one.

4. There will be various decisions that the governing body of each new ITP and industry skills board will need to make on the day those organisations are established. The ability of those organisations to make the required decisions on day one will be essential to their success and their ongoing accountability and performance.

5. The establishment advisory group members will formally be appointed by the TEC, and be contractors to the TEC. We will work closely with you through the appointment process given the intention that members of these groups ultimately become members of the inaugural ITP councils.

Potential candidates need to be identified soon

6. To appoint the establishment advisory groups by mid-year in line with your expectations, appropriate candidates need to be identified over the next couple of months.

7. Candidates will need to have the appropriate skills and experience to enable the establishment advisory groups to work quickly and competently through the tasks required.

8. We have drawn the following key skills from TEC's Framework for Selection which is used for appointments to tertiary education institution councils. Collectively the establishment advisory groups will need to have the following experience and knowledge:

   - Experience of strategic planning, including financial planning and sustainability
   - Financial management experience, including capital asset management
   - A well-tuned understanding of risk
   - Understanding of the employment environment, including human resource knowledge
   - Experience maintaining high standards while managing large-scale change
   - Experience of implementing or improving policy frameworks
   - Experience of effectively monitoring organisational performance in a governance or senior management role
   - Information management and technology, including digital transformation and cyber security
   - Have or ability to develop an understanding of the relevant funding mechanisms

- Understanding of Te Tiriti o Waitangi principles
- A background in tertiary education would be useful, but is not required for all members.

9. Given the regional nature of ITPs, we will ideally also be looking for some, or all, members to have strong connections to the region.

10. It is important that we appoint appropriate individuals that can not only execute the required duties of the establishment advisory groups but also become high-quality members of the inaugural governing council.

Next steps

11. Please send this letter to your colleagues (subject to any changes you require) as soon as possible so that we can start to receive their nominations. The letter states that all nominations should be provided by no later than 28 April 2025. In the meantime, we are also compiling a list of potential appointees.

12. We will provide you with a briefing on the process for appointing establishment advisory groups and the purpose, scope, and intended activities of the groups in the coming weeks.

Appendix A: Letter to caucus colleagues

National Party Caucus Members

ACT Party Caucus Members

New Zealand First Party Caucus Members

Dear colleagues

In my capacity as Minister for Vocational Education, I am seeking your nominations of suitably qualified candidates to be considered for appointment to establishment advisory groups for regional institutes of technology and polytechnics (ITPs).

As you will be aware, Cabinet has agreed to the disestablishment of Te Pūkenga and the establishment of new regional ITPs. To support this transition, establishment advisory groups will be set up for each new proposed ITP to undertake the required establishment activities and ensure they are operational on day one.

At this time, I am seeking candidates with significant governance experience and sound financial understanding. Senior management experience, preferably with experience leading large-scale transformation, would also be extremely beneficial. Ideally these individuals will also have close connections with their respective ITP regions. The attached *Framework for Selection* provides information about what is involved in serving on a tertiary education institution governing council, and additional detail about the skills, knowledge and experience required.

I would appreciate you forwarding any nominations to my office by **28 April 2025.** If you wish to nominate someone, please:

- obtain their permission to be nominated;
- provide them with the attached Tertiary Education Commission *Framework for Selection*;
- ask them to complete the attached nomination form and provide a copy of their current CV;
- email the completed nomination form and CV to 9(2)(a) Private Secretary, Office of the Minister for Vocational Education 9(2)(a).

Kind regards

Hon Penny Simmonds

Minister for Vocational Education

Encl: Candidate Nomination Form
TEC *Framework for Selection*

Desirable skills and experience of candidates

All candidates will be expected to have significant governance experience combined with strategic leadership experience. Collectively, the members of the establishment advisory groups will need to have the following experience and knowledge:

- Experience of strategic planning, including financial planning and sustainability
- Financial management experience, including capital asset management
- A well-tuned understanding of risk
- Understanding of the employment environment, including human resource knowledge
- Experience maintaining high standards while managing large-scale change
- Experience of implementing or improving policy frameworks
- Experience of effectively monitoring organisational performance in a governance or senior management role
- Information management and technology, including digital transformation and cyber security
- Have or ability to develop an understanding of the relevant funding mechanisms
- Understanding of Te Tiriti o Waitangi principles
- A background in tertiary education would be useful, but is not required for all members.

Members appointed to the establishment advisory groups may be considered for future appointment to the councils of the ITPs once these have been established. The attached Framework for Selection provides further information about what is involved in serving on a tertiary education institution governing council, and you may wish to share this resource with any potential candidates you wish to nominate for the establishment advisory group roles.

Candidate Nomination Form

Name	

The Position

Organisation/Entity	Regional institute of technology and polytechnic establishment advisory groups
Position	Member
Term	To be confirmed
Payment ***(per day /per year)***	To be confirmed

How the Candidate Meets the Needs of the Position

Skills and attributes the candidate will bring to the position ***(e.g. business skills, community involvement, cultural awareness, regional perspective – as relevant to the needs of the position – please refer to the attached "Framework for Selection 2024")***	
Possible conflicts of interest	
Proposals for conflict management ***(if applicable)***	

The Candidate

Name	
Address	
Ethnicity(s) *Please include Iwi affiliation*	
Age range *<30, 31-40, 41-50, 51-60, 60+, **or*** *Prefer not to say*	
Gender *M, F, gender diverse, **or*** *Prefer not to say*	
Current or most recent Employment	
Government board appointments held	
Private and/or voluntary sector board appointments held	
Qualifications and experience	

Appendix B: TEC Framework for Selection