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| Investment Plan Template |

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Every effort is made to provide accurate and factual content. The TEC, however, cannot accept responsibility for any inadvertent errors or omissions that may occur.

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About this template

Subhead



Section heading

Tertiary education organisations (TEOs) should use this template to structure the strategic intent component of their Investment Plan (Plan).

Each section sets out the requirements for proposed Plans as stated in the [Education Act 1989 section 159P](http://www.legislation.govt.nz/act/public/1989/0080/latest/DLM183624.html), [Plan Guidance](http://www.tec.govt.nz/funding/funding-and-performance/investment/plan-guidance/) and the [Gazette notice](https://gazette.govt.nz/notice/id/2019-au1353). Using the template ensures that your Plan provides us with all the information we need, and nothing we don’t, in order to make informed investment decisions.

This template is intended to be used in conjunction with Plan Guidance and the [Investment Toolkit](http://www.tec.govt.nz/funding/funding-and-performance/investment/investment-toolkit/) (Toolkit). The Toolkit includes information, products and other templates that support you to develop your Plan.

You don’t need to complete all sections of the template, only those which are relevant to your organisation. You’re welcome to copy and paste information from other sources (such as your strategic plan) where information already exists.

If you include appendices please add these at the end.

Assessment of proposed Plans

**The criteria we use for assessing proposed Plans are set out in the Gazette notice**. Please refer to these criteria when completing each section.

These criteria enable us to assess the alignment of your proposed Plan with Government priorities and regional and national need, as well as your capability to deliver on its Plan.

When assessing proposed Plans against the criteria, we’ll take a holistic approach and may use a range of evidence, including, without limitation, the information contained in a proposed Plan, TEC engagement and monitoring information (including funding, performance, organisational, and financial data), TEO annual reports and strategic plans, quality assurance bodies’ information and reports, Plan engagement (where applicable), and both national and regional demographic and economic data.

When assessing how your organisation gives effect to the Government’s priorities, we will continue to align with the TES issued in 2014 in this investment round. When the new TES is published in 2020, we will provide additional information about the transition into the new TES. Your Relationship Manager or Advisor will also discuss this with you.

Templates for developing and submitting your Plan

TEOs who are required to submit a Plan in 2020, and received more than $5m of TEC funding in 2019, need to complete a [Summary of Planned Shifts](https://www.tec.govt.nz/funding/funding-and-performance/investment/investment-toolkit/). This must be submitted by **30 April 2020**.

The Plan submission deadline is **13 July 2020.** This includes submitting your Investment Plan, Mix of Provision (MoP) template and educational performance indicator (EPI) commitments template. We’ll then assess, engage further and all Plans must be finalised by 21 August.

All TEOs submitting Plans and receiving funding over $5m are now required to complete a Learner Success Plan template as part of their Plan. You can find this template in the [Investment Toolkit](http://www.tec.govt.nz/funding/funding-and-performance/investment/investment-toolkit/).

If you are requesting additional funding for 2021, you will need to complete the [Request for Additional Funding template](https://www.tec.govt.nz/assets/Forms-templates-and-guides/1b03a5b49e/Request-for-Additional-Funding-template-v3.xlsx) in the [Investment Toolkit](http://www.tec.govt.nz/funding/funding-and-performance/investment/investment-toolkit/).

Plans must be submitted to us via Workspace 2.

Questions

If you have any questions about this template, email customerservice@tec.govt.nz.

For general queries about your Plan please contact your Relationship Manager or Advisor.

We encourage you to check the [TEC website](http://www.tec.govt.nz/) regularly for the release of new information.

**You can delete from your final Investment Plan document any instructions in this template, including the TEC cover page and pages 2-5.**

# Investment Plan

[Insert your organisation’s name]

*You’re free to personalise the design of this template to match your branding.*

## Tertiary education organisation (TEO) details

Please complete the following details.

|  |  |
| --- | --- |
| TEO name |  |
| EDUMIS number |  |
| Lead contact for Plan discussions  This person must have a good understanding of the proposed Plan, be able to access Workspace 2 and be able to be contacted by the TEC for at least six weeks from the submission date |  |
| Work phone |  |
| Mobile |  |
| Email |  |

# 1. Mission and role



*Describe your organisation’s mission and role here including your role within the overall network of provision and provide evidence of how you will give effect to the Treaty of Waitangi (Treaty).*

*In this section we are looking for:*

* *evidence of a clear mission and role that drives your business decisions*
* *evidence of strong governance, management and academic leadership capability*
* *evidence that you’re well-placed to respond to key global and national trends*
* *information about your past performance*
* *how your programmes and activities support your mission and role, and*
* *if your organisation is a tertiary education institution (TEI) evidence of how your council acknowledges the principles of the Treaty in the performance of its functions and in the exercise of its powers.*

*Note: TEIs comprise of institutes of technology and polytechnics (PTEs), universities, and wānanga.*

*You should refer to the following strategic documents when completing this section:*

* *Plan Guidance, pages 17-19, ‘Your mission and role’, and*
* *The Gazette Notice*

# 2. Addressing the needs of your stakeholders and giving effect to government priorities



***Addressing the needs of your stakeholders***

*Describe who your stakeholders are, what they need and expect of you, and how you’re going to respond to those needs and expectations.*

*In this section we are looking for:*

* *who your key stakeholders are, which may include:*
* *learners enrolled with your organisation or prospective learners (in particular those who are Māori, or Pacific, or young people, or who have low levels of literacy and numeracy)*
* *employers, businesses or industries relevant to your organisation’s areas of delivery, and*
* *relevant communities, including those that support Māori and Pacific learners.*
* *how your organisation has identified and will respond to the needs of your key stakeholders in the community you serves, and*
* *how your organisation will report to your key stakeholders on progress towards meeting their needs.*

*You should refer to the following strategic documents when completing this section:*

* *Plan Guidance, page 19, ‘Addressing the needs of your stakeholders’.*
* *‘Info sheet: Labour Market Demand’ in the* [*Investment Toolkit*](https://www.tec.govt.nz/funding/funding-and-performance/investment/investment-toolkit/)*.*

***Giving effect to government priorities***

*In this section we are looking for evidence of:*

* *how you are responding to learners’ and employers’ need for skills for the labour market (Delivering skills for industry). You should refer to Post-Study Outcome (PSO) information product in the Investment Toolkit when completing this section.*
* how you are helping learners to make informed choices and a successful transition into tertiary study and into employment (*Getting at-risk young people into a career*)
* a credible plan to ensure delivery meets the needs of all learner groups, including Māori learners (*Boosting achievement of Māori*)
* a credible plan to ensure delivery meets the needs of all learner groups, including Pacific learners (*Boosting achievement of Pacific learners*)
* helping learners, including adults, to acquire literacy and numeracy skills (*Improving adult literacy and numeracy*)
* doing excellent research and sharing it effectively (Strengthening research-based institutions)
* value-creating engagement in international education (Growing international linkages). You should refer to the [International Education Strategy](https://enz.govt.nz/assets/Uploads/International-Education-Strategy-2018-2030.pdf) when completing this section.
* assessing and investing in the capability and performance of your teaching staff (*Evidence of investment in quality teaching*).

*We encourage you to use this table to show institution objectives and performance indicators in each of the following sub sections.*

|  |  |
| --- | --- |
| **Institution objective** |  |
| **Description of related activities (if required)** |  |
| **Performance indicator** |  |
| **Baseline, [year]** |  |
| **Interim target, [year]** |  |
| **Final target, [year]** |  |
| **Where this is not explicitly stated please indicate how this objective is reflected in your mix of provision (MoP) and/or educational performance indicators (EPI) commitments** |  |
| **Additional information (e.g. where is this taking place – region, industry sector etc.)** |  |

*To add more institution objectives, copy and paste the table above and edit as required.*

***Note*** *please complete a response for all TES priorities that are relevant to your organisation.*

*All TEOs submitting Plans and receiving funding over $5m are required to submit a Learner Success template in this investment round. The Learner Success template covers the requirement of this section in more detail. You are therefore not required to complete sections “Boosting achievement of Māori” and “Boosting achievement of Pacific learners” if you submit a Learner Success template.*

*You should refer to the following strategic documents and tools when completing this section:*

* [*Tertiary Education Strategy*](https://education.govt.nz/further-education/policies-and-strategies/tertiary-education-strategy/)*,*
* *Plan Guidance, especially pages 19 to 25, and*
* *Investment Briefs and other information in the* [*Investment Toolkit*](https://www.tec.govt.nz/funding/funding-and-performance/investment/investment-toolkit/)

# 3. Programmes and activities



*Describe how your organisation’s proposed activities will support it to fulfil its mission and achieve its specific goals for the term of the Plan.*

*Describe any key new activities your organisation is planning to undertake over the Plan period and a brief description of other programmes and activities not funded by the TEC (if not included in your MoP).*

***In this section we are looking for:***

* *all planned programmes and activities for which your organisation is seeking funding, including planned learner numbers by New Zealand Qualification Framework level and total funding sought (using your MoP)*
* *a brief description of other programmes and activities not funded by the TEC (this information must be provided either via your MoP or as a description in this section), and*
* *any key new activities your organisation is intends to undertake over the Plan period.*

***In addition,*** *if you subcontract delivery of activities, you need to provide a brief description of significant programmes and activities undertaken through the subsidiary bodies. The description of the programmes activities undertaken through subsidiaries must include:*

* *a description of the main activities undertaken by the subsidiary body*
* *the dollar value of your organisation’s investment in the subsidiary body, and*
* *a brief description of the governance and accountability arrangements in place (this information must be provided via a Subcontracting Register).*

*Contact your Relationship Manager or Advisor if you are unsure whether certain activities need to be declared in the Subcontracting Register.*

***You should refer to the following strategic documents and tools when completing this section:***

* *Plan Guidance, page 12, ‘Summary of Activity (“Mix of Provision”)’, and*
* *Investment Briefs in the* [*Investment Toolkit*](https://www.tec.govt.nz/funding/funding-and-performance/investment/investment-toolkit/)

***Required to be submitted via Workspace 2:***

* *completed MoP template showing total TEC funding sought, and*
* *completed Subcontracting Register if subcontracting arrangements are in place.*

# 4. Outcomes and measures



*Describe your organisation’s proposed outcomes outcomes (in relation to the tertiary education programmes and activities for which funding is sought) and the performance indicators that you will use to measure whether those outcomes have been achieved (any information submitted in your EPI commitments template does not need to be replicated here).*

*In this section we are looking for:*

* *how your organisation is responding to the priorities set by the TEC in its Plan Guidance, Investment Briefs, and other strategic documents*
* *how your organisation has performed against the performance commitments you made in your last Plan, particularly those relating to Māori and Pacific learners (only applicable if your organisation has previously received plan funding)*
* *how your organisation has responded to data from the TEC about post-study employment outcomes, and about your organisation’s level of re-enrolments*
* *the findings of any quality assurance reviews*
* *any key changes that your organisation is making that are likely to have a significant impact on your educational performance or other outcomes*
* *your organisation’s educational and financial capability and performance, including:*
  + *if your organisation is a TEI or an industry training organisation, whether it has received a satisfactory assessment on the TEC’s Financial Monitoring Framework, and*
  + *if your organisation is a private training establishment (PTE), whether it is meeting the TEC’s Prudential Financial Standards for PTEs.*
* *your organisation’s governance and management capability in forecasting, planning, implementation, and (where applicable) providing supplementary information such as capital asset management reporting. This includes demonstration of governance and management commitment to improving outcomes for Māori and Pacific learners, and*
* *your organisation’s ability and commitment to work with other TEOs to build system responsiveness and sustainability, and pathways through the education system.*

***You should refer to the following strategic documents when completing this section:***

* *Plan Guidance, page 12, ‘Performance Measures’, and*
* *Investment Briefs in the* [*Investment Toolkit*](https://www.tec.govt.nz/funding/funding-and-performance/investment/investment-toolkit/)

***Required to be submitted via Workspace 2:***

* *completed EPI commitments template.*

# 5. Additional information



*If your organisation is required to provide other additional information, enter that here.*

*This could include forecast financial statements, capital asset management information (for tertiary education institutions), and any other information needed to fairly reflect your forecast financial operations and financial position, e.g. information about subsidiaries for which you have residual liability.*

*We may use this information to assess whether your organisation is likely to have the financial ability to deliver on its proposed Plan.*

***You should refer to the following strategic document when completing this section:***

* *Plan Guidance, page 12, ‘We may ask you to provide additional information about your financial outlook to accompany your proposed Plan’.*

# 6. Additional requirements for tertiary education institutions (TEIs)



*TEIs are required to submit a forecast Statement of Service Performance (SSP), which must:*

* *be prepared in accordance with Generally Accepted Accounting Practice, including reporting costs summarised by key output classes/areas*
* *reflect the full scope of your institution’s activities*
* *focus on the outputs/services of your institution, and*
* *include measures and evidence about the quality of these outputs/services.*

*You should also explain how you will manage your capital assets to support your mission and role over the period of your proposed Plan, including any new significant capital initiatives.*

***You should refer to the following strategic documents when completing this section:***

* *Plan Guidance, page 13, ‘Special requirements for TEIs’.*

***Required to be submitted via Workspace 2:***

* *Forecast Statement of Service Performance.*

# 7. Additional requirements for industry training organisations (ITOs)



*ITOs must:*

* *You must specify the activities, set out in section 10(2) of the Industry Training and Apprenticeships Act 1992 (the Act), in relation to which funding is sought, and*
* *if your organisation is seeking funding for apprenticeship training activities, specify how it intends to carry out each of the activities set out in section 13D(2) of the Act.*

***You should refer to the following strategic documents when completing this section:***

* *Plan Guidance*
* [*Industry Training and Apprenticeships Act 1992, section 10*](http://www.legislation.govt.nz/act/public/1992/0055/latest/DLM266653.html)*, and*
* [*Industry Training and Apprenticeships Act 1992, section 13D*](http://www.legislation.govt.nz/act/public/1992/0055/latest/DLM6091992.html)*.*

# 8. Further information



*If you wish to add any further information, enter that here.*