

**Tertiary Education
Commission**

Te Amorangi Mātauranga Matua



Application Guidance

PTE Strategic Fund 2024

Published by the Tertiary Education Commission

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How to use this guidance

This document guides you through how to complete an application for the Private Training Establishment (PTE) Strategic Fund funding round for 2024. Please read it before completing your application.

You may be applying for one or both of:

- National and Regional Skills Priorities (NRSP) funding
- Programme Development and Maintenance Fund (PDMF) funding.

Each fund has its own application template, with this structure:

- Section 1: Organisation information and declaration
- Section 2: Proposal Summary
- Section 3: Proposal Detail

Your application for either fund may include multiple initiatives under **that fund**, but you must complete a separate section 2 and 3 for each proposed initiative.

This guidance goes through sections 2 and 3, step by step, detailing what we expect to see there.

Note that the guidance covers only the application process. Please also read the information on our website, which gives you information on the funds themselves, including their purposes, what the funding can be used for, and eligibility criteria.

[PTE Strategic Fund](#)

If you're applying for funding through NRSP, please complete this template:

[NRSP application form](#)

If you're applying for funding through the PDMF, please complete this template:

[PDMF application form](#)

Section 2: Proposal Summary

In this section we want to understand the practical elements of what you propose to deliver. This includes what your proposed initiative is, the milestones and deliverables for it, the activities you plan to undertake to meet these, and the budget you need to do it.

Please keep your content clear and to the point.

2.1 Initiative title

Please provide a short, meaningful and descriptive title that accurately describes your proposed initiative.

2.2 Funding amount requested

Please specify the total amount of funding you are requesting for your proposal. This should be GST exclusive.

As a guideline, we expect that any funding you apply for through the PTE Strategic Fund would not be more than 25 percent of your existing TEC Non-degree Delivery at Levels 3–7 on the New Zealand Qualification and Credentials Framework and all Industry Training Fund (DQ3-7 (non-degree)) Funding for 2024 or up to \$1 million, whichever comes first.

If you are seeking funding over the 25 percent or \$1 million guideline, we would need to see strong rationale for this in your application(s).

For more information, see our webpage.

[Funding and payments](#)

2.3 Initiative brief description and public statement

Please give a brief description – under 100 words – of your proposed initiative. This should include:

- what your initiative is
- the outcomes it seeks, and
- how it will benefit learners and communities.

We will use this as a summary during the assessment process.

We may also use it as a public statement, and we may publish it on TEC's website if your proposal is funded.

2.4 Proposed activities

Please provide a breakdown of the actual activities you plan to undertake to implement your initiative. These are the separate steps you will take to deliver each milestone you describe in section 2.5 *Proposed Milestones*. The Milestone number should align with your proposed milestone number in section 2.5. It can include descriptions of project management and timeframes.

Example:

Please use the table provided to outline your proposed activities. This is only an example, and the activities may not be applicable to your own initiative. For more examples of what funding can be used for, see our webpage.

[Funding and payments](#)

Milestone #	Activity taken	Proposed delivery timeframe
1	Job advertisement and interviews for additional roles required are held. Recruitment is finalised and contracts are signed.	15 February
2	Decisions made of the community groups that are required to engage with and invitations sent. Engagement sessions and materials are developed.	1 May
	Community group engagement sessions are held. Engagement session feedback is summarised and developed into a report.	15 May

2.5 Proposed milestones

Please use the table provided to detail the milestones you propose for your initiative. We expect them to show continuity and make sense in the context of your initiative.

If you received funding for PDMF or NRSP funding in 2023, we expect your initiative and its milestones to build on this. Do not duplicate milestones from the last funding round.

WDC and/or NZQA approval

If you are applying for PDMF funding, and this includes workforce development council (WDC) and/or NZQA approval, we expect one of your milestones to be receiving their approval. (But please note that you cannot use this funding to cover the fees for their approval.)

What makes a good milestone?

A good milestone has four components:

- **What:** It explains the activity that will take place. Milestones are outputs, not outcomes. They can also be referred to as deliverables.
- **Why:** It explains how the activity in the milestone is situated in and aligned to your PTE's context and goals.
- **When:** It includes a specific, realistic timeline for completing the activity and submitting evidence of that.
- **How:** It outlines what evidence you will submit to the TEC to demonstrate meeting the milestone.

You should cover these four components between this section and section 3.12 *Proposed milestones and deliverables*.

We will review your proposed milestones as part of the Investment Round. We may come back to you with adjustments if your milestones are not suitable. We will approve the final schedule as part of our standard plan investment process and set it out in your funding confirmation letter.

Please have a minimum of two milestones, and no more than five. Tailor the number of milestones to the size of your initiative. We would expect a larger initiative, seeking a larger amount of funding, to have more milestones than one seeking a lower amount of funding.

What happens if a milestone is not met?

If you don't submit evidence for meeting a milestone, or if the evidence is not enough, TEC will recommend non-payment of that milestone.

We will retain the funds at that time, but we may pay them to you later in the year if you submit adequate evidence of meeting the milestone.

Example:

This is the type of detail your milestone table should provide. This is only an example and the activities may not be applicable to your own initiative.

Milestone #	Deliverable	Due date	Proposed payment amount
1 – Progress report	Submission of a satisfactory progress report that provides: <ul style="list-style-type: none">evidence the completion of the capital expenditure required to undertake the initiativean update on recruitment required to complete the initiativean update on budget and spend to date	1 March	40% of total
2 – Progress report	Submission of a satisfactory progress report that provides: <ul style="list-style-type: none">evidence that engagement with community groups has been undertaken (could include minutes of the engagement, a summary report etc.)an update on progress of the programme maintenance (could include summary of activities to date, next steps, etc.)	1 June	20% of total
3 – Final Report	Submission of a satisfactory final report that provides: <ul style="list-style-type: none">evidence of completion of the initiativefinal budget updatea report on lessons learned while implementing the initiative	15 December	40% of total

2.6 Proposal budget

Please provide details of the budget for your proposed initiative, noting any contributions that you or other partners will make to support the initiative's success. The total funding amount must match the total outlined in Section 2.2. You may complete or adapt our table or provide your budget in another format. We expect your activities to show effective prioritisation and use of resources.

For more on what the funding can and cannot be used for, see our webpage.

[Funding and payments](#)

Section 3: Proposal Detail

This section is your opportunity to describe in detail how your proposed initiative meets our assessment criteria. A strong proposal will provide evidence of how it does this. The assessment criteria are:

- **Relevance:** the extent to which the proposal meets the criteria of the strategic component.
- **Alignment:** the extent to which the proposal aligns with the PTE's wider operations, including delivery and learner components.
- **Need:** the extent to which the proposal will address identified need, including how key partners and stakeholders (eg, WDCs, industry, Māori and iwi) have been and will be involved, and the extent to which it will complement and enable the wider network of provision.
- **Capability and Value:** whether the PTE is able to deliver the proposal and its intended outcomes, including the extent to which the proposed funding demonstrates value for money comparable to similar proposals.

We want to see clear links between each individual criterion as well. For example, you might:

- link Relevance to Need, by detailing the gap you identify along with how your community will support you to address the gap.
- link Capability to Alignment by detailing how your PTE's current and planned provision contributes to your capability to deliver your proposed initiative.
- link Capability to Relevance by showing how your milestones support your intended outcomes in Capability, as well as addressing the gap or opportunity you identify in Relevance.

Those are just examples and not an exhaustive list.

The detail you provide to meet each criterion should be clear and to the point, however, please include all information that you believe will support meeting the criteria.

If you are submitting supporting evidence, please make it clear what area the evidence relates to e.g., relevance, need, capability.

For more on how we will assess your application, see our webpage.

[Application and assessment](#)

Priority area(s)

For NRSP applications

3.1 Select the priority or priorities that your proposal responds to.

For 2024, the broader priorities for investment are the National and Regional Skills Priorities. For your proposed initiative to be considered for funding under the NRSP, you must meet at least one of the four broader priorities for investment. These are:

- Achieving system-wide equity
- Honouring Te Tiriti o Waitangi through tertiary education
- Education and training that delivers for learners
- Responding to changes in work and education.

These priorities apply across all provision at all levels. We will prioritise investment in programmes that most strongly show these characteristics. The broader priorities for investment in 2024 have been informed by advice from WDCs and RSLGs.

You do not need to satisfy every priority for investment. It may be that you decide to respond to only one broader category and present a really strong proposal for that particular one.

3.2 Specific priorities

The four broader priorities for investment can be further broken down into 23 priorities. If your initiative addresses a specific priority or priorities from those 23, please list these in the section available for that. In general, we expect proposals should meet more than one of the 23 priorities. How many of and how strongly your proposal meets these priorities may be considered as part of the decision making process.

You can find more information on the priorities for investment, and the 23 priorities under them, in the Plan Guidance for providers submitting Plans for funding from 1 January 2024.

[Plan Guidance for TEOs submitting Plans for funding from 1 January 2024 \(PDF 7.1 MB\)](#)

For PDMF applications

3.1 Select the area that your proposal addresses.

For your proposal to be considered for funding under the PDMF, you must be applying for funding to either develop a new programme, or undertake maintenance on an existing programme. You can also use this funding to develop a new micro-credential or undertake maintenance on a micro-credential. Please select which is applicable to your initiative.

Note that for micro-credentials, your application will need to show that you are developing provision to deliver a WDC-created micro-credential or that you are working with the WDC around the development of your own micro-credential.

3.2 Summary

In the table provided, please give the name(s) of programme(s) to be developed or maintained, including the qualification relevant to the programme(s). Include information about what the mode of delivery of the programme(s) are, eg, extramural, provider-based.

You can add extra columns to the table if you need to.

Relevance

This section is your opportunity to describe how your proposal meets the overall criteria of the Strategic Component, either for the NRSP or PDMF funds.

We expect to see what the issue or opportunity you are addressing is, what is strategic about your initiative, and also what your proposed approach to address it is. This should link back to the activities you have provided in Section 2.

For NRSP applications

3.3 Proposal details

If you are applying for NRSP funding, explain your proposal to respond to one of more of the national and regional skills priorities, and include:

- why this funding is needed (the issue or opportunity you are addressing)
- what you propose to do to address your selected national and regional skillspriority/priorities (your approach)

- the results, impacts or outcomes you expect, including how they align to your selected priority/priorities of investment, how they will be achieved, and how learners will benefit from them.

For PDMF applications

3.3 Proposal details

If you are applying for PDMF funding, explain the content of your proposal to develop or maintain programme(s) or micro-credential(s), how you will approach this, and what you will achieve, including:

- why this funding is needed (the issue or opportunity you are addressing)
- why you have selected these programme(s) to develop or maintain (ie, your approach)
- the results, impacts or outcomes you expect, including how they align with the Reform of Vocational Education strategic objectives, how they will be achieved, and how learners will benefit from them.

For applications to either fund

3.4 Supplementary information

Provide any supplementary information or documents related to your proposal, and briefly explain how these are relevant to your proposal.

If these are separate documents, please name and number each document with the following: [Your EDUMIS] – 2024 PTE Strategic Fund Evidence #1, [Your EDUMIS] – 2024 PTE Strategic Fund Evidence #2 etc.

Alignment

This section is your opportunity to describe how your initiative aligns with your delivery activities and learner needs. We will not be assessing what your strategic direction is, but if your proposed initiative shows how it fits into and supports the overall strategic direction of your PTE. This could include how your proposed initiative is responding to learner needs or wants to ensure your provision is meeting your strategic intent.

For NRSP applications

3.5 Strategic alignment

If you are applying for NRSP funding, describe how your proposal will respond to your selected national and regional skills priority/priorities by clearly explaining:

- how your approach aligns with your existing delivery and learner needs
- how this fits with your current provision and planned future operations.

For PDMF applications

3.5 Strategic alignment

If you are applying for PDMF funding, describe how your proposal demonstrates responsive programme or micro-credential development and/or maintenance of a current programme or micro-credential that meets industry and learner needs by clearly explaining:

- how your approach aligns with your existing delivery and learner needs
- how this fits with your current provision and planned future operations, particularly where you are seeking to develop new programme(s) in a geographical or subject area new to you.

For micro-credentials, your application needs to show that you are developing provision to deliver a WDC created micro-credential or that you are working with a WDC around the development of your own micro-credential.

For applications to either fund

3.6 Wider alignment

Explain how your proposal aligns to the following, with reference to specific advice or objectives:

- How the initiative proposed will support roles, industries and region-specific needs that have been identified by WDCs and RSLGs. You can build your understanding of WDC and RSLG priorities through their individual websites and publications as well as through [TEC's Supplementary Plan Guidance](#) which will be published in early June.
- The [Tertiary Education Strategy \(TES\)](#).

An example of what this could look like is:

"Our initiative is X. We worked with our WDC to ensure our thinking was aligned with the priorities of our sector. We then contacted our RSLG to understand how our ideas could fit within wider priorities for our region ..."

Need

We expect to see evidence in your application that you have engaged and have relationships with various stakeholders to demonstrate or strengthen your case for funding. The TEC is open to receiving different forms of evidence, e.g., a regional strategy, an employer prospectus, or industry reports. We do not require letters of endorsement as evidence of need.

For applications to either fund

3.7 Evidence of need

This is the evidence base for your proposal. We want to see what evidence you have used to identify the gap or opportunity you are trying to address.

If applying for NRSP funding, please outline:

- the relevance of the priority/priorities to your regional/national area(s) of delivery
- how your proposal aligns with regional and national needs, including those of relevant employers, businesses or industries.

If applying for PDMF funding, please outline:

- how your proposal supports the development and review of programmes that reflect industry and regional need.

3.8 Stakeholder engagement

Explain whether and how your proposal is supported by relevant industry and/or community.

Your proposal should outline who you have consulted with to determine the value of your initiative and the networks and/or professional relationships you have used to better understand the need for your initiative and the impact it could have.

For evidence, you may use letters of support from relevant industry and/or community bodies that support your proposal/approach.

Note that there is no need to obtain letters of support or endorsement from WDCs or RSLGs, or to have already obtained NZQA approval.

However, for PDMF applications, once programmes are developed, these will need to be put before the relevant WDC for endorsement and approval and then these programmes **will** require NZQA approval. We expect to see milestones relating to NZQA approval and WDC endorsement.

Explain how your approach has been/will be informed by Māori.

As part of 3.8, we want to see how you have engaged with Māori to design your proposed initiative and/or evidence of support from Māori. This could be:

- explaining how you have worked with ākonga Māori studying at your PTE to understand their needs and aspirations, and how you have reflected this in your proposed initiative
- explaining how you have worked with whānau, hapū and/or iwi in your community to design your proposed initiative
- explaining how you will engage with local whānau, hapū, iwi – or ākonga Māori studying at your PTE – during your proposed initiative to ensure its success
- providing evidence of whānau, hapū, or iwi support of your proposed initiative, such as a letter or email of support, or notes from a hui.

3.9 Collaborations and partnerships

If applicable, detail any collaborations or partnerships involved in the development or ongoing implementation of this proposal.

This should include how each collaboration and/or partnership will contribute to and/or support the implementation of your proposal and how involved the contributions will be.

3.10 Joint applications (if applicable)

Where multiple PTEs are making a joint application, explain:

- the rationale for the joint application and any benefits to the proposal from this approach
- how the applicants will work together to distribute funding and share information.

A joint application will need to have a lead PTE. This is the PTE submitting the application and who we will have the agreement with if the proposed initiative is successful.

Capability and Value

Here, we expect to see clear rationales for how you are proposing to deliver your initiative and why your proposed milestones are appropriate. No new milestones or budget should be proposed here, as these should all be included in Section 2.

For applications to either fund

3.11 Capability to deliver

Please outline any relevant information about your ability to deliver this proposal, including previous delivery history of similar projects/initiatives, or relationships you have. Provide evidence to prove your capability to deliver your proposed initiative.

3.12 Proposed milestones and deliverables

Please explain why your proposed milestones in section 2.5 are appropriate for your initiative. This should also include any dependencies that each milestone has, and any risk management and mitigation that you intend to do to ensure they are met. Guidance on what makes a good milestone is included in section 2.5 *Proposed Milestones*.

This is also where we expect to see rationales for the budget and activities required to support your proposed initiative milestones – and how you will achieve them specifically. We want to see whether these show effective prioritisation and use of resources.

3.13 Outcome measurement

Briefly explain how you will measure the outcomes/benefits of this proposal. This is specifically about measuring the outcomes of your proposed initiative and how your milestones and deliverables will have helped achieve them.