Additional Funding Requests

This document provides guidance about a new process for additional funding requests. This new process is for tertiary education organisations (TEOs) experiencing increased demand (or with forecast demand) in areas of strategic priority.

What you need to know

- This year we have improved our process for making additional funding requests

- From **4 June 2019**, TEOs experiencing increased demand or with forecast demand that want additional funding are asked to submit a [Request for Additional Funding template](#)

- We will assess whether funding the programmes requested will contribute to achieving our strategic priorities

- We will prioritise TEOs that meet certain criteria

- We will assess your relevant delivery and performance for the Fund, and

- If additional funding is approved we will re-provision your Mix of Provision (MoP) with the new allocation.

This year we have improved our process for making additional funding requests

From **4 June 2019** TEOs experiencing increased demand or with forecast demand that want additional funding are asked to submit a [Request for Additional Funding template](#).

Please submit the completed template in Workspace2 using the naming convention: **[EDUMIS] – Request for Additional funding – [funding year].**

Please then confirm your submission by emailing [sectorhelpdesk@tec.govt.nz] using the same naming convention in the subject line.

This process applies to all TEOs applying for additional 2020 funding or to amend 2019 funding.

Submissions for additional funding requests for 2020 need to be made by **21 June** for Plan-exempt Private Training Establishments (PTEs) and **12 July** for other TEOs, as part of a TEO's submission of their 2020 investment round documentation.

In the past, applications for additional funding for some funds were made through a specific tab in the MoP template. This section of the MoP templates has been removed. From 4 June 2019 onwards we will only assess requests for additional funding that are submitted via the Request for Additional Funding template

We will assess whether funding the programmes requested will contribute to achieving our strategic priorities…

This includes:

› responsiveness to stakeholders with a focus on meeting regional, industry and community needs
› targeted priorities
› good post-study outcomes, and
› consistency with your Plan, where you are required to submit one.

We will also consider if the requested provision could be delivered within your existing allocation through reprioritisation of poorer performing or less well aligned provision.

See Supplementary Plan Guidance, June 2019 for a summary of the strategic priorities we will consider when assessing your request.

We will also prioritise TEOs that meet certain criteria…

See the criteria below that we will use to assess your request for additional funding. If your application does not meet these criteria, your request will likely be unsuccessful. As a general principle we do not want to invest in areas where you have previous or forecast under-delivery or have poor educational performance indicator (EPI) results.

We will give priority to additional funding requests from TEOs with:

› an External Evaluation and Review rating of 1 or 2 as at 1 May 2019
› a confident or highly confident assessment of the 2020 proposed Plan (where a Plan is required)
› a financial viability rating for PTEs and community education providers of low or medium risk, and
› no investigations underway.

We will also assess your relevant delivery and performance for the Fund

This criteria will vary depending on the fund being applied for as outlined in the table below.

Funds	Assessment criteria by fund
SAC Level 1 and 2	2018 actual delivery in range 99% to 105% (based on the December SDR) TEC forecast* delivery for 2019 is above 99% (based on April SDR) Educational Performance Indicator (EPI) rates for 2018 are above sector or sub-sector rates for the priority areas in the Investment Briefs. *TEOs don't provide a forecast for SAC 1-2.
SAC Level 3 and above	2018 actual delivery in range 99% to 105% (based on December SDR) The mid-point of TEC and TEO forecast delivery for 2019 is above 99% (based on the April SDR). EPI rates for 2018 are above sector or sub-sector rates for the priority areas in the Investment Briefs.
Youth Guarantee	2018 actual delivery was 100% or more TEC forecast delivery for 2019 100% or more Proposed provision is at Levels 1 and 2 only (There are currently no additional level 3

Additional Funding Requests

	YG EFTS available for allocation) Proposed size of allocation: How close is it to minimum threshold (10 EFTS)? We will consider EPI rates against the sector benchmarks specified in the <u>Youth Guarantee performance framework</u>. Later this year we will be revising the benchmarks to use the newer EPI methodologies.
Industry Training	TEC forecast delivery for 2019 is within 5% of allocation Credit achievement rate in 2018 and/or three-year average for the specific programme/industry/learner type exceeds 70% EPI rates for 2018 are above sector or sub-sector rates for the priority areas in the Investment Briefs.
Adult and Community Education (ACE)	2018 actual delivery was 100% or more
Literacy and Numeracy funds	2018 actual delivery was 100% or more. TEO-Led Workplace Literacy and Numeracy – The percentage of learners studying at least 25 hours Intensive Literacy and Numeracy – The percentage of learners studying at least 80 hours Intensive Literacy and Numeracy ESOL – The percentage of learners studying at least 20 hours

We will only assess additional funding requests where we have available funding to allocate.

Where you are submitting a Plan or parts of a Plan such as a new mix of provision (MoP) or EPI Commitments template, we will look at additional funding requests at the same time that we consider the Plan. Our decision will be handled as part of the Plan assessment and funding approval process.

Where you are submitting requests separate to the Plan round we will confirm our decision with you as soon as possible - this may not be until after the relevant data submission round.

If additional funding is approved we will re-provision your MoP with the new allocation

Where we approve a request for additional funding as part of a Plan submission, we will re-provision your MoP with your new allocation on Workspace2. You must resubmit this to receive the funding increase.

When completing your MoP you need to be aware that:

› the Funded dollars columns in your MoP must match your funding allocation (within the allowed tolerance). If the value of the *Funded* column exceeds the tolerance, we will ask you to resubmit your MoP, and

› unfunded dollars columns in your MoP must not exceed the 105% allowance in the template to be accepted or assessed. If the value of the unfunded column exceeds the tolerance, we will ask you to resubmit your MoP.

If we approve a request for additional funding separate to the Plan round we will re-provision your MoP with your new allocation.