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# Learner Success Plan Template

This template is for Tertiary Education Organisations (TEOs) to use to describe their approach to improving outcomes for all learners. All TEOs receiving more than $5 million in funding are required to use this template as part of their Plan submission. The information you provide will be assessed as part of your Plan.

* Please submit the completed Template (pages 2 to 6) in Workspace2 using the naming convention: **[EDUMIS] – Learner Success Plan Template – [funding year]**. Submissions are due on **7 August 2020**.
* Each section provides guidelines on what information to provide. You may also provide any other relevant information, or attach supporting information as an appendix.
* Please ensure that any appendices are attached to the Template and all pages are saved as **a single file**.
* Your final document should not be more than 10 pages including appendices, and word limits apply where indicated. Any extension of page and word limits will not be assessed.

## Learner Success Plan Template

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| **1** | **Parity of participation and achievement** |
|  | For this section, please provide evidence that you:* know who your learners are and where they come from, for example:
	+ what are the demographics of your “learner catchment”?
	+ is your current learner cohort representative of this “learner catchment”?
* have a good understanding of how well your learners are performing and what, if any, are the differences in achievement, for example:
	+ what are the differences in retention, progression and completion rates between Māori, Pacific and non-Māori/non-Pacific learner cohorts?
* have a good understanding of reasons behind parity gaps and what you can do to address these gaps, for example:
	+ what initiatives have you undertaken to address these parity gaps?
	+ how effective have these initiatives been?
	+ are there other things that could be done to address these parity gaps; either by you, the TEC or other groups?
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|  | (in 500 words or less) |

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| **2** | **Organisational commitment to learner success** |
|  | For this section, please provide evidence of:* governance and management understanding of learner success at your organisation, for example:
	+ is there regular reporting to management and governance on performance for learners?
	+ who is the most senior officer in your organisation accountable for learner success?
	+ do you have a comprehensive set of performance measures related learner success? How are they reported? To whom, how often?
	+ [for TEIs] do you have learner success measures included in your Statement of Performance Expectations?
* whole of organisation commitment to learner success, for example:
	+ do you have any strategies or initiatives to get broad buy-in to learner success from across your organisation? (eg, regular SLT-level communications on learner success).
	+ is learner success a key element of your organisation’s strategic plan?
	+ do staff have KPIs and professional development plans which include learner success?
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|  | (in 500 words or less) |

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| **3** | **Culturally appropriate and responsive process and practice** |
|  | For this section, please provide evidence of:* how you ensure that teaching and learning practices are culturally relevant, for example:
	+ how do you embed culturally responsive teaching practices in course design and delivery?
	+ what proportion of teaching staff have teacher training or appropriate professional development?
	+ is the make-up of teaching staff representative of your learners?
* how you ensure you understand your learners’ needs, for example:
	+ how/do you use data (including predictive analytics) to understand learners' risk factors/barriers
	+ are interventions designed and implemented based on data and evidence?
	+ do you have systematic enrolment, academic, and employment pathway plans for each learner?
	+ how do you ensure student support initiatives are relevant and effective?
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|  | (in 500 words or less) |

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| **4** | **Partnerships with stakeholders for learner success** |
|  | For this section, please provide evidence of:* how you develop meaningful partnerships and work with key stakeholders to build learner success, for example:
	+ how do you engage with learners and families prior to enrolment?
	+ how do you work with schools to understand future learner needs?
	+ do you regularly review and update orientation information informed by future leaner needs?
	+ do you have a tertiary preparedness programme for prospective learners?
	+ do you have consistent, relevant and usable information about each qualification (including prerequisites and possible employment pathways and outcomes)?
	+ how do you take account of local employer needs in programme design and delivery?
	+ how do you take account of local iwi and other community needs in programme design and delivery?
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|  | (in 500 words or less) |

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| **Additional comments (if any):** |
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