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| Template for Learner  |

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Te Amorangi Mātauranga Matua

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The Tertiary Education Commission (TEC)

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# About this template

Subhead



Section heading

Providers should use this template to structure the Learner Success component of their Investment Plan (Plan).

This template captures what you must submit for the Learner Success part of your proposed Plan if you already have a Learner Success Plan. The expectations for this are stated in the [Plan Guidance](http://www.tec.govt.nz/funding/funding-and-performance/investment/plan-guidance/), Supplementary Plan Guidance, and the [Gazette notice](https://www.gazette.govt.nz/notice/id/2020-au2808). The template should be submitted alongside your other Plan documents.

When you complete this template, use [Plan Guidance](https://www.tec.govt.nz/funding/funding-and-performance/investment/plan-guidance-and-toolkit/)  to understand our priorities, requirements and expectations.

#### Assessment of proposed Plans

The criteria we use for assessing proposed Plans are set out in Plan Guidance and the Gazette notice. Please refer to these criteria as you complete each section.

#### Plan documents are due July 5th

All components of your Plan must be submitted together by July 5th 2024. This may include:

* your Strategic Intent,
* your Learner Success Plan or significant progress update (to your LSP) (this template)
* your Disability Action Plan (DAP) if you don’t already have one, or a link to your published DAP (which needs to have been updated in the previous six months),
* Mix of Provision (MoP) templates, and
* Educational Performance Indicator Commitments (EPIC) template.[[1]](#footnote-1)

Refer to the page 70-71 of Plan Guidance to help you understand the parts of a Plan you need to submit.

#### Tips for submitting documents

* You must submit all parts of your Plan to us via DXP Ngā Kete as either a Word or PDF document.
* We recommend naming your document [PROVIDER name] *Learner Success Significant Progress Update.*
* Documents, including appendices, must be 75MB or under.
* Please don’t encrypt your documents or embed any PDF files in them, as TEC’s anti-malware service cannot scan these documents, and they cannot be uploaded.

#### Questions

For general queries about your Plan or this template please contact us at customerservice@tec.govt.nz or 0800 601 301 or speak to your Relationship Manager.

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

Feel free to personalise the design of this template with your branding.

# Learner Success Significant Progress Update

If you are receiving $5m[[2]](#footnote-2) or more in on-Plan funding from us, you are required to have a Learner Success Plan (LSP). Our assessment of LSPs will inform our investment decisions.

If we determine that your LSP is incomplete or inadequate, we may request that you resubmit a LSP outside of the Plan cycle.

**Specific requirements for TEOs without a current LSP**

If you do not currently have an LSP and are receiving $5m or more in on-Plan funding from us, you must provide a **new LSP** as one of the Plan documents.

**Specific requirements for TEOs which have a current LSP**

If you have a current LSP, you must provide a **significant update** on progress against your LSP.

The sections below set out what you should include in your significant progress update. You may also provide any other relevant or supporting information as an appendix.

Refer to ‘Our investment approach focuses on achieving system-wide equity of educational outcomes’ on page 10 of Plan Guidance.

#### Tertiary education organisation (TEO) details

Please complete the following:

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| TEO name |  |
| New Zealand Business Number (NZBN) (if known) |  |
| EDUMIS number |  |
| Lead contact for Plan discussions: This person must have a good understanding of the proposed Plan, be able to access DXP Ngā Kete and be contactable by the TEC for at least three months from the submission date. If there are different contacts for your Learner Success Plan and other parts of the Plan please make that clear. |  |
| Work phone |  |
| Mobile |  |
| Email |  |

## Section 1 – progress update

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| Pleaseprovide a progress update on what has been achieved against your LSP, including:* What have been the outcomes achieved so far from the implementation of your LSP?
* What difference has this made for learners?
* How have you addressed equity gaps of educational outcomes and lifted performance?
* How has progress been monitored?
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Write your response here.

(Recommended words: 2,000 or fewer)

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| Please provide lessons learnt including what has worked and what has not against your LSP, including:* What interventions and initiatives have you tried?
* Have these been evaluated? Have they worked?
* What has worked well, and what are the main issues or areas of concern? [Please align your response to the seven learner success capabilities where appropriate]
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## Section 2 – lessons learnt

Write your response here.

(Recommended words: 2,000 or fewer)

**Section 3 – next steps**

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| Provide an overview of the next steps, including: * What is the next stage of your LSP to be implemented? How does this align to the stages of the Learner Success Framework?
* How are the outcomes from previous work in implementing your LSP informing the next steps?
* Do you already have a target date for achieving your vision of learner success (including equity of education outcomes)? If not, please provide one. If you do, has this changed (and why)?
* What changes, if any, are you making to your LSP?
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Write your response here.

(Recommended words: 2,000 or fewer)

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| Please add any further comments to support our understanding of your learner success work (optional). |

**Further information (optional)**

Write your response here.

(Recommended words: 2,000 or fewer)

1. If you are a new provider, you will be asked to submit MoPs and EPICs later if your application for funding is approved. [↑](#footnote-ref-1)
2. The $5 million threshold is decided based on the final funding allocation you were given for 2024 (as confirmed to you by letter in late 2023). [↑](#footnote-ref-2)