



Obj Ref: A1556986

30 April 2020

Tēnā koe

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Clarity on extramural delivery of programmes

We know the sector is working hard to provide the best for learners in response to COVID-19 restrictions on face-to-face engagement. I'd like to acknowledge the effort you are all putting into this, and to assure you that we are here to help in any way we can. With that in mind, we want to provide clarity on the rules regarding changes to your programme delivery.

If you receive funding under the Student Achievement Component (SAC) or Youth Guarantee (YG) funds, your current conditions of funding require that the TEC approve any change to your mode of delivery. This letter gives our approval for extramural delivery. Where relevant, we have made amendments to the funding conditions that currently restrict you from providing extramural delivery.

Our approval is given, and any amendments to funding conditions are made, in response to COVID-19 restrictions and will stay in effect until further notice. The TEC will regard the approval and amendments as applying to any changes to the way providers have been delivering programmes in response to COVID-19 restrictions from 1 January 2020 until we revoke the approval and amendments.

For the avoidance of doubt, extramural delivery for SAC and YG includes distance and online delivery, as well as a mix of delivery modes and approaches.

Funding conditions relating to extramural delivery of SAC and YG funds

We provide our approval for providers who receive funding under the Student Achievement Component (SAC) funds and Youth Guarantee (YG) fund, if required, to undertake a change to their mode of delivery. The relevant conditions are:

- SAC – *Qualifications at Levels 1 and 2 on the NZQF* – condition 5.4(b) and (c)(ii)(E);
- SAC – *Qualifications at Levels 3 and above on the NZQF* – condition 6.6(b) and (c)(ii)(E);
- YG – *condition 5.3(b) and (c)(ii)(E)*.

Amendment to YG funding condition

YG funding conditions currently restrict provision to face-to-face delivery (see condition 5.2(b)). In accordance with section 159YC(3), this restriction has been removed, until further notice.

If your funding conditions require you to obtain approval from the relevant quality assurance body, before making a significant change to a qualification (including the mode of delivery), you still require approval from that body (e.g. NZQA).



Extramural delivery of Adult and Community Education (ACE) and literacy and numeracy funds

In normal circumstances, ACE and literacy and numeracy programmes should generally be delivered face to face. Under the COVID-19 restrictions, we confirm that we do not expect those funds to be delivered face to face. The funds referred to include:

- ACE in Communities
- ACE in Schools
- ACE in TEIs
- Intensive Literacy and Numeracy (ILN)
- ILN – English for Speakers of Other Languages
- Workplace Literacy and Numeracy (WLN) – Employer-led
- WLN – TEO-led

Actions you need to take for SAC and YG funds

Obtain approval of the relevant quality assurance body for SAC and YG funds:

- If the change is temporary due to the COVID-19 response, you are not required to update STEO or report differently in the SDR.
- Please contact us if you are making permanent changes to your mode of delivery as the usual process still applies.

Actions you need to take for ACE and literacy and numeracy funds

We will contact you shortly with instructions about how to provide this information on delivery mode to us. We will keep a record of changes to your delivery mode for these funds.

Actions you need to take for all funds

Maintain records and evidence of delivery as usual:

- Despite the change to delivery modes, you will still need to be able to demonstrate you are meeting the requirements of your programmes, including the delivery of learning hours where appropriate.

TEC resources for online delivery

The TEC has gathered resources on best practice for online delivery both in New Zealand and overseas. The information is now available on our [website](#). We are exploring supporting these resources with interactive learning webinars with experts sharing their knowledge and answering your questions. To help us understand the level of interest you have for these sessions and possible topics please complete this [survey](#) by 5:00pm Friday 8 May.

If you wish to discuss this letter further, please contact the Customer Contact Group on 0800 601 301 or email customerservice@tec.govt.nz with the subject line 'Your EDUMIS – Extramural Delivery Changes'.

Thank you for the efforts you are all putting in to ensuring the best possible education for learners in these unprecedented circumstances.

Nāku noa, nā



Gillian Dudgeon
Deputy Chief Executive, Delivery



We ensure New Zealand's future success.