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| Template for Learner  |

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**Authors**

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 progress update component of their Investment Plan (Plan).

If you already have a Learner Success Plan (LSP), 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](http://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](http://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] *Learner Success 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 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 Progress update

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 and LSP updates will inform our investment decisions.

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

If you have a current LSP, you must provide a **progress update** against your LSP. 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 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 the Plan documents. Please refer to [LSP guidance](http://www.tec.govt.nz/funding/funding-and-performance/investment/plan-guidance/) on how to complete an LSP.

Refer to “Achieving system-wide improvements in educational outcomes for economic growth” on pp. 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 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 so far, including:* What outcomes have been achieved so far from the implementation of your LSP? How are you working with your learners and staff?
* What difference has this made for learners? Provide any evidence that your interventions are or are not having the intended impact/outcome.
* How have you addressed gaps of educational outcomes between learner groups 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 LSP, including:* What interventions and initiatives have you tried?
* Have you evaluated these? What has been the impact?
* What has worked well, and what are the main issues or areas of concern? Please explain why or why not the initiatives have worked. (Please align your response to the seven learner success capabilities where appropriate.)
 |

## 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? What new initiatives and projects are you going to undertake?
* How are the outcomes and lessons learnt from previous work in implementing your LSP informing the next steps outlined in your roadmap?
* Do you already have a target date for achieving your vision of learner success (including addressing gaps of education outcomes between learner groups)? If not, please provide one. If you do, has this changed (and why)?
* What changes, if any, are you making to your LSP? Please explain why you are making these changes.
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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). 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)