

19 August 2021



Tēnā koe

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Clarity on extramural delivery of programmes

We know the sector is working hard to provide the best experience for learners while Alert Level 4 restrictions are in place for face-to-face engagement. I'd like to acknowledge your considerable efforts and to assure you that we are here to help in any way we can. With that in mind, we want to provide clarity on the rules regarding changes to your mode of delivery.

If you receive funding under the Student Achievement Component (SAC) or Youth Guarantee (YG) funds, the current funding conditions require our approval to any changes to your mode of delivery. This letter gives our approval for extramural delivery for those funds. For the avoidance of doubt, extramural delivery for SAC and YG includes distance and online delivery, as well as a mix of delivery modes and approaches.

Our approval is given, and any amendments to funding conditions are made, in response to COVID-19 restrictions and will stay in effect until further notice.

Funding conditions relating to extramural delivery of SAC and YG funds

We give our approval for providers who receive funding under SAC and YG funds, if required, to undertake a change to their mode of delivery. The relevant conditions are:

- SAC – *Qualifications at Levels 1 and 2 on the NZQF* – condition 5.4(b) and (c)(ii)(E);
- SAC – *Qualifications at Levels 3 and above on the NZQF* – condition 6.6(b) and (c)(ii)(E);
- YG – *condition 5.3(b) and (c)(ii)(E)*.

YG funding condition 5.2(b) restricts YG delivery to face-to-face only. In accordance with section 426(4) of the Education and Training Act 2020, we remove this condition until further notice to enable YG providers to use other modes of delivery.

Actions you need to take for SAC and YG funds

- If you do not already have approval from the relevant quality assurance agency (e.g. NZQA) for extramural delivery of your programmes or short learning packages, you will need to contact them to obtain it.
- If the change is temporary due to the COVID-19 response, you are not required to update STEO or report differently in the SDR.
- Please contact us if you are making permanent changes to your mode of delivery as the usual process still applies.

Extramural delivery of Adult and Community Education (ACE) and literacy and numeracy funds

In normal circumstances, ACE and literacy and numeracy programmes should generally be delivered face-to-face. Under the COVID-19 restrictions, however, we confirm that we do not expect those programmes to be delivered in person. The funds referred to include:

- ACE in Communities
- ACE in Schools
- ACE in TEIs



- Intensive Literacy and Numeracy (ILN)
- ILN – English for Speakers of Other Languages
- Workplace Literacy and Numeracy (WLN) – Employer-led
- WLN – TEO-led

Actions you need to take for ACE and literacy and numeracy funds

We do not currently require any actions from you. We will contact you if we need information about changes you have made to your delivery mode or if there are any other requirements.

Actions you need to take for all funds

- You need to maintain records and evidence of delivery as usual.
- Despite the change to delivery modes, you will still need to be able to demonstrate you are meeting the requirements of your programmes, including the delivery of learning hours where appropriate.

TEC resources for online delivery

Last year, the TEC published resources on best practice for online delivery both in New Zealand and overseas. The information is available on our [website](#).

If you wish to discuss this letter further, please contact the Customer Contact Group on 0800 601 301 or email customerservice@tec.govt.nz with the subject line 'Your EDUMIS – Extramural Delivery Changes'.

Thank you for the efforts you are all putting in to ensuring the best possible education for learners in these challenging circumstances.

Nāku noa, nā



Gillian Dudgeon
Deputy Chief Executive, Delivery



We ensure New Zealand's future success.