



ITO sector update

Issue 2018-2

19 April 2018

Welcome to our second sector update for 2018. In this issue we cover:

- › Growth facilities and Plan amendments
- › Fees-free workshop on 1 May
- › Publishing Investment Plans
- › Verifying NSNs for off-job training
- › Arranging training for volunteers
- › Entering enrolments into the ITR within 90 days
- › Learner enrolment forms
- › Next TEC monitoring update out soon

Accessing your growth facilities and requesting Plan amendments

We are now accepting applications from ITOs to access their 2018 growth facility funding. To be eligible, ITOs will need to demonstrate:

- › current delivery volumes are tracking above year-to-date funding
- › projected delivery for 2018 and the reasons for these projections, and
- › satisfactory performance is being maintained.

Please contact your Investment Manager by 27 April to discuss accessing growth facility funding. You must provide the relevant information to us by 4 May so our Board can consider growth facility funding recommendations in early June.

Please note this will not be the only occasion to request access to growth facility funding during 2018.

Additional Plan amendments to increase funding will only be considered once growth facility funding has been used.

Fees-free workshop on 1 May

Fees-free representatives from each ITO have been invited to a workshop in Wellington on 1 May. The workshop will be an opportunity for all ITOs to talk about implementation of Fees Free over the last few months.

Keep an eye out too for the fees-free newsletter, which will be issued shortly.

Publishing your Investment Plan summary on your website

Please remember you must make a summary of your organisation's current Investment Plan available for inspection by the public (in order to comply with [section 159YO](#) of the Education Act 1989). The simplest way to do this is to make the information available online.

We recommend your Investment Plan summary is published alongside your other accountability documents. Unless an exemption is granted, this requirement is a [condition](#) of funding for all on-Plan funds.

NSNs must be verified on the NSI for off-job training

Providers must report off-job training for ITO learners through the Single Data Return (SDR). Providers can only report learners with a verified NSN. This means an NSN must have its name, date of birth, AND residential status verified on the NSI.

ITOs do not have to verify residential status for funding purposes. However, for reporting purposes, you will need to verify the residential status for learners undertaking off-job training with a provider.

We expect you to work with your providers to ensure that the learner's NSN residential status is verified on the NSI. This will allow providers to meet their reporting obligations.

Don't forget to talk to us before arranging training for volunteers...

Before you arrange training for volunteers, we need a brief overview of:

- › the industry
- › the nature of the volunteer work
- › the training programmes in which the volunteers are enrolled, and
- › the numbers you expect to enrol in 2018 and 2019.

Please note that we will approve funding for volunteers at an industry/programme level (not an individual volunteer level) and need the above information before we will approve (or otherwise) any funding.

...and remember to report the trainees as volunteers in the ITR

This is a reminder that you must report all volunteers in the Industry Training Register (ITR) as volunteers and not as employees. This is so we can monitor the volume of volunteers in the system.

Please review your enrolment processes to ensure that any volunteers are recorded accurately. We need to be able to see the history of volunteers that are being reported by each ITO. This will also inform our decision making when approving volunteer training.

All enrolments must be entered in the ITR within 90 days

We asked you for feedback to help us develop guidelines to monitor and consider any exceptions to the new 90 day funding condition (6.1(b)). The condition requires ITOs to submit all enrolment information into the ITR within 90 days of training commencing. We recognise that on occasion you may misplace enrolment forms; this condition is not aimed at these situations.

We received feedback from some ITOs, and most acknowledged they were comfortable working within the 90 day timeframe. For those ITOs that had some exceptions, we will be in touch with you individually about your concerns.

Please encourage learners to complete all fields on your enrolment form

When enrolling in training programmes, learners must complete the ITO's enrolment form. This form collects a variety of information and is often combined with the training agreement.

We mentioned last month that the enrolment information in the ITR needs to be complete. We have found that the instances of unknown information being reported in the ITR are increasing. Some ITOs have almost 50% (or more) of their learners with unknown post-school qualifications and 10% with unknown ethnicities reported in the ITR.

This indicates that the information is no longer being completed by or collected from the learner, or ITOs are no longer entering the information in the ITR.

Please ensure your learners are completing their enrolment forms and the information is being reported accurately in the ITR.

Next monitoring update to be published soon

Keep an eye out for the next TEC monitoring update, which is due out in the next week or so. You will find the next update and general information on our monitoring functions on our website under [Our role in monitoring the performance of the tertiary sector](#).



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