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# About this template

Subhead



Section heading

Providers should use this template to structure a new Learner Success Plan as part of their Investment Plan (Plan).

This template captures what you must submit for the Learner Success Plan (LSP) part of your proposed Plan if you are completing an LSP for the first time. The expectations for this are stated in the [Plan Guidance](http://www.tec.govt.nz/funding/funding-and-performance/investment/plan-guidance/) and [Gazette notice](http://www.gazette.govt.nz/notice/id/2025-sl999). Submit the template alongside your other Plan documents.

If you have previously submitted a Learner Success Plan, use the [progress updated template](http://www.tec.govt.nz/funding/funding-and-performance/investment/plan-guidance/).

To understand our priorities, requirements and expectations when completing this template, see [Plan Guidance](http://www.tec.govt.nz/funding/funding-and-performance/investment/plan-guidance/). We also recommend that you ensure you are familiar with the [Learner Success Framework](https://www.tec.govt.nz/oritetanga-learner-success/new-oritetanga-tertiary-success-for-everyone/learner-success-framework/).

#### 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] *Learner Success Plan*
* 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.
* **New providers only** can submit documents by email tocustomerservice@tec.govt.nzwith the subject: [Edumis #] - New Provider Learner Success Plan for 2026 funding.

#### 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 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.

# Learner Success Plan

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

The LSP must:

* be approved by your Council or Board; and
* detail your approach to improving outcomes for all learners, including support for learners most in need (for example, those from low socio-economic backgrounds, with low prior achievement, or who are disabled[[2]](#footnote-2), neurodiverse, Māori and/or Pacific); and
* include a description of your current state of learner success and a roadmap of tangible goals and milestones to achieve improved outcomes for learners.

You must report against your LSP in line with your funding conditions.

If we find that your LSP is incomplete or inadequate, we may ask you to resubmit an LSP outside of the Plan cycle.

**Specific requirements for tertiary education organisations (TEOs) without a current LSP**

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

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

If you have a current LSP, you must provide a **progress** **update** against your LSP using the [progress update template](http://www.tec.govt.nz/funding/funding-and-performance/investment/plan-guidance/).

You may also provide any other relevant or supporting information as an appendix.

#### TEO details

Please complete the following:

|  |  |
| --- | --- |
| 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 – future state

|  |
| --- |
| Provide a short vision statement of your long-term goal(s) for improving educational outcomes for all learners. Please discuss: * How you are addressing the gaps between different learner groups, for example, those from low socio-economic backgrounds, with low prior achievement, or who are disabled[[3]](#footnote-3), neurodiverse, Māori and/or Pacific.
* What does success look like for your organisation and your learners? Include a specific target date for achieving this vision.
* How well does your vision represent the aspirations of your stakeholders?
* How is the vision owned and driven by your Council/Board and senior leadership team?
* What do you see as the long-term issues that will need to be addressed?
 |

Write your response here.

(Recommended words: 2,000 or fewer)

|  |
| --- |
| Provide a snapshot of current learner performance, including data and evidence:* Problem definition – using the seven learner success capabilities, can you identify the current main issues or areas of concern in relation to you supporting your learners to succeed?
* Do you know the cause(s) of these issues? What evidence do you have?
* What interventions and initiatives have you already tried? Have these been evaluated? Why have they worked or not worked?[[4]](#footnote-4)
* What stage of the Learner Success Framework are you at? If you are beyond Stage One (Preparing for Success), what specifically have you done (including budget and resourcing)?
* Who owns this work at the executive leadership level, and how is it being managed?
* What have been the outcomes of your learner success projects? Do you report progress to your Council or Board?
 |

## Section 2 – current state

Write your response here.

(Recommended words: 2,000 or fewer)

|  |
| --- |
| Provide an overview of a project plan which demonstrates how you will get from the current state to the future state, including:* What is the next stage of the Learner Success Framework to be implemented? How have the outcomes from previous stages informed the next steps? Is there anything you would do differently?
* Detail a roadmap including timelines, milestones, deliverables, targets, measures and resources.
* How does the roadmap link to the problem definition in Section 2, ie, why are you doing these specific things? Your roadmap plans must align with Learner Success Framework stages and the seven learner success capabilities.
* How will progress be monitored? This includes who will be accountable for progress and achievement of milestones.
* What are the specific medium- to long-term goals, targets and measures?
* Who has been involved in developing the roadmap, targets and measures, including any external stakeholders?
 |

**Section 3 – a roadmap**

Write your response here.

(Recommended words: 2,000 or fewer)

|  |
| --- |
| Please add any further comments to support our understanding of your learner success work (optional), including any concerns you may have or areas that require more support. |

**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)
2. You can describe your approach to addressing gaps for neurodiverse and disabled learners in your Disability Action Plan, if you have one. [↑](#footnote-ref-2)
3. You can describe your approach to addressing gaps for neurodiverse and disabled learners in your Disability Action Plan, if you have one. [↑](#footnote-ref-3)
4. Not all TEOs will be at the point of being able to do this because they have not done anything yet, or they have not evaluated anything. [↑](#footnote-ref-4)