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| Template for Learner |

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# About this template

Subhead



Section heading

Providers should use this template to structure the Disability Action Plan (DAP) progress update component of their Investment Plan (Plan).

If you already have a DAP, you must submit a progress update as part of your proposed Plan. This template captures what you should submit in your progress update. The expectations for this are stated in the [Plan Guidance](https://www.tec.govt.nz/funding/funding-and-performance/investment/plan-guidance), Supplementary Plan Guidance and [Gazette notice](http://www.gazette.govt.nz/notice/id/2025-sl999). Submit the template alongside your other Plan documents.

To understand our priorities, requirements and expectations when completing this template, see [Plan Guidance.](https://www.tec.govt.nz/funding/funding-and-performance/investment/plan-guidance)

#### 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 on 4 July

Submit this template, alongside the other components of your Plan, by 4 July 2025.

Refer to pp. 52–53 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] *Disability Action Plan Progress update.*
* Documents, including appendices, must be no larger than 75 MB.
* Please don’t encrypt your documents or embed any PDF files in them, as the Tertiary Education Commission’s (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](mailto:customerservice@tec.govt.nz) or 0800 601 301, or speak to your Relationship Manager.

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

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

# Disability Action Plan Progress update

If you receive $5 million or more in on-Plan funding from us,[[1]](#footnote-1) you are required to have a Disability Action Plan (DAP). Our assessment of DAPs will inform our investment decisions.

**Specific requirements for tertiary education organisations (TEOs) that have a current DAP**

If you have a current DAP, you must provide a **progress update** against your DAP. We recommend using this template.

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

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

If you do not currently have a DAP and are receiving $5 million or more in on-Plan funding from us, you must provide a **new DAP** as one of the Plan documents. There is no set template for your DAP. Instead, create your own document using the [Disability Action Plan Guidance](https://www.tec.govt.nz/funding/funding-and-performance/investment/plan-guidance).

Refer to “Achieving system-wide improvements in educational outcomes for economic growth” on p. 13 of Plan Guidance.

#### 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 Disability Action 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 DAP, including:   * What outcomes have been achieved so far from the implementation of your DAP? How are you working with your learners and staff to achieve better outcomes? * What difference has this made for learners? Provide evidence that your interventions are having the intended impact/outcome, and if they are not, please explain why. * How have you addressed gaps of educational outcomes and lifted performance? * How have you monitored progress? |

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 DAP, including:   * What interventions and initiatives have you tried? * Have you evaluated these? What has been the impact? * What do the evaluations demonstrate about the progress and impact? * What has worked well, and what are the main issues or areas of concern? Explain the key reasons for interventions working, or not. |

## 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 DAP to be implemented? * How are the outcomes from the lessons learnt informing the next steps? * What changes, if any, are you making to your DAP? Please explain why you are making these changes. |

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 work (optional). This may include any areas that you require more support in. |

**Further information (optional)**

Write your response here.

(Recommended words: 2,000 or fewer)

1. The $5 million threshold is decided based on the final funding allocation you were given for 2025 (as confirmed to you by letter in late 2024). [↑](#footnote-ref-1)