

Employer-led Workplace Literacy and Numeracy Funding Confirmation Guide

Funding overview

TEC's funding functions

We are tasked with undertaking the following functions (among a longer list of functions) in relation to the allocation of funding to tertiary education organisations and other organisations such as yours:

- assessing proposed plans or applications and deciding whether they will receive funding approval by applying the relevant assessment criteria;
- determining the amount of funding payable to organisations by applying the appropriate funding mechanisms; and
- allocating funding to organisations that have plans or organisations such as yours that are exempt from the requirement to submit a plan and instead provide an application.

Minister's funding mechanisms

The Minister for Tertiary Education, Skills and Employment determines the design of funding mechanisms that we must use to fund tertiary education organisations and other organisations such as yours by making funding determinations pursuant to section 159L of the Education Act 1989.

TEC implementing funding mechanisms

It is our role to implement the Minister's funding mechanisms. In accordance with section 159YA of the Education Act 1989, we are able to give funding approval subject to conditions, but only if the conditions are:

- conditions that the Minister has determined we must attach to funding (as set out in the Minister's funding mechanism); or
- conditions that we consider necessary under certain circumstances.

The statutory framework provides that if your organisation accepts the funding, it also accepts the funding conditions imposed by TEC. This means that your organisation is not required to confirm acceptance of the funding and funding conditions by signing and returning a copy of the Funding Confirmation.

Your funding confirmation package

Your funding confirmation package contains the following documents:

1. a **cover letter** confirming that we have approved your organisation receiving funding;
2. this **Funding Confirmation Guide** which provides an overview of how to read your Funding Confirmation and how this ties in with the Education Act 1989; and
3. your **Funding Confirmation** which sets out the following details:
 - **Key Particulars.** The Key Particulars table on the first page of the Funding Confirmation provides a snapshot of the details that your organisation needs to know about the funding we have approved your organisation receiving. This includes details of the funding period, the Funds that your organisation is receiving funding from and the amount of funding approved for your organisation.
 - **Funding Confirmation terms and conditions -** The main body of the Funding Confirmation sets out funding Conditions and other provisions relating to your organisation's receipt of our funding. The funding Conditions set out in this part of the Funding Confirmation apply to your organisation's receipt of Funding from all Funds named in your Funding Confirmation. The Conditions are imposed pursuant to section 159YC(2) of the Education Act 1989.
 - **Appendix 1: Overview of purpose of Funding.** This Appendix provides a brief overview of the purpose of the Fund that your organisation is to receive funding from. This description is intended to give your organisation a sense of what your organisation is required to achieve with such funding.
 - **Appendix 2: Funding.** This Appendix provides a breakdown of funding that your organisation has been approved to receive. Additional funding provisions that apply either generally or in relation to funding received from a specific Fund are also set out in this Appendix.
 - **Appendix 3: Fund-specific Conditions.** This Appendix sets out any funding Conditions that apply in relation to your organisation's receipt of funding from a particular Fund. The Conditions are imposed pursuant to section 159YC(2) of the Education Act 1989.
 - **Appendix 4: TEO-specific Conditions.** This Appendix sets out any funding Conditions that apply in relation to your organisation's receipt of funding that are particular to your type of organisation or to you. The Conditions are imposed pursuant to section 159YC(2) of the Education Act 1989.
 - **Appendix 5: Reports.** This Appendix sets out reports that your organisation must provide.
 - **Appendix 6: Investment Plan.** This Appendix contains a copy of the Investment Plan you provided TEC when making your funding application (or, where you have been granted an exemption from having an Investment Plan, sets out the performance requirements you are required to deliver to).
 - **Appendix 7: Contacts.** This Appendix specifies the initial contact persons and their contact details.

Education Act 1989

In addition to the funding conditions set out in paragraph 3 and Appendix 3 of the Funding Confirmation, the Education Act 1989 also sets out a number of statutory conditions that apply to your organisation's receipt of funding. These conditions are set out in section 159YC(1) of the Education Act 1989. This condition relates to the supply of financial, statistical or other information to us or the Ministry of Education from time to time, as required by either of those organisations.

The Education Act 1989 also requires your organisation to comply with certain provisions that relate to accountability for funding. These provisions are set out in section 159YD of the Education Act 1989. This provision relates to record-keeping and reporting/provision of information.

Part 13A of the Education Act 1989 also provides statutory authority for us to take certain actions in respect of an organisation's receipt of funding, including suspending or revoking funding. Reference

has been made to these provisions in the Funding Confirmation and the provisions as set out in the Education Act 1989 will be applied where applicable.

Accordingly, your Funding Confirmation should be read alongside your Organisation's statutory obligations and our statutory authority in respect of such funding.