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# About this template

Subhead



Section heading

# Providers should use this template to structure the Strategic Intent component of the Investment Plan (Plan).

This template captures what you must submit in the Strategic Intent section of your proposed Plan as stated in the Education and Training Act 2020 (clause 4, Schedule 18), [Plan Guidance](http://www.tec.govt.nz/funding/funding-and-performance/investment/plan-guidance/), Supplementary Plan Guidance, and the [Gazette notice](https://www.gazette.govt.nz/notice/id/2020-au2808).

Please complete only the sections of the template that are relevant to your provider.

We have recently sentyouadvice on your Plan status and what is expected from you for 2025 funding.

The information we ask for in this template lets us make informed investment decisions, as well as monitor providers’ progress against our expectations over time.

When you complete this template, use Plan Guidance to understand our priorities, requirements and expectations. We will also provide any additional information through Supplementary Plan Guidance.

If you prefer to create your own document for your Strategic Intent we strongly recommend you still use the key headings and questions in this template, to make sure you provide all the information we need.

If you would like to attach any additional documents, please include them at the end as appendices. Try and keep these succinct and to the point.

**Assessment of proposed Plans**

**The criteria we use for assessing proposed Plans are set out in Plan Guidance and the Gazette notice**. Please refer to these criteria as you complete each section.

The criteria let us assess:

* how your proposed Plan aligns with Government priorities, as well as regional and national needs, and
* your capability to deliver on the Plan

When assessing proposed Plans we will take a holistic approach and in addition to your Plan may also use a range of evidence, including:

* the TEC’s engagement and monitoring information, including:
	+ previous funding allocations;
	+ past delivery, including under-delivery and over-delivery (above

105% where relevant);

* + achievement against previous LSPs and DAPs (where applicable);
	+ organisational and financial data;
	+ educational performance indicators;
	+ other indicators of performance;
* quality assurance bodies’ information and reports;
* Plan engagement (where applicable);
* national and regional demographic and economic data,
* information about the post-study outcomes of learners,
* provider annual reports and strategic plans;
* providers previous Plans, commitments and progress.

**Templates and key deadlines**

You must submit your full Plan by **5 July 2024.** This may include:

* your Strategic Intent (covered by this template), as well as
* your Learner Success Plan or significant progress update (to your LSP) using the templates provided
* your Disability Action Plan (DAP) or significant progress update (to your DAP),
* Mix of Provision (MoP) templates, and
* Educational Performance Indicator Commitments (EPIC) template.[[1]](#footnote-1)

Refer to the page 70-71 of Plan Guidance to help you understand the parts of a Plan you need to submit.

If you wish to request additional funding for 2025 (beyond your indicative allocation), you may need to complete an extra template when this is available. We have not yet determined the process for seeking additional funding for 2024, but if additional funding *is* available for 2025, we will provide advice on the application process later in 2024. **Tips for submitting documents**

* You must submit all parts of your Plan to us via DXP Ngā Kete as either a Word or PDF document.
* We recommend naming your document [PROVIDER name] Strategic Intent.
* Documents, including appendices, must be 75MB or under.
* Please don’t encrypt your documents or embed any PDF files in them, as TEC’s anti-malware service cannot scan these documents, and they cannot be uploaded.
* New providers only can submit documents by email to customerservice@tec.govt.nz with subject line [Edumis # - New Provider Investment Plan for 2025 funding].

**Questions**

For general queries about your Plan or this template please contact us at customerservice@tec.govt.nz or 0800 601 301 or speak to your Relationship Manager.

We encourage you to check the [TEC website](http://www.tec.govt.nz/) regularly for new information.

# 1. Strategic Intent

**You can delete the instructions in this template from your final Investment Plan document, as well as the cover page and pages 2–5.**

[Insert your organisation’s name]

Feel free to personalise the design of this template with your branding.

## Provider details

Please complete the following:

|  |  |
| --- | --- |
| Provider name |  |
| New Zealand Business Number (NZBN) (if known) |  |
| EDUMIS number |  |
| Lead contact for Plan discussions: This person must have a good understanding of the proposed Plan, be able to access DXP Ngā Kete and be contactable by the TEC for at least three months from the submission date. |  |
| Work phone |  |
| Mobile |  |
| Email |  |

## Mission and role

|  |
| --- |
| **For this section:*** **describe** your provider’s mission and role within the tertiary education system.
 |

Your mission and role narrative should provide a description of your organisation and the specific niche in tertiary education you fill.

We want to see detail that helps us understand your organisation’s unique contribution to the system, including:

* + the learners you support
	+ your mix of New Zealand Qualifications and Credentials Framework (NZQCF) levels
	+ your subject specialisation and any industries you target
	+ your modes of provision, and
	+ your research intensity and specialisation (where relevant) and
	+ your contribution to the network of provision (including the regional breakdown of provision you offer especially for higher education)

We will look for evidence:

* that your mission and role have shaped your proposed activities, and
* of how you plan to build and maintain your organisation’s capability through strong governance, management and academic leadership. We want to know if you have proactively made changes to your governance and leadership.

Refer to **‘Plan assessment table’**, in appendix 1 of Plan Guidance, for this part of the template.

Write your response here and delete the information above.

(Recommended words: 2,000 or fewer)

## Te Tiriti o Waitangi

|  |
| --- |
| **For this section:*** **describe** how you will give effect to and honour Te Tiriti
 |

We want to see how your organisation honours Te Tiriti o Waitangi (Te Tiriti). This is an expectation for all providers funded by us.

## For tertiary education institutions (TEIs) we also want to see evidence of how your Council acknowledges and supports the principles of Te Tiriti in the performance of its functions and in the exercise of its powers.

Write your response here and delete the information above.

(Recommended words: 2,000 or fewer)

## Responding to our investment priorities including the Tertiary Education Strategy (TES)

|  |
| --- |
| **For this section:*** **outline** how you are responding to relevant objectives and priorities described in the TES
* **describe** how you are responding to other investment priorities (including the broader and targeted priorities).
 |

TEC expects to clearly see in your Plan how you are responding to our published investment priorities.

Some priorities apply to all provision (eg, learner success and learner outcomes) while others apply to certain provision (eg, mātauranga Māori or specific health and education roles). We want to see that you understand the priorities that are relevant to your organisation and are building responses to them into your planning. This should be evident in your leadership, strategy and polices, as well as the programmes you create and deliver.

TEC publishes priorities for investment each year. These priorities reflect the priorities in the Tertiary Education Strategy (TES), priorities informed by government strategies and initiatives, and priorities informed by Workforce Development Councils (WDCs) and advice from the regions.

We will look for evidence that you have responded to the investment priorities we have set in Plan Guidance and other strategic documents to implement the TES.

We want to be confident that by successfully delivering your proposed Plan, including MoPs and EPICs, you will contribute to achieving the Government's priorities, including the objectives and priorities described in the TES.

Write your response here and delete the information above.

(Recommended words: 2,000 or fewer)

Refer to **‘Plan assessment table’** in appendix 1 of Plan Guidance when completing this part of the template. It’s also useful to read the [TES](https://www.education.govt.nz/our-work/overall-strategies-and-policies/the-statement-of-national-education-and-learning-priorities-nelp-and-the-tertiary-education-strategy-tes/) and be familiar with the investment priorities on pages 49-54 of Plan Guidance

## Addressing the needs of stakeholders

|  |
| --- |
| **For this section:**Provide evidence that you know:* **who** your stakeholders are
* **what** they need and expect of you,
* **how** you have consulted with your stakeholders about your Plan,and
* **how** your Plan is delivering provision that responds to those needs.
 |

We expect you to identify stakeholders that connect you to the needs of all learners. This may include relevant employers, industries, communities and educational organisations.

In particular we encourage you to explain how your stakeholder engagement helps you to best support underserved learners. This may involve working with learner groups, community groups, disability groups, iwi/Māori organisations and Pacific community groups.

Where relevant to your provision, we also want to see connection to regulators/professional bodies and relevant government agencies.

If you are delivering vocational education, we also expect to see knowledge of and responses to Workforce Development Plans from relevant WDCs and to Regional Workforce Plans developed by Regional Skills Leadership Groups.

Write your response here and delete the information above.

(Recommended words: 1,000 or fewer)

Refer to **‘Plan assessment table’** in appendix 1 of Plan Guidance, for this part of the template.

## Learner voice

|  |
| --- |
| **For this section:**Provide evidence that you:* have processes in place to capture the voices of a diverse range of learners
* are receiving and analysing insights gained through learner feedback, and
* use these insights to shape your programmes, processes, policies and learning environment.
 |

Learners are a critical stakeholder, and we want your Plan to show how you are responding to specific learner feedback.

Refer to **‘Plan assessment table’** in appendix 1 of Plan Guidance, for this part of the template.

Write your response here and delete the information above.

(Recommended words: 1,000 or fewer)

##

## Continuous performance improvement

|  |
| --- |
| **For this section:**Provide evidence of your:* reflection on previous performance, and
* changes to your provision that were informed by this reflection.
* changes made as a result of quality assurance reviews
 |

Write your response here and delete the information above.

(Recommended words: 1,000 or fewer)

Refer to **‘Plan assessment table’** in appendix 1 of Plan Guidance, when completing this part of the template.

## Financial information

|  |
| --- |
| **For this section:*** **If you are not currently funded by TEC**, please provide your financial information as outlined in the new providers application form.
* **If you are currently funded by TEC:**
	+ **and your organisation is a private training establishment (PTE)**, please provide information about whether you are meeting the TEC’s [Prudential Financial Standards for PTEs](https://www.tec.govt.nz/teo/working-with-teos/ptes/financial-viability/).
	+ **and you are not a PTE**, please provide any relevant financial information you have not already provided.
 |

We may use this information to assess whether your organisation is likely to have the financial ability to deliver on its proposed Plan.

You may **also** include forecast financial statements, capital asset management information (for TEIs), and any other information needed to fairly reflect your forecast financial operations and financial position, eg, information about subsidiaries for which you have residual liability.

Refer to **‘Plan assessment’** in appendix 1 of Plan Guidance and also page 14 ‘Financial Performance is a key consideration when we make our investment decisions’, for this part of the template.

Write your response here and delete the information above.

# 1a. Additional sections for specific providers

## Additional requirements for all tertiary education institutions (TEIs)

|  |
| --- |
| **For this section:** If you are a TEI, please submit a copy of your forecast Statement of Service Performance (SSP), which must:* be prepared in accordance with generally accepted accounting practice, including reporting costs summarised by key output classes/areas
* reflect the full scope of your institution’s activities
* focus on the outputs/services of your institution, and
* include measures and evidence about the quality of these outputs/services.
 |

For audit purposes, any performance commitments made in your Plan, including all EPI commitments, must also be included in your SSP.

You should also explain how you will manage your capital assets to support your mission and role over the period of your proposed Plan, including any new significant capital initiatives.

Refer to **‘TEIs must provide us with their Statement of Service Performance**’, page 35 in Plan Guidance,for this part of the template.

If you need to clarify what you must provide, please talk to your Relationship Manager.

Please upload the relevant document(s) to DXP Ngā Kete.

**For TEIs receiving vocational funding, please confirm any specific expectations with your Relationship Manager.**

## Additional requirements for organisations delivering Apprenticeships

**Apprenticeship training activities must be outlined in your Plan. This section is particularly important for Providers who are offering apprenticeships for the first time in 2025.**

|  |
| --- |
| **For this section:**Explain how you currently or will:* **provide or source** pastoral care appropriate to the age and stage of the apprentice, and describe how you will apply the Code of Good Practice for Apprenticeships
* **promote** apprenticeship training generally (through providing information, guidance and advice to employers and prospective apprentices about the benefits of an apprenticeship)
* **identify** prospective apprentices and the employers able to offer apprenticeship training and help prospective apprentices enter training agreements, and
* **ensure** that apprenticeship training and the apprenticeship training agreements are consistent with the apprenticeship training code.
 |

Write your response here and delete the information above.

(Recommended words: 1,000 or fewer)

Refer to **‘Plan assessment table’** in appendix 1 of Plan Guidance, for this part of the template. Please also see sections [376](https://www.legislation.govt.nz/act/public/2020/0038/latest/LMS253770.html?search=sw_096be8ed81cef02d_376_25_se&p=1) and [378](https://www.legislation.govt.nz/act/public/2020/0038/latest/LMS267778.html?search=sw_096be8ed81cef02d_378_25_se&p=1&sr=2) of the Education and Training Act 2020, and the [Code of Good Practice for New Zealand Apprenticeships](https://www.tec.govt.nz/assets/Publications-and-others/Code-of-Good-Practice-for-New-Zealand-Apprenticeships.pdf) – a legal instrument set by the Minister of Education under the Education and Training Act 2020.

## Additional requirements for organisations with an EER rating of 3 or 4

This section applied to any provider that has received a category 3 or 4 assessment (before the date of Plan submission) through external evaluation and review (EER) with NZQA. If your EER is unpublished and is, or becomes, category 3 or 4 prior to your funding being confirmed, even if this is being disputed, we need you to engage with us directly as we may require additional information.

|  |
| --- |
| **For this section:**In relation to your EER report:* **identify** any key areas of concern (raised in your EER)
* **provide** a short narrative on how each area of concern is being addressed.
* **show consideration** of how your responses to the EER have impacted you Plan and proposed delivery for 2025.
 |

Refer to **‘Plan assessment table’** in appendix 1 of Plan Guidance, for this part of the template.

Write your response here and delete the information above.

(Recommended words: 1,000 or fewer)

# 2. Summary of activities

|  |
| --- |
| **For this section:*** using your MoP(s) template(s), **provide** all planned programmes and activities for which your organisation is seeking funding.
* **provide** a brief description of other programmes and activities not funded by the TEC
* **outline** significant changes from previous commitments you are proposing and **explain** the reasons for those changes. helping prospective apprentices enter into apprenticeship training agreements.
* **outline** areas where you are proposing significant changes from previous commitments and **explain** why these changes are being proposed.
* **describe** any activities and programmes that are delivered through a subcontracting arrangement or through a subsidiary and **advise** of any planned changes to your subcontracting arranged relevant to specific programmes.
 |

The narrative that accompanies your MoP may include:

* how your organisation’s proposed activities will support you to fulfil your mission and achieve your specific goals for the term of the Plan
* any key new activities your organisation is planning to undertake over the Plan period.

We want to understand where you Plan proposes changes to previous delivery. This includes changes to:

* + qualifications and programmes offered (including new offerings and discontinued provision)
	+ significant changes in the volume of EFTs for specific provision
	+ the modes of delivery (e.g. extramural versus face-to-face delivery)
	+ movement away from high priority provision and/or movement into provision that is not a priority.

We need to understand how your regional delivery contributes to a national network of provision. We expect you to:

* tell us if you intend to make any changes to the geographic regions specific programmes are delivered in. This includes changes to where existing programmes are delivered and where you will start delivery in a new region or close any programmes in a particular region. We will need to see an explanation for each proposed change.
* for TEIs we also need you to provide a description of your regional breakdown for your higher ed provision.Note that subcontracting arrangements should be declared in the Subcontracting register.

Refer to **‘Plan assessment table’** in appendix 1 of in Plan Guidance, for this part of the template.

Write your response here and delete the information above.

(Recommended words: 1,000 or fewer)

# 3. Outcomes and measures

|  |
| --- |
| **For this section:*** using your EPIC(s) template(s), **provide** targets for the relevant planned programmes and activities for which your organisation is seeking funding.
* Include information about any performance targets your organisation has set outside of the EPI requirements.
 |

The narrative that accompanies these targets may include:

* **describing** how your targets are set and monitored,
* **outlining** what changes that your organisation is making to positively impact your EPIs or other outcomes
* **explaining** how you set targets and measure progress for funds or programmes which do not have EPI data attached.

Refer to **‘Plan assessment table’** in appendix 1 of Plan Guidance, when completing this part of the template.

Write your response here and delete the information above.

(Recommended words: 1,000 or fewer)

# 4. Further information

Please use this section if there is anything more you want to share with us in support of your Plan.

If you want to add any further information, please enter it here.

1. If you are a new provider, you will be asked to submit MoPs and EPICs later if your application for funding is approved. [↑](#footnote-ref-1)