

Adult Literacy Educator fund

ALE001: TEO to supply information to the TEC

This condition is imposed under section 159YC(1) of the Education Act 1989.

As specified in section 159YC(1) of the Education Act 1989, it is a condition of a Tertiary Education Organisation (TEO) receiving funding that the TEO will supply to the TEC, from time to time as required by the TEC, and in the form specified by the TEC, any financial, statistical, or other information that a TEO is required by the TEC to supply.

TEO to submit reports

The TEO must supply a report to the TEC on 15 March, 31 July, 31 January, and, if the TEO is a PTE that delivers programmes during the third trimester, 15 December, that specifies:

- a) the number of learners who have completed their qualifications within 12 months of commencing their study; and
- b) the number of learners who are on track to complete their qualifications 12 months after commencing their study; and
- c) the number of learners who completed their qualifications within 24 months of commencing their study; and
- d) the number of learners who are on track to complete a qualification that has 120 credits, and is equivalent to level 6 and above on the New Zealand Qualifications Framework (NZQF), within 12 and within 24 months after commencing the study; and
- e) the number of learners who completed a qualification that has 120 credits, and is equivalent to level 6 and above on the NZQF, within 36 months of commencing their study.

The TEO must use the report templates provided by the TEC.

TEO to supply financial viability information to the TEC

The TEO must supply to the TEC information relating to the financial viability of the TEO if the TEC requests that information.

TEO to supply information to the TEC in certain situations

The TEO must notify the TEC immediately if:

- a) any record that the TEO is required to keep under the Education Act 1989 has been lost or damaged; or
- b) the TEO is no longer able to comply with a condition of funding.

PTE to supply information to the TEC in certain situations

This condition applies to a Private Training Establishment (PTE).

The PTE must notify the TEC immediately if:

- a) its NZQA registration or accreditation is cancelled; or
- b) it is in liquidation or receivership;
- c) it has a change of ownership or governance; or
- d) it changes its name; or
- e) it changes the location or locations at which the PTE delivers a course or courses.

For the purposes of this condition, a change of ownership or governance means any of the following:

- a) the merger of a PTE with another company or organisation; or
- b) transfer or sale to a trust; or
- c) transfer or sale of all or part of the business (assets) to a new owner; or
- d) change to the control of a PTE (private company); or
- e) change in a director of the PTE (private company).

ALE002: TEO to continue to meet specified criteria

This condition is imposed under section 159YC(2)(a) of the Education Act 1989.

The TEO must, for the length of the funding period, continue to be:

- a) an institute of technology or polytechnic (ITP); or
- b) a private training establishment (PTE); or
- c) a wānanga; or
- d) a university.

ALE003: TEO to continue to meet quality assurance requirements

This condition is imposed under section 159YC(2)(a) of the Education Act 1989.

The TEO must continue to be quality assured by:

- a) the New Zealand Qualifications Authority, if the TEO is an ITP, PTE, or wānanga; or
- b) the New Zealand Vice-Chancellors' Committee (trading as Universities NZ), if the TEO is a university.

ALE004: TEO to ensure that learners meet criteria

This condition is imposed under section 159YC(2)(a) of the Education Act 1989.

The TEO must ensure that each learner in an eligible ALE programme of study or training:

- a) is, and continues to be, a New Zealand citizen, or permanent resident of New Zealand; and
- b) is 18 years of age or over; and
- c) has the academic ability to complete the programme of study that leads to an appropriate qualification.

ALE005: TEO to ensure programmes meet criteria

This condition is imposed under section 159YC(2)(a) of the Education Act 1989.

The TEO must ensure that a programme of study or training in which an eligible learner is enrolled leads to a literacy and numeracy qualification or qualifications at level 5 and above on the NZQF.

ALE006: TEO not to receive other Crown funding

This condition is imposed under section 159YC(2)(a) of the Education Act 1989.

The TEO must:

- a) not (without the TEC's prior written consent) seek or obtain funding from any Crown source other than the TEC to fund a programme or training scheme that receives ALE funding; and
- b) notify the TEC immediately if it becomes aware of any circumstances that might result in a breach of paragraph a) of this condition.

ALE007: TEO to use funding responsibly

This condition is imposed under section 159YC(2)(a) of the Education Act 1989.

The TEO must use the funding:

- a) lawfully, responsibly, and for the purposes for which it is provided; and
- b) in a manner consistent with the appropriate use of public funds.

ALE008: TEO not to claim funding for recognised prior learning

This condition is imposed under section 159YC(2)(b) of the Education Act 1989.

The TEO must not claim funding for recognised prior learning credited to a learner.

To ensure that the TEO is able to comply with this condition, the TEO must:

- a) ask each learner to specify prior learning he or she has undertaken; and
- b) before admitting each learner into an ALE funded programme of study or training, review that information as it relates to each student; and
- c) retain documents that confirm that the learner has demonstrated the required knowledge or skill.

For the avoidance of doubt, recognised prior learning does not include repeated learning or training that the applicable quality assurance body requires learners to repeat periodically.

ALE009: TEO to repay over-funding

This condition is imposed under section 159YC(2)(a) of the Education Act 1989.

If the TEO receives ALE funding that is greater than it should have been, or that it was not entitled to receive, the TEO must treat the amount of the over-funding as a debt due to the Crown that:

- a) is repayable on demand; and
- b) may be set-off against all or any funding, or any sum of money payable by the TEC to the TEO.

ALE010: Tertiary Education Institutions to keep enrolment records

This condition is imposed under section 159YC(2)(a) of the Education Act 1989.

This condition applies to a Tertiary Education Institution (TEI) that receives ALE funding via an Investment Plan.

The TEI must keep accurate and up-to-date records of enrolments in accordance with any requirements developed by the TEC.

ALE011: TEO to verify learner identity

This condition is imposed under section 159YC(2)(a) of the Education Act 1989.

The TEO must verify the identity of each learner enrolled in a programme of study or training of more than 0.03 EFTS by doing one or more of the following:

- a) confirming that all data fields match the student's NSN; or
- b) receiving an assertion through the Department of Internal Affairs' [RealMe®](#) online identity verification service; or
- c) sighting the original or certified copy of a current passport; or
- d) sighting the original or certified copy of one or more of the following documents:
 - (i) a birth certificate; or
 - (ii) a certificate of identity; or
 - (iii) a New Zealand certificate of citizenship; or
 - (iv) an expired passport that has not been cancelled; or
- e) if a student is unable to obtain a birth certificate for the purposes of (d)(i) above, contacting the TEC to confirm that a whakapapa statement signed by both the student and a kaumātua is acceptable evidence of identity.

For the purposes of this condition a certified copy is a photocopy that has been endorsed as a true copy of the original. To be certified, the document must:

- a) be certified by an official of the issuing authority or a person authorised by law in New Zealand to certify documents, such as a Justice of the Peace, a lawyer or a court official (Court Registrar or Deputy Registrar); and
- b) have the official's signature on each page, with the name and title of the official shown clearly below his or her signature.

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