



Registration of Interest

Centre of Vocational Excellence: Primary Sector

This guidance document contains information to help you put together a CoVE Registration of Interest.

Centres of Vocational Excellence will form part of the fabric of New Zealand's new vocational education system

In 2018 the Minister of Education announced a review of the Vocational Education and Training (VET) System. This was followed by a proposal for system reform in February 2019, and consultation on the proposed changes as part of the Reform of Vocational Education (RoVE) programme. One of the fundamental changes in the new VET system is the introduction of Centres of Vocational Excellence (CoVEs).

CoVEs will be part of the fabric of New Zealand's new vocational education system. CoVEs will play a key role in driving innovation and excellence in vocational teaching and learning in areas of strategic importance to New Zealand by strengthening links with industry and communities.

The government has set the general parameters for each CoVE, but the specific design, functions and detailed subject matter of a CoVE will be determined by relevant stakeholders (such as industry groups, subject matter experts and researchers, and regional representatives).

The first two pilot CoVEs will be a Primary Sector CoVE and a Construction Sector CoVE. It is intended that each of these CoVEs will be made up of a consortium of interested parties, funded under a funding agreement with government for a specific period (up to five years).

We are conducting an evaluation and selection process to award funding for the Primary Sector CoVE and the Construction CoVE

The proposed outcome of this selection process is to enter into two funding agreements with the New Zealand Institute of Skills and Technology (NZIST) or wānanga, as host of the consortium that will establish and deliver on the outcomes of each pilot CoVE.

The agreement will outline the challenges and opportunities that each CoVE will address, the specific products, solutions and outputs that the CoVE will deliver, the way it will function and be governed, the success metrics and milestones that will be used to evaluate CoVE performance, and the CoVE consortium members.

To select the two CoVEs, we are engaging an independent Expert Evaluation Panel that includes industry experts in the relevant sectors. The Expert Evaluation Panel will be appointed by February 2020. The intent is that successful CoVE applicants will be selected and have funding agreed in order for the CoVEs to commence establishment from mid-2020.

The Registration of Interest is the first step in a two-stage CoVE selection process

The CoVE evaluation and selection process includes two stages:

- › A Registration of Interest (RoI) that is open to any applicants
- › A Request for Proposals (RfP) that will be restricted to only shortlisted applicants

The RoI will be used by the Expert Evaluation Panel to understand the challenges and opportunities that the CoVE intends to address, its deliverables and consortium membership. The Panel will evaluate the RoI form using a weighted attribute evaluation methodology. This means that different questions carry different weightings in the evaluation. The percentage weighting is displayed alongside each question in the RoI Form.

The Expert Evaluation Panel will use the information provided in the RoI to shortlist applicants who will then go through to the RfP stage.

It is acknowledged that the time required to submit an application is significant. The RoI has been designed to minimise the effort applicants need to invest in completing an application before knowing if you will be invited to submit an RfP.

For more information about the timelines for the selection process, and the approach for answering questions you may have during the RoI process, please refer to the TEC website: <https://www.tec.govt.nz/rove/coves/>

Guidance to complete the RoI Form

Section 1: Centre of Vocational Excellence (CoVE) details

Please select a name for your consortium. TEC will use this consortium name in any correspondence referring to your consortium. This section of the form also includes space for a short name if your consortium name is particularly long (e.g. ten or more words).

Each consortium will need to select a Consortium Lead Contact. All communication about the consortium's application will be channelled through the Consortium Lead Contact.

This section of the form is to provide the Consortium Lead Contact's details, so we can communicate with them about the application.

Please provide the Consortium Lead Contact's name, home organisation, position in home organisation, physical and postal addresses for CoVE communication, phone number(s) and email address.

Section 2: Declaration by Consortium Lead Contact

The Consortium Lead Contact is required to complete and sign the declaration confirming they and the Consortium Members:

- › agree to be bound by the RoI Process, Terms and Conditions set forth in Section 9 of the RoI Form,
- › do not have any Conflicts of Interest. If any actual, potential or perceived Conflicts of Interest exist, these must be briefly described in the declaration including how the consortia proposes to manage the Conflict of Interest.

The Consortium Lead Contact is also required to confirm through their declaration that they have authorisation from Consortium Members to submit the RoI Form on behalf of the consortium, and that the information contained in the application is, to the best of their knowledge, true and correct.

Section 3: CoVE focus, value and what you intend to deliver

This section of the form is for you to describe what your CoVE will do, and why this is of value.

The table below contains guidance about how to answer each question in this section.

| Question | Guidance |
|--|--|
| <p>3a. CoVE Outcomes Statement</p> <p>What is the core intent of the CoVE and its intended key outcomes?</p> | <p>This question is to 'set the scene' by providing a short, sharp statement about the CoVE's core reason for existing. A sufficient answer would require a few lines only.</p> |
| <p>3b. CoVE focus and value: Tell us about your CoVE</p> <p>Please describe the specific challenges or opportunities that the CoVE seeks to improve or address. How is this change or opportunity of importance to Aotearoa New Zealand?</p> <p>Describe the general approach the CoVE will take to address the challenges or opportunities, and how the CoVE's work will benefit the primary sector, the vocational education system, learners, employers and communities.</p> | <p>This question is intended to provide the Expert Evaluation Panel with a more detailed understanding of the core challenges and opportunities the CoVE seeks to address, why it is important to address these, and the general approach you would take.</p> <p>In your answer, please ensure you clearly explain:</p> <ul style="list-style-type: none"> › The problems (challenges or opportunities) the CoVE is trying to solve or improve, why you believe this is a problem, and the impacts of this problem on affected groups. › When describing the importance of this work for Aotearoa New Zealand, consider areas where you believe the work of the CoVE can have the biggest impact. › When describing the general approach the CoVE will take, consider who you will involve or partner with and why, what you will deliver, and how you will deliver it. › In your answer, please consider who will benefit from the work of the CoVE and in what ways. Specifically mention the benefits to the primary sector, vocational education system, learners, employers, and their communities. |
| <p>3c. CoVE deliverables</p> <p>List each specific CoVE deliverable (a product, a solution or an output) and summarise how each deliverable contributes towards meeting the specific challenges or opportunities that the CoVE seeks to address.</p> <p><i>Ensure deliverables are practical and feasible within the CoVE timeframe and funding available.</i></p> | <p>This question is intended to hone in on the specific CoVE products, solutions or outputs to provide the Expert Evaluation Panel with a clear idea of what you will deliver.</p> <p>Deliverables should be:</p> <ul style="list-style-type: none"> › To the best of your knowledge, non-duplicative – not already being delivered elsewhere in the sector or vocational education and training system › Specifically targeted towards the challenges or opportunities the CoVE seeks to address. › Practical and feasible within the CoVE timeframe and funding available. › Aligned to / contribute towards the specific challenge or opportunity the CoVE seeks to address. |
| <p>3d. CoVE's value within the Vocational Education system</p> <p>Outline how, to the best of your knowledge, the CoVE will create additional value in the vocational education system, and how the CoVE will not duplicate the functions of the NZ Institute of Skills and Technology and the Workforce Development Councils. Include details of the approach the</p> | <p>This question is focused on better understanding how the CoVE will carry out activities that complement, but do not duplicate the work of other parts of the vocational education system.</p> <p>We appreciate that the vocational education system is still in the process of being reformed, so your answer may be</p> |

| Question | Guidance |
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| CoVE will take to ensure that its activities are and continue to be of value to these organisations. | <p>based on certain assumptions. Please state any assumptions, and the source of any information you have based your answer on. This may include the information available on the internet about the functions of the NZIST and Workforce Development Councils (WDCs), or information obtained in the course of RoVE consultation.</p> <p>In your answer, please ensure you describe the ongoing approach you will take to understand the role, functions and needs of the NZIST and WDCs, and how you will use this to ensure the CoVE's work continues to be of value.</p> |

Section 4: CoVE success criteria and performance metrics

This section of the form is for you to describe how you will be able to confirm that the CoVE has addressed the challenges or opportunities, and that funding has had the intended impact and outcomes.

The table below contains guidance about how to answer each question in this section.

| Question | Guidance |
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| <p>4. What does success look like?</p> <p>How will you demonstrate that the CoVE has been successful in delivering on its intended outcomes?</p> <p>What reassurance, including any measures, would you provide to TEC to support this?</p> | <p>This is the observable change that tells you whether the CoVE has been successful.</p> <p>When thinking about how to demonstrate success, consider indicators of success that are specific, measurable, achievable within the available CoVE funding and timeline, relevant to the challenge or opportunity the CoVE seeks to address, and able to be measured at specific points in time.</p> <p>When considering what reassurance you would provide to TEC to support this, consider what types of measures you would use to evaluate and demonstrate success.</p> <p>You do not need to elaborate on specific measures and timeframes in the RoI, but will be asked for this information in the RfP if you are shortlisted.</p> |

Section 5: Consortium members

This section of the form is for you to list your consortium membership, and to summarise the relevance of each Consortium Member to the challenges or opportunities the CoVE seeks to address.

| Question | Guidance |
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| <p>5. Consortium members</p> <p>List the member organisations (together with the authorised contact) of this CoVE consortium, and their primary purpose for being part of the CoVE.</p> | <p>Consortium membership must include industry representation, and should include a range of expert representation from other areas, for example iwi and vocational education representatives.</p> <p>For all CoVE Member Organisations, please provide the name and position of at least one person authorised to represent the organisation within the consortium.</p> <p>CoVE membership should be aligned with the challenges or opportunities the CoVE seeks to address. Please summarise</p> |

| Question | Guidance |
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| | the primary purpose for each organisation to be part of the CoVE. 1-2 sentences is sufficient. |

Section 6: Collaboration and engagement approaches

CoVEs need to take a collaborative, partnership-based approach. This section of the form is for you to describe how you intend to collaborate within the CoVE, and with other stakeholders.

| Question | Guidance |
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| <p>6a. Collaboration amongst CoVE members</p> <p>Describe how you will collaborate as members within the CoVE</p> | <p>This question is aimed at understanding how you intend to work together as a CoVE.</p> <p>The consortium is anticipated to be formed by a mix of industry representatives and other stakeholders. Your answer to this question should demonstrate that you have considered how members will collaborate to be a productive and effective CoVE.</p> |
| <p>6b. Commitment to share the work of the CoVE for the benefit of other parties in the vocational education system</p> <p>Who in the vocational education system will benefit from the work of the CoVE and how will you share the CoVE's work with them to help them effectively leverage it?</p> | <p>CoVEs are expected to freely share their work and outputs across the vocational education system, so that all groups can leverage this work. This includes both public and private entities within the system.</p> <p>The purpose of this question is to confirm that the consortium has an understanding of the need to share outputs, and has considered an approach to assist other players in the vocational education system to get the most value from the CoVE's work.</p> |
| <p>6c. Collaboration with other stakeholders</p> <p>Who do you consider your stakeholders to be, and how do you intend to collaborate, engage or involve them in the CoVE's activities?</p> | <p>This question is aimed at ensuring you have considered who your stakeholders are, and that you have a general idea about how you intend to engage with them.</p> <p>You may have different approaches for different stakeholders depending the number of people in the stakeholder group, the type of engagement you require from them to achieve the CoVE's outcomes, and what is feasible and achievable for the CoVE.</p> |

Section 7: Capability of the consortium to deliver

This section of the form is for you to identify your host location, level of funding required, funding duration, and general governance and operational approach.

| Question | Guidance |
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| <p>7a. CoVE host location</p> <p>Please provide the name of the host NZIST campus or host wānanga.</p> <p>Please confirm you have support from either the Tumuaki / Te Taiurungi / Chief Executive or the relevant wānanga, the Chief Executive of the current institute of technology or polytechnic, or the NZIST Establishment Board.</p> | <p>The CoVE is expected to operate nationwide, however it will need to be hosted at a campus of the New Zealand Institute of Skills and Technology or a wānanga.</p> <p>This question has been included to ensure you have considered where the CoVE will be hosted from and have the support of the relevant host organisation.</p> |
| <p>7b. CoVE funding and duration</p> | <p>This question provides the Expert Evaluation Panel with a high level indication of the budget you require to deliver the CoVE's activities.</p> |

| Question | Guidance |
|---|--|
| <p>How much funding are you seeking, to support the CoVE's activities, and over what duration?</p> <p>Do you intend to supplement CoVE funding with financial (or in-kind) support from other sources, for example CoVE consortium members or industry groups?</p> | <p>The total available funding for the two pilot CoVEs is \$5 million per year (anticipated to be approximately \$2.5 million each), up to a maximum of five years.</p> <p>A more detailed budget breakdown will be required at the RfP stage if your application is shortlisted.</p> <p>Provision of supplementary funding or in-kind support from CoVE members or industry also provides an indication of the anticipated level of commitment to the work of the CoVE.</p> |
| <p>7c. Governance and operational approach to enable successful delivery</p> <p>Outline how your consortium will operate to enable the successful delivery of the intended CoVE outputs and outcomes.</p> <p>In your answer, please summarise your intended approach to governance and operational management of the CoVE.</p> | <p>A good answer to this question would be a short summary of the CoVE's intended structure, governance and management approaches, and how you see this enabling the CoVE to deliver.</p> <p>You do not need to go into a lot of detail: Instead, further detail about the CoVE's approach to planning, management, continual performance monitoring and improvement, reporting and decision making will be sought from shortlisted applicants at the RfP stage.</p> |

Section 8: Checklist

Ensure you have completed all items on the Checklist before submitting your Rol Form.

Section 9: Rol Process, Terms and Conditions

Ensure you have read and understood all content in the Rol Process, Terms and Conditions section. If you have any questions or concerns, please email our Point of Contact: CoVEs@tec.govt.nz.

General Rol requirements

Registration of Interest page limit

There is a 20 A4 page limit for this Rol. This is intended to reduce the effort required to complete an application, and to provide the Expert Evaluation Panel with succinct responses that can be fairly and effectively evaluated.

The 20 page limit includes any diagrams, images, footnotes, appendices and all other Rol content, but **excludes Section 8: Checklist, and Section 9: Rol Process, Terms and Conditions.**

Font size must be size 10pt or larger. Lines must use single spacing, with a 6pt space after the end of each paragraph.

Do not submit any additional material (e.g. brochures). This will not be considered in the evaluation.

How to submit your Registration of Interest

Save your signed Rol form as a PDF. Email it to CoVEs@tec.govt.nz **before** 12:00pm, Friday 6 March 2020.

Further questions

If you have any further questions related to the Registration of Interest or the CoVE evaluation and selection process, please email questions to CoVEs@tec.govt.nz.

To ensure the process is fair, all questions and answers will be published to TEC's website so applicants have access to answers at the same time. This can be accessed via the CoVEs page: <https://www.tec.govt.nz/rove/coves>