



**Tertiary Education
Commission**
Te Amorangi Mātauranga Matua



2024 Funding Conditions Catalogue

How to navigate the Funding Conditions Catalogue

The Funding Conditions Catalogue has four main sections:

- Base Funding Conditions and Base Funding Information – general Tertiary Education Commission (TEC) Conditions of Funding;
- Foundation and Youth Transition Funds;
- Vocational and Non-degree Funds; and
- Degree and Research Funds.

You can navigate the catalogue from the main contents page (p. 3). Sections and funds also have contents pages. Buttons at the bottom of each page will return you to the main contents, or to the contents for a Fund or section.

You can also download the catalogue, open it in a PDF reader and use the Bookmarks side panel to find the relevant section.

The [Funding Conditions Catalogue](#) is available on our website.



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Base Funding Conditions and Base Funding Information

Base Funding Conditions

Introduction

This section sets out the Conditions that apply to every Fund for which you receive Funding.

In addition to the Conditions set out in this section, the following Conditions apply to your Funding:

- (a) Fund-specific Conditions, which are set out in this Funding Conditions Catalogue; and
- (b) Organisation-specific Conditions, which are set out in Appendix 2 of your Funding Confirmation Letter.

1. Conditions in the Education and Training Act 2020

Sections 426 and 429 of the Education and Training Act (the Act) (as applicable) set out a number of statutory Conditions that apply to your Organisation's receipt of Funding.

Those Conditions relate to the supply of financial, statistical or other information to us or the Ministry of Education from time to time, as required.

2. Conditions that apply to all Funding

2.1 Supply of information

- (a) You must supply to us information relating to your financial viability, if we notify you that we require that information, within the time period specified in the notice.
- (b) You must supply to us information about your subcontracting arrangements when we request that information, within the time period specified in the notice.
- (c) You must notify us at least 28 days before, or as soon as practicable if it is not possible for you to notify us at least 28 days before, if:
 - (i) you have a Change of Control;
 - (ii) you transfer (or agree to transfer) all of, or a material part of, your assets to a third party;
 - (iii) you merge with, or acquire, any other entity or business; or
 - (iv) there is any change to the persons who make up your governing body.

- (d) You must notify us immediately if:
- (i) any record required to be kept under clause 13(1) of Schedule 18 (for On-Plan Funding) or clause 25(1) of Schedule 18 (for Off-Plan Funding) of the Act has been lost or damaged;
 - (ii) you are no longer able to comply with a Condition;
 - (iii) your New Zealand Qualifications Authority (NZQA) registration or accreditation is cancelled;
 - (iv) you have an Insolvency Event;
 - (v) you have changed your name; or
 - (vi) the location or locations at which you deliver a course or courses has changed.
- (e) If you are a Tertiary Education Institution (TEI) (namely, a University, Te Pūkenga, or a Wānanga), you must give us copies of your audit management letter from the Office of the Auditor General within 5 working days of receiving it.

Definitions used in Condition 2.1

Change of Control means, in relation to a person (the “first person”), when a person acquires Control of the first person or when a person who controls the first person ceases to do so; and

Control means, in relation to a person (the “first person”), the ability of another person (the “second person”) to ensure that the activities and business of the first person are conducted in accordance with the wishes of the second person, whether through ownership of voting shares, contract or otherwise. Without limitation, the direct or indirect beneficial ownership of more than 50% of the voting rights in a body corporate is deemed to constitute Control.

Insolvency Event means, in relation to you, the occurrence of any of the following events:

- (a) any step taken in or toward the making of any compromise, proposal or deed of arrangement with all or some of your creditors;
- (b) the appointment of a liquidator, provisional liquidator, receiver, receiver and manager, voluntary administrator, statutory manager or similar official in respect of you or the whole or part of your assets;
- (c) the suspension or threatened suspension of the payment of your debts;
- (d) you cease or threaten to cease to carry on all or any material part of your business or operations;
- (e) a distress, attachment or other execution is levied or enforced upon, or commenced against, any of your assets and is not discharged or stayed within 10 business days, except, in each case, when we are satisfied that you are contesting the same in good faith by appropriate proceedings;
- (f) cessation of your business in New Zealand; or
- (g) any other insolvency event or proceedings analogous to any of the foregoing occurring in any relevant jurisdiction.

2.2 Financial viability assessment

This Condition applies to you if you are a Private Training Establishment (PTE) or a Community Education Provider (CEP).

- (a) You must participate in a financial viability assessment when we ask you to do so.
- (b) If your Organisation is assessed by us as being high risk, you must provide us with a financial viability action plan (as referred to in 2.2(c) and (d)) that we consider acceptable, by the date we specify.
- (c) A financial viability action plan must state how you will meet the set of minimum financial prudential standards specified by us.
- (d) You must comply with the financial viability action plan during the Funding Period.

2.3 Source and use of funding

- (a) You must:
 - (i) not seek or obtain any funding from any Crown source other than us to fund a programme or Micro-credential or a Component Part of a programme or Micro-credential that is delivered using the Funding (without our prior written consent); and
 - (ii) notify us immediately if you become aware of any circumstances that might result in a breach of subparagraph (i) of this Condition.
- (b) You must only use the Funding:
 - (i) lawfully, responsibly, and for the purposes for which the Funding is provided; and
 - (ii) in a manner consistent with the appropriate use of public funds.

2.4 Organisation to make information available to us and our appointed representative for the purpose of monitoring

- (a) You must give us (and any representative acting on our behalf) reasonable access to information needed by us to undertake our monitoring and compliance functions to determine whether you are complying with the Act and the Conditions imposed on your Funding.
- (b) By accepting the Funding, you authorise us and our appointed representatives to have access to your premises and any premises where your records are kept for the purpose of enabling our monitoring and compliance activities to be undertaken at those premises.

2.5 Suspension, revocation or withdrawal of Funding

- (a) We may suspend, revoke or withdraw some or all of your Funding in accordance with:
 - (i) clause 16 of Schedule 18 of the Act (in respect of On-Plan Funding), in which case clauses 17 to 19 of Schedule 18 of the Act also apply; or
 - (ii) clause 26 of Schedule 18 of the Act (in respect of Off-Plan Funding), in which case clauses 27 to 28 of Schedule 18 of the Act also apply.
- (b) If we suspend, revoke or withdraw some or all of your Funding under clause 16 or 26 of Schedule 18 of the Act (as the case may be) before some or all of that Funding has been used or contractually committed towards the purposes for which the Funding was provided, you must treat the unexpended or uncommitted portion of the Funding as a debt due to the Crown that is:
 - (i) repayable on demand; and
 - (ii) may be set-off against all or any Funding, or any sum payable by us to you.
- (c) We may suspend or revoke your Funding if we are satisfied on reasonable grounds that:
 - (i) you have not complied, or are not complying with, a Condition on which Funding has been given;
 - (ii) if the Funding is On-Plan Funding, when measured against performance indicators, you have not achieved, or are not achieving, an outcome anticipated in your Investment Plan for a tertiary education programme or activity to which Funding has been given; or
 - (iii) you have not provided, or are not providing, adequate and timely information required by us or the Ministry of Education.

3. Conditions that apply to all Funding if you are Te Pūkenga, a Wānanga or a PTE

3.1 External Evaluation and Review status

If you are Te Pūkenga, a Wānanga or a registered PTE, you must continue to have a:

- (a) Category 1, 2 or 3 status in the most recently published full NZQA External Evaluation and Review report (EER report); or
- (b) Category 4 status in the most recently published full EER report, and:
 - (i) have received Category 3 status or better in the full EER report that was published immediately prior to the most recently published full EER report; and
 - (ii) have addressed the issues identified by the NZQA within 12 months following the publication of the full EER report in which you received a Category 4 status.

3.2 Appointment of independent organisation to assess and moderate learning

If the NZQA withdraws or suspends your right to assess and moderate learners' learning in accordance with its Quality Assurance (including External Evaluation and Review (EER)) Rules 2021, you must, in conjunction with NZQA, identify and appoint an independent organisation that has appropriate consent to assess and moderate the learning of the learners enrolled at your Organisation.

3.3 Expired dates for Qualifications

- (a) You must not deliver any Qualification beyond the expiry date for the Qualification as determined by the NZQA.
- (b) Once the NZQA assigns an expiry date to a Qualification, we will:
 - (i) not fund any new learners that you enrol in a programme leading to the Qualification after the last date for entry for that Qualification as determined by the NZQA; and
 - (ii) continue to fund learners who are already enrolled in a programme leading to the Qualification, provided that all the other Conditions are met.

Base Funding Information

1. Payment of Funding

- 1.1** We will provide you with the Funding specified in your Funding Confirmation Letter in respect of the Funding Period subject to:
- (a) your compliance with the Conditions that apply to your Funding;
 - (b) our rights to suspend, revoke or withdraw the Funding as set out in the Act;
 - (c) the relevant Funding Mechanisms continuing in effect; and
 - (d) the Government continuing to appropriate sufficient funding for the relevant Fund.
- 1.2** To ensure accountability for public money, we will:
- (a) monitor your enrolment data and, if you are tracking below funded volumes, we may implement a reduced payments schedule following withdrawing, suspending, or revoking some of your Funding under clauses 16 or 26 of Schedule 18 of the Act (whichever is applicable), or, if applicable, require you to amend your Investment Plan after following the process set out in clause 22 of Schedule 18 of the Act; or
 - (b) recover Funding for under-delivery of the programmes and activities described in your Investment Plan or Application for Funding, in accordance with the Conditions.
- 1.3** The amounts specified in the Funding Confirmation Letter are in New Zealand dollars and exclude GST. We will pay you the Funding plus GST, if applicable.
- 1.4** Your Funding Confirmation Letter sets out the entire understanding between you and us in relation to the Funding to be provided by us to you for the Funding Period.
- The Funding Confirmation Letter supersedes all prior verbal or written communication relating to the provision of Funding to be provided by us to you for the Funding Period (including all earlier communication in respect of the approval of Funding made by the Chief Executive of the TEC or any other TEC official).
- 1.5** Subject to our future approval, we intend to provide you with the Indicative Funding specified in the Key Particulars (if any).

2. Variations

- 2.1** In relation to your Investment Plan, you must contact us in the following circumstances if you:
- (a) think your Investment Plan may need to be amended; and/or
 - (b) wish to vary delivery from that specified in your Investment Plan.
- 2.2** Clauses 20 to 23 of Schedule 18 of the Act apply where we or you seek a significant amendment to your Investment Plan.
- 2.3** In relation to your Application for Funding, you should contact us in the following circumstances if you:
- (a) think the Minimum Requirements may need to be amended; or
 - (b) wish to vary delivery from that specified in the Minimum Requirements.

3. Communication and relationship management

- 3.1** Regular contact will be maintained for the purpose of:
- (a) us monitoring your performance against the Performance Commitments set out in your Investment Plan and/or the Minimum Requirements (as applicable);
 - (b) encouraging the ongoing review and assessment of your effectiveness;
 - (c) providing constructive feedback that will enhance the effectiveness of your performance; and
 - (d) identifying early any issues and opportunities for you to improve.
- 3.2** If you expect that you will not meet the Performance Commitments set out in your Investment Plan and/or the Minimum Requirements (as applicable), or that you will not comply with a Condition, you must advise us in writing as soon as possible and no later than 10 working days after you become aware that you are unlikely to meet those Performance Commitments and/or Minimum Requirements, or if you will not comply with a Condition.

4. Record-keeping and reporting

- 4.1** In addition to any specific record-keeping and reporting obligations as described in the Conditions, you must comply with your record-keeping and reporting obligations as set out in (as applicable):
- (a) clause 13 of Schedule 18 of the Act (in relation to On-Plan Funding); and/or
 - (b) clause 25 of Schedule 18 of the Act (in relation to Off-Plan Funding).
- 4.2** The records that you are required to keep must, for example, fully and fairly show for the period to which the Funding relates whether the Conditions on which Funding approval was given have been complied with.

5. TEC monitoring activities

- 5.1** We will monitor your performance against:
- (a) your compliance with the Conditions;
 - (b) the Performance Commitments in your Investment Plan; and
 - (c) your delivery against the Minimum Requirements (as applicable).
- 5.2** We will also monitor your performance against:
- (a) any initiatives implemented to reduce low-performing provision;
 - (b) the agreed objectives for any TEC-funded projects; and/or
 - (c) the change expectations for you as agreed by us.
- 5.3** If we consider that there are persistent quality issues with the data you submit to us, we may require that the accuracy of your data is validated by a third party.
- 5.4** Your performance against the Conditions, the Performance Commitments in your Investment Plan and the Minimum Requirements (as applicable) will also be considered when making future funding decisions.

6. Investment Plan summaries

- 6.1** If you have not been granted an exemption under clause 9 of Schedule 18 of the Act from the requirement to provide an Investment Plan, you must ensure that an Investment Plan summary is available for inspection by the public and that it complies with clause 24 of Schedule 18 of the Act. The simplest way to do this is to make the information public online. Your Investment Plan summary may be published alongside your other accountability documents.
- 6.2** The requirements for what an Investment Plan summary must include are specified in the **Gazette Notice: Education (Proposed Investment Plans: Content and Submission; Assessment Criteria; and Plan Summaries) Notice 2023**, and in clause 24 of Schedule 18 of the Act.

7. No guarantee of further Funding

Funding approval does not mean that we:

- (a) approve any Funding other than that specified in the Funding Confirmation Letter. This includes any Indicative Funding which requires a further approval to be made by us before such funding can be considered to be “approved”;
- (b) agree with every statement in your Investment Plan or Application for Funding; or
- (c) will fund you in the future.

Foundation and Youth Transition Funds

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Adult and Community Education (Communities) Fund

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Adult and Community Education (Communities) Fund

Purpose of Fund

The purpose of the *Adult and Community Education* (ACE) Fund is to purchase provision that provides adults with community-based education, foundation skills, and pathways into other learning opportunities that meet community learning needs.

The following Conditions apply, under section 426 of the Education and Training Act (the Act), to the ACE (Communities) Fund Funding that you receive for the Funding Period, in addition to the Base Funding Conditions set out in this Funding Conditions Catalogue, and the Conditions in the Act.

1. Organisation eligibility

- 1.1** To be an eligible organisation to receive ACE (Communities) Fund Funding, you must be:
- (a) Te Pūkenga – New Zealand Institute of Skills and Technology (Te Pūkenga);
 - (b) a Wānanga;
 - (c) a Private Training Establishment (PTE) that specialises in foundation learning;
 - (d) a Rural Education Activities Programme (REAP) Provider; or
 - (e) a community organisation.
- 1.2** If you are Te Pūkenga, a Wānanga, a registered PTE or REAP Provider,¹ you must continue to be quality assured by the New Zealand Qualifications Authority (NZQA).

2. Learner eligibility

- 2.1** You must ensure that ACE (Communities) Fund Funding is only used in respect of a learner enrolled in an ACE programme who is, and continues to be:
- (a) a **Domestic Student**; and
 - (b) aged 16 years or over; and
 - (c) not a full-time secondary school learner.

¹ Condition 1.2 does not apply to REAP Providers that are also community organisations.

- 2.2** However, you may use ACE (Communities) Fund Funding for a learner who is a Domestic Student but does not meet the criteria specified in Condition 2.1(b) or 2.1(c), if at the time of enrolment, the learner is:
- (a) under the age of 16 years and they participate with adults in family-based provision; or
 - (b) a full-time secondary school learner:
 - (i) who is 16 years of age and over; and
 - (ii) who receives ACE (Communities) Fund funded provision outside of normal school hours; and
 - (iii) who has obtained approval from the relevant school principal or person of equivalent authority; and
 - (iv) for whom you have obtained our approval.

3. Verification of learner eligibility

- 3.1** You must verify that each learner enrolled in a programme meets the eligibility criteria as specified in Condition 2 by sighting the relevant documents specified below for the type of learner:

Type of learner	Verification methods
A New Zealand citizen	<p>You must:</p> <ul style="list-style-type: none"> (a) confirm the learner’s citizenship status using the learner’s National Student Number (NSN); or (b) receive an assertion through RealMe® that the learner was born in New Zealand (prior to 2005); or (c) sight an original or certified copy of one or more of the following documents: <ul style="list-style-type: none"> (i) a New Zealand birth certificate; or (ii) a New Zealand passport; or (iii) a New Zealand certificate of citizenship; or (d) if a learner is unable to obtain a birth certificate for the purposes of (c)(i) above, you may contact us to confirm whether a whakapapa statement signed by both the learner and a kaumātua is acceptable evidence of citizenship.
A New Zealand resident	<p>You must sight an original or certified copy of one or more of the following documents:</p> <ul style="list-style-type: none"> (a) a passport with a current residence class visa (a passport with a visa label); or (b) a passport, and letter or email, confirming a current residence class visa (label-less visa, followed by confirmation with Immigration New Zealand, where appropriate); or (c) a certificate of identity from Immigration New Zealand if the learner is a refugee.

Type of learner	Verification methods
An Australian citizen or Australian permanent resident currently residing in New Zealand ²	<p>You must sight an original or certified copy of one or more of the following documents:</p> <ul style="list-style-type: none"> (a) an Australian birth certificate issued before 20 August 1986;* or (b) an Australian passport; or (c) a passport with a current Australian Resident Return Visa issued by the Australian government. <p>* An Australian birth certificate issued after August 1986 is not an accepted form of verification. You will need to sight the travel document, which is likely to be an Australian passport.</p>
A dependant of diplomatic personnel	You must sight the original or certified copy of an authorised form from the Ministry of Foreign Affairs and Trade.
Other types of valid domestic enrolments	You must verify each learner's identity in accordance with the requirements specified on our website for how each learner is to be verified. The requirements can be found on the TEC website page Other valid domestic enrolments .
A person who is required to be treated as if they are not an international student within the meaning set out in The Tertiary Education (Domestic Students) Notice 2024 . ³	

- 3.2** You must follow the process set out in Condition 3.1 or, where applicable, the **requirements specified on our website**. We may authorise you in writing to follow a different process, specified by us, where we are satisfied that there are special circumstances that justify using an alternative process.
- 3.3** For the purposes of this Condition, a certified copy is a photocopy, photograph or scanned copy that has been endorsed as a true copy of the original. To be certified, the document must:
- (a) be certified by an official of the issuing authority authorised by section 9(1)(a) to (h) of the Oaths and Declarations Act 1957 (New Zealand) to take a statutory declaration, such as a Justice of the Peace, a person enrolled as a barrister and solicitor of the High Court, or a court official (Court Registrar or Deputy Registrar); and
 - (b) have the official's signature on each page, with their name and title shown clearly below their signature.

² A learner is considered to be currently residing in New Zealand when they are issued an Australian Resident Visa on arrival in New Zealand.

³ From 1 January 2024 to 13 March 2024, learners that may be treated as if they are not international students are defined in the Tertiary Education (Domestic Students) Notice 2022. The Tertiary Education (Domestic Students) Notice 2024 applies from 14 March 2024.

4. Verification of learner identity

- 4.1** You must verify the identity of each learner enrolled in a programme and confirm the learner is who they say they are by doing one or more of the following:
- (a) confirming that all data fields match the learner's NSN; or
 - (b) receiving an assertion through the Department of Internal Affairs' RealMe® online identity verification service; or
 - (c) sighting the original or certified copy of a current passport; or
 - (d) sighting the original or certified copy of one or more of the following documents:
 - (i) a birth certificate; or
 - (ii) a certificate of identity; or
 - (iii) a New Zealand certificate of citizenship; or
 - (iv) an expired passport that has not been cancelled; or
 - (v) a current New Zealand driver licence; or
 - (vi) a current New Zealand firearms licence; or
 - (e) if a learner is unable to obtain a birth certificate for the purposes of Condition 4.1(d)(i), you may contact us to confirm whether a whakapapa statement signed by both the learner and a kaumātua is acceptable evidence of identity.
- 4.2** You must follow the process set out in Condition 4.1 unless we are satisfied that there are special circumstances that justify using an alternative process, and we authorise you in writing to follow a different process specified by us.
- 4.3** For the purposes of this Condition, a certified copy is a photocopy, photograph or scanned copy that has been endorsed as a true copy of the original. To be certified, the document must:
- (a) be certified by an official of the issuing authority authorised by section 9(1)(a) to (h) of the Oaths and Declarations Act 1957 to take a statutory declaration, such as a Justice of the Peace, a person enrolled as a barrister and solicitor of the High Court, or a court official (Court Registrar or Deputy Registrar); and
 - (b) have the official's signature on each page, with their name and title shown clearly below their signature.

5. Programme eligibility

5.1 You must only use ACE (Communities) Fund Funding for an eligible learner enrolled in a programme that is designed to do one or more of the following:

- (a) improve employability, such as:
 - (i) courses focused on employability or life skills like financial literacy;
 - (ii) introductory “taster” courses;
- (b) promote social and cultural inclusion and participation, including, but not limited to:
 - (i) courses in languages such as te reo Māori, New Zealand Sign Language, English Language Teaching, Pacific languages (especially Realm languages) and Asian languages;
 - (ii) courses supporting digital inclusion;
- (c) raise foundation skills through courses in literacy, numeracy or digital literacy;
- (d) improve health and wellbeing, such as through courses in parenting, mental health and resilience, or conflict resolution/anger management.

5.2 You must not use ACE (Communities) Fund Funding to provide:

- (a) programmes to a Group (three or more) or class of secondary school learners, even if the programme is provided outside school hours; or
- (b) professional development courses for ACE teachers and tutors.

6. Funding priorities

If you are Te Pūkenga or a Wānanga, you must prioritise ACE (Communities) Fund Funding for provision that primarily focuses on:

- (a) the learning of foundation skills; and
- (b) the re-engagement of learners whose previous learning was not successful; and
- (c) the progression of learners into formal tertiary education.

7. Your responsibilities

- 7.1** Where appropriate, you must work with local Regional Skills Leadership Groups, local iwi, local organisations, peak bodies, local industry, local employers and communities, including other Tertiary Education Organisations (TEOs)⁴ that are involved in ACE provision, to identify and meet community learning needs in relation to your overall portfolio of ACE provision.
- 7.2** You must design and provide ACE programmes that meet the requirements set out in Condition 5.
- 7.3** If you are Te Pūkenga or a Wānanga, you must also design and provide ACE programmes that align with the priorities specified in Condition 6.
- 7.4** You must provide us with access to your premises, employees and information for the purposes of:
- (a) inspecting the records that you keep; and
 - (b) auditing your compliance with the Conditions and requirements in the Act.
- 7.5** You must ensure that:
- (a) if you are receiving ACE (Communities) Fund Funding for the provision of foundation skills, you will target the provision of foundation skills to learners who have low or no formal Qualifications; and
 - (b) if you are receiving ACE (Communities) Fund Funding for the provision of English Language Teaching, you will target the provision of English Language Teaching to learners who identify as having English language needs.

8. Fees

- 8.1** You must:
- (a) ensure that the level of fees you set for ACE programmes is not expected to prevent individuals from enrolling in those programmes; and
 - (b) charge the same fee to all learners participating in an ACE programme.
- 8.2** In relation to equipment, infrastructure, and hardware:
- (a) you must pay for the necessary equipment, infrastructure and hardware required to deliver a particular programme; and
 - (b) when providing essential equipment (including computers), you must not require a learner to meet the costs through the “course-related costs” component of the Student Loan Scheme as a Condition of the learner’s enrolment.
- 8.3** For the purposes of this Condition, “equipment, infrastructure and hardware”:
- (a) means items that can be used by successive intakes of learners; and
 - (b) does not include personal items that are provided for individual learners’ use and that you do not retain for the next intake of learners.

⁴ You must comply with the Commerce Act 1986 when working with other TEOs.

9. Reports

9.1 If you are a Wānanga or Te Pūkenga, you must:

- (a) supply to us information about each learner enrolled in ACE provision by completing the fields in the Single Data Return (SDR) and using the Funding source code 23; and
- (b) submit the information on or before the date we specify.

9.2 If you are a PTE, REAP Provider or community organisation you must submit:

- (a) a progress report for the period 1 January to 31 May no later than 10 working days after 31 May; and
- (b) a progress report for the period 1 January to 30 September no later than 10 working days after 30 September; and
- (c) a final report for the period 1 January to 31 December no later than 31 January of the following year.

9.3 Each progress report and the final report must:

- (a) be completed and submitted in accordance with the template that we will provide to you; and
- (b) relate to the specific delivery commitments outlined in your Investment Plan.

10. National Student Number (NSN) reporting

You may, where possible, collect and report to us each enrolled learner's NSN to assist in monitoring learner outcomes and pathways.

11. Subcontracting

11.1 You must not subcontract any of the funded activities without prior written:

- (a) consent from us; and
- (b) approval of NZQA, where you are quality assured by NZQA.

11.2 You must:

- (a) comply with any Conditions imposed by us on a consent to subcontract; and
- (b) ensure that the subcontracted party does not further subcontract any functions; and
- (c) remain accountable to us for the use of the ACE (Communities) Fund Funding.

12. Repayment of ACE (Communities) Fund Funding

12.1 If you receive ACE (Communities) Fund Funding that is greater than it should have been, or that you were not entitled to receive, you must treat the amount of the over-Funding as a debt due to the Crown that:

- (a) is repayable on demand; and
- (b) may be set-off against all or any Funding, or any sum of money payable by us to you.

12.2 For the purpose of this Condition, you will have received Funding that was greater than it should have been if you delivered less ACE provision (as measured by expected total learner hours) than you were funded for. In that situation, we will recover the difference between the amount of provision delivered (as measured by expected total learner hours) and the ACE (Communities) Fund Funding provided.

13. Suspension, revocation or withdrawal of ACE (Communities) Fund Funding

Condition 2.5 of the Base Funding Conditions applies to ACE (Communities) Fund Funding.

Adult and Community Education (Schools) Fund

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Adult and Community Education (Schools) Fund

Purpose of Fund

The purpose of the *Adult and Community Education* (ACE) Fund is to purchase provision that provides adults with community-based education, foundation skills, and pathways into other learning opportunities that meet community learning needs.

The following Conditions apply, under section 426 of the Education and Training Act (the Act), to the ACE (Schools) Fund Funding that you receive for the Funding Period, in addition to the Base Funding Conditions set out in this Funding Conditions Catalogue, and the Conditions in the Act.

1. Organisation eligibility

- 1.1** To be an eligible organisation to receive ACE (Schools) Fund Funding, you must be a State or State-integrated school, and be quality assured by the Education Review Office. You must continue to be an eligible organisation for the length of the Funding Period.

2. Learner eligibility

- 2.1** You must ensure that ACE (Schools) Fund Funding is only used in respect of a learner enrolled in an ACE programme who is, and continues to be:
- (a) a **Domestic Student**; and
 - (b) aged 16 years or over; and
 - (c) not a full-time secondary school learner.
- 2.2** However, you may use ACE (Schools) Fund Funding for a learner who is a Domestic Student but does not meet the criteria specified in Condition 2.1(b) or 2.1(c) if at the time of enrolment, the learner is:
- (a) under the age of 16 years and they participate with adults in family-based provision; or
 - (b) a full-time secondary school learner:
 - (i) who is 16 years of age and over; and
 - (ii) who receives ACE (Schools) Fund funded provision outside of normal school hours; and
 - (iii) who has obtained approval from the relevant school principal, or person of equivalent authority; and
 - (iv) for whom you have obtained our approval.

3. Verification of learner eligibility

3.1 You must verify that each learner enrolled in a programme meets the eligibility criteria as specified in Condition 2 by sighting the relevant documents specified below for the type of learner:

Type of learner	Verification methods
A New Zealand citizen	<p>You must:</p> <ul style="list-style-type: none"> (a) confirm the learner’s citizenship status using the learner’s National Student Number (NSN); or (b) receive an assertion through RealMe® that the learner was born in New Zealand (prior to 2005); or (c) sight an original or certified copy of one or more of the following documents: <ul style="list-style-type: none"> (i) a New Zealand birth certificate; or (ii) a New Zealand passport; or (iii) a New Zealand certificate of citizenship; or (d) if a learner is unable to obtain a birth certificate for the purposes of (c)(i) above, you may contact us to confirm whether a whakapapa statement signed by both the learner and a kaumātua is acceptable evidence of citizenship.
A New Zealand resident	<p>You must sight an original or certified copy of one or more of the following documents:</p> <ul style="list-style-type: none"> (a) a passport with a current residence class visa (a passport with a visa label); or (b) a passport, and letter or email, confirming a current residence class visa (label-less visa, followed by confirmation with Immigration New Zealand, where appropriate); or (c) a certificate of identity from Immigration New Zealand if the learner is a refugee.
An Australian citizen or Australian permanent resident currently residing in New Zealand¹	<p>You must sight an original or certified copy of one or more of the following documents:</p> <ul style="list-style-type: none"> (a) an Australian birth certificate issued before 20 August 1986;* or (b) an Australian passport; or (c) a passport with a current Australian Resident Return Visa issued by the Australian government. <p>* An Australian birth certificate issued after August 1986 is not an accepted form of verification. You will need to sight the travel document, which is likely to be an Australian passport.</p>
A dependant of diplomatic personnel	<p>You must sight the original or certified copy of an authorised form from the Ministry of Foreign Affairs and Trade.</p>

¹ A learner is considered to be currently residing in New Zealand when they are issued an Australian Resident Visa on arrival in New Zealand.

Type of learner	Verification methods
<p>Other types of valid domestic enrolments</p> <p>A person who is required to be treated as if they are not an international student within the meaning set out in The Tertiary Education (Domestic Students) Notice 2024.²</p>	<p>You must verify each learner’s eligibility, in accordance with the requirements specified on our website for how each learner is to be verified. The requirements can be found on the TEC website page <u>Other valid domestic enrolments</u>.</p>

- 3.2** You must follow the process set out in Condition 3.1 or, where applicable, the **requirements specified on our website**. We may authorise you in writing to follow a different process, specified by us, where we are satisfied that there are special circumstances that justify using an alternative process.
- 3.3** For the purposes of this Condition, a certified copy is a photocopy, photograph or scanned copy that has been endorsed as a true copy of the original. To be certified, the document must:
- be certified by an official of the issuing authority authorised by section 9(1)(a) to (h) of the Oaths and Declarations Act 1957 (New Zealand) to take a statutory declaration, such as a Justice of the Peace, a person enrolled as a barrister and solicitor of the High Court, or a court official (Court Registrar or Deputy Registrar); and
 - have the official’s signature on each page, with their name and title shown clearly below their signature.

4. Verification of learner identity

- 4.1** You must verify the identity of each learner enrolled in a programme and confirm the learner is who they say they are by doing one or more of the following:
- confirming that all data fields match the learner’s NSN; or
 - receiving an assertion through the Department of Internal Affairs’ RealMe® online identity verification service; or
 - sighting the original or certified copy of a current passport; or

² From 1 January 2024 to 13 March 2024, learners that may be treated as if they are not international students are defined in the Tertiary Education (Domestic Students) Notice 2022. The Tertiary Education (Domestic Students) Notice 2024 applies from 14 March 2024.

- (d) sighting the original or certified copy of one or more of the following documents:
 - (i) a birth certificate; or
 - (ii) a certificate of identity; or
 - (iii) a New Zealand certificate of citizenship; or
 - (iv) an expired passport that has not been cancelled; or
 - (v) a current New Zealand driver licence; or
 - (vi) a current New Zealand firearms licence; or
- (e) if a learner is unable to obtain a birth certificate for the purposes of Condition 4.1(d)(i), you may contact us to confirm whether a whakapapa statement signed by both the learner and a kaumātua is acceptable evidence of identity.

4.2 You must follow the process set out in Condition 4.1 unless we are satisfied that there are special circumstances that justify using an alternative process, and we authorise you in writing to follow a different process specified by us.

4.3 For the purposes of this Condition, a certified copy is a photocopy, photograph or scanned copy that has been endorsed as a true copy of the original. To be certified, the document must:

- (a) be certified by an official of the issuing authority authorised by section 9(1)(a) to (h) of the Oaths and Declarations Act 1957 to take a statutory declaration, such as a Justice of the Peace, a person enrolled as a barrister and solicitor of the High Court, or a court official (Court Registrar or Deputy Registrar); and
- (b) have the official's signature on each page, with their name and title shown clearly below their signature.

5. Programme eligibility

5.1 You must only use ACE (Schools) Fund Funding for an eligible learner enrolled in a programme that is designed to do one or more of the following:

- (a) improve employability, such as through:
 - (i) courses focused on employability or life skills like financial literacy;
 - (ii) introductory "taster" courses;
- (b) promote social and cultural inclusion and participation, including, but not limited to:
 - (i) courses in languages such as te reo Māori, New Zealand Sign Language, English Language Teaching, Pacific languages (especially Realm languages) and Asian languages;
 - (ii) courses supporting digital inclusion;
- (c) raise foundation skills through courses in literacy, numeracy or digital literacy;
- (d) improve health and wellbeing, such as through courses in parenting, mental health and resilience, or conflict resolution/anger management.

5.2 You must not use ACE (Schools) Fund Funding to provide:

- (a) programmes to a Group (three or more) or class of secondary school learners, even if the programme is provided outside school hours; or
- (b) professional development courses for ACE teachers and tutors.

6. Funding priorities

You must prioritise learners with the highest need and those who have been traditionally under-served, such as Māori, Pacific peoples, and learners with disabilities.

7. Your responsibilities

- 7.1** Where appropriate, you must work with local Regional Skills Leadership Groups, local iwi, local organisations, peak bodies, local industry, local employers and communities, including other Tertiary Education Organisations (TEOs)³ that are involved in ACE provision, to identify and meet community learning needs in relation to each TEO's overall portfolio of ACE provision.
- 7.2** You must design and provide ACE programmes that meet the requirements set out in Condition 5 and align with the priorities specified in Condition 6.
- 7.3** You must provide us with access to your premises, employees and information for the purposes of:
- (a) inspecting the records that you keep; and
 - (b) auditing your compliance with the Conditions and requirements in the Act.
- 7.4** If you receive ACE (Schools) Fund Funding to support ACE coordination, you must only use the Funding to meet your administration and programme coordination costs.
- 7.5** You must ensure that:
- (a) if you are receiving ACE (Schools) Fund Funding for the provision of foundation skills, you will target the provision of foundation skills to learners who have low or no formal Qualifications; and
 - (b) if you are receiving ACE (Schools) Fund Funding for the provision of English Language Teaching, you will target the provision of English Language Teaching to learners who identify as having English language needs.

8. Fees

- 8.1** You must:
- (a) ensure that the level of fees you set for ACE programmes is not expected to prevent individuals from enrolling in those programmes; and
 - (b) charge the same fee to all learners participating in an ACE programme.
- 8.2** In relation to equipment, infrastructure and hardware:
- (a) you must pay for the necessary equipment, infrastructure and hardware required to deliver a particular programme; and
 - (b) when providing essential equipment (including computers), you must not require a learner to meet the costs through the "course-related costs" component of the Student Loan Scheme as a Condition of the learner's enrolment.

³ You must comply with the Commerce Act 1986 when working with other TEOs.

- 8.3** For the purposes of this Condition, “equipment, infrastructure and hardware”:
- (a) means items that can be used by successive intakes of learners; and
 - (b) does not include personal items that are provided for individual learners’ use and that you do not retain for the next intake of learners.

9. Reports

- 9.1** If you receive ACE (Schools) Fund Funding you must submit to us information on or before the date we specify.
- 9.2** You must submit to us:
- (a) a progress report for the period 1 January to 31 May no later than 10 working days after 31 May; and
 - (b) a progress report for the period 1 January to 30 September no later than 10 working days after 30 September; and
 - (c) a final report for the period 1 January to 31 December no later than 31 January of the following year.
- 9.3** Each progress report and the final report must:
- (a) be completed and submitted in accordance with the template that we will provide to you; and
 - (b) relate to the specific delivery commitments outlined in your Investment Plan.
- 9.4** If you receive ACE (Schools) Fund Funding to support ACE coordination you must submit to us:
- (a) an interim report on expenditure for the period 1 January to 30 September no later than 10 working days after 30 September; and
 - (b) a final report on expenditure for the period 1 January to 31 December no later than 31 January of the following year.

10. National Student Number (NSN) reporting

You may, where possible, collect and report to us each enrolled learner’s NSN to assist in monitoring learner outcomes and pathways.

11. Subcontracting

- 11.1** You must not subcontract any of the funded activities without prior written consent from us.
- 11.2** You must:
- (a) comply with any Conditions imposed by us on a consent to subcontract; and
 - (b) ensure that the subcontracted party does not further subcontract any functions; and
 - (c) remain accountable to us for the use of ACE (Schools) Fund Funding.

12. Repayment of ACE (Schools) Fund Funding

- 12.1** If you receive ACE (Schools) Fund Funding that is greater than it should have been, or that you were not entitled to receive, you must treat the amount of the over-Funding as a debt due to the Crown that:
- (a) is repayable on demand; and
 - (b) may be set-off against all or any Funding, or any sum of money payable by us to you.
- 12.2** For the purposes of this Condition, you will have received Funding that was greater than it should have been if you delivered less ACE provision (as measured by expected total learner hours) than you were funded for. In that situation, we will recover the difference between the amount of provision delivered (as measured by expected total learner hours) and the ACE (Schools) Fund Funding provided. We will determine the amount of Funding delivered using the hourly rate of \$10.79 (excluding GST).

For example:

A school had planned delivery of 9,800 hours and is funded for 9,800 hours x \$10.79 (\$105,742.00). If the school's enrolments were for 9,600 hours, being 200 hours less than planned, then we will recover 200 x \$10.79 (\$2,158.00).

13. Suspension, revocation or withdrawal of ACE (Schools) Fund Funding

Condition 2.5 of the Base Funding Conditions applies to ACE (Schools) Fund Funding.

Delivery at Levels 1 and 2 on the New Zealand Qualifications and Credentials Framework Fund

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Delivery at Levels 1 and 2 on the New Zealand Qualifications and Credentials Framework Fund

Purpose of Fund

*Delivery at Levels 1 and 2 on the New Zealand Qualifications and Credentials Framework (DQ1-2) Fund*¹ contributes to the provision of teaching and learning services for enrolled learners at Tertiary Education Organisations (TEOs).

The objectives of foundation-level tertiary education (Levels 1 and 2 on the New Zealand Qualifications Framework (NZQCF)) are to:

- (a) provide people who do not already have essential foundation skills with access to a low-cost way to gain those skills; and
- (b) provide progression to higher-level study and skilled employment; and
- (c) build the literacy and numeracy skills of eligible learners; and
- (d) enable learners to learn English or te reo Māori; and
- (e) encourage TEOs that are best able to meet the needs of foundation education learners.

Special Supplementary Grant (SSG) Funding is to fund additional tutor support for inclusive education in TEOs.

The following Conditions apply, under section 426 of the Education and Training Act (the Act), to the DQ1-2 Fund Funding and SSG Funding (as applicable) that you receive for the Funding Period, in addition to the Base Funding Conditions set out in this Funding Conditions Catalogue and the Conditions in the Act.

1. Organisation eligibility

1.1 To be an eligible organisation to receive DQ1-2 Fund Funding, you must be:

- (a) a Tertiary Education Institution (TEI), namely:
 - (i) a University; or
 - (ii) Te Pūkenga – New Zealand Institute of Skills and Technology (Te Pūkenga); or
 - (iii) a Wānanga; or
- (b) a registered Private Training Establishment (PTE).

You must continue to be an eligible organisation for the length of the Funding Period.

1.2 If you are a University, you must continue to be quality assured by the New Zealand Vice-Chancellors' Committee (Universities NZ).

¹ **Note:** All work-based modes of delivery at Levels 1 and 2 are funded under *Delivery at Levels 3–7 (non-degree) on the New Zealand Qualifications and Credentials Framework and all industry training Fund*.

- 1.3** If you are Te Pūkenga, a Wānanga or a registered PTE, you must continue to be quality assured by the New Zealand Qualifications Authority (NZQA).

2. Single Data Return (SDR)

You must:

- (a) supply to us information about each learner enrolled in a course by completing the fields in the SDR in accordance with the SDR Manual and its appendices; and
- (b) submit the information on or before the date we specify through the Services for Tertiary Education Organisations (STEO) application. For more information, please refer to the [SDR Manual and SDR Appendices](#).

3. Withdrawal of enrolments

3.1 Withdrawal date for Te Pūkenga, Universities and Wānanga

- (a) If you are Te Pūkenga, a University or a Wānanga you may set a Withdrawal date, being the specified period during which a learner can Withdraw and receive a full refund of student services fees, provided that date is not earlier than the Withdrawal date in Condition 3.1(b).
- (b) If you do not set a Withdrawal date, the Withdrawal date will be the date on which 10% (rounded up to the nearest whole day) or one month of the course for which a learner is enrolled has passed, whichever is the earlier. The Withdrawal date must be determined by calculating the number of sequential calendar whole days from the start date of the course.

3.2 Withdrawal date for PTEs

If you are a PTE, you must comply with the Withdrawal dates and refund period entitlements set out in section 357 of the Act.

3.3 Reporting Withdrawals to the Ministry of Social Development (StudyLink)

In addition to any other Conditions requiring you to report Withdrawals of enrolments, you must report the Withdrawal of learners to the Ministry of Social Development (StudyLink) within five working days of each Withdrawal. This is to enable Student Loans and Student Allowances to be cancelled as soon as possible.

3.4 Other obligations to report Withdrawals

For the avoidance of doubt, completing the SDR under Condition 2 does not discharge your other obligations to report Withdrawals. These obligations include reporting (where applicable) to Immigration New Zealand (for international learners) and Trustees administering fee protection mechanisms (for international learners and all PTE learners).

3.5 Refunding student services fees for Withdrawals

If student services fees are to be refunded to a learner, you must, as soon as reasonably practicable, pay the refund:

- (a) to the Ministry of Social Development, if the learner paid the fees using the Student Loan Scheme; or
- (b) directly to the learner.

4. Use of DQ1-2 Fund Funding for valid domestic enrolments

4.1 Valid domestic enrolments

- (a) You must ensure that DQ1-2 Fund Funding is only used in respect of a learner who is a valid domestic enrolment.
- (b) For the purposes of DQ1-2 Fund Funding, the term “valid domestic enrolment” refers to the enrolment of a learner who is:
 - (i) a **Domestic Student**; and
 - (ii) either:
 - A. aged 16 years and over; or
 - B. aged under 16 years, and meets the criteria established by us for a valid domestic enrolment of a learner aged under 16 years (refer to Condition 4.1(c)); and
 - (iii) studying in New Zealand, unless the learner meets the criteria in Condition 4.1(d).
- (c) A learner aged under 16 years old at the time that the programme in which the learner is enrolled begins is a valid domestic enrolment if:
 - (i) you are satisfied that the learner is capable of completing the academic requirements of the programme in which the learner is enrolled; and
 - (ii) the learner:
 - A. is, or will be, enrolled in a secondary school at the time the programme starts, and you have ensured that the learner’s principal has signed a letter that approves the programme, and that either specifies that:
 - I. the learner is not required to be absent from school during school hours; or
 - II. if the learner is required to be absent from school during school hours for more than five hours per week, the school will seek reduced funding for the learner from the Ministry of Education; or
 - B. is, or will be, home schooled at the time that the programme starts, and you have ensured that the parent or legal guardian of the learner who is primarily responsible for the learner’s home schooling has signed a letter that approves the study or training; or
 - C. has a school exemption certificate from the Ministry of Education.
- (d) A learner studying outside New Zealand is a valid domestic enrolment if:
 - (i) the learner meets the criteria in Conditions 4.1(b)(i) and (ii); and
 - (ii) the learner is enrolled in a course(s) leading to the award of a recognised Qualification offered by a New Zealand TEO.
- (e) A learner who has not paid their student services fees (if student services fees apply) is a valid domestic enrolment, including for the purpose of section 256(5) of the Act (if applicable) if you pay for the student services fees through a scholarship.

4.2 Verification of learner eligibility

- (a) You must verify a learner’s eligibility for enrolment as a valid domestic enrolment. For the following types of learners who are a valid domestic enrolment under Condition 4.1, you must use one of the following verification methods, and assess whether the learner meets the eligibility criteria as specified in Condition 4.1:

Type of learner	Verification methods
A New Zealand citizen	<p>You must:</p> <ul style="list-style-type: none"> (a) confirm the learner’s citizenship status using the learner’s National Student Number (NSN); or (b) receive an assertion through RealMe® that the learner was born in New Zealand (prior to 2005); or (c) if the student is in a correctional facility at the time of enrolment, receive a completed and signed Department of Corrections “Verification of legal name and New Zealand residency status” form relating to the student; or (d) sight an original or certified copy of one or more of the following documents: <ul style="list-style-type: none"> (i) a New Zealand birth certificate; or (ii) a New Zealand passport; or (iii) a New Zealand certificate of citizenship; or (e) if a student is unable to obtain a birth certificate for the purposes of (d)(i) above, you may contact us to confirm that a whakapapa statement signed by both the student and a kaumātua is acceptable evidence of citizenship.
A New Zealand resident	<p>You must sight an original or certified copy of one or more of the following documents:</p> <ul style="list-style-type: none"> (a) a passport with a current residence class visa (a passport with a visa label); or (b) a passport, and letter or email, confirming a current residence class visa (label-less visa, followed by confirmation with Immigration New Zealand, where appropriate); or (c) a certificate of identity from Immigration New Zealand if the student is a refugee.
An Australian citizen or Australian permanent resident currently residing in New Zealand²	<p>You must sight an original or certified copy of one or more of the following documents:</p> <ul style="list-style-type: none"> (a) an Australian birth certificate issued before 20 August 1986;* or (b) an Australian passport; or (c) a passport with a current Australian Resident Return Visa issued by the Australian government. <p>* An Australian birth certificate issued after August 1986 is not an accepted form of verification. You will need to sight the travel document, which is likely to be an Australian passport.</p>

² A learner is considered to be currently residing in New Zealand when they are issued an Australian Resident Visa on arrival in New Zealand.

Type of learner	Verification methods
A dependant of diplomatic personnel	You must sight the original or certified copy of an authorised form from the Ministry of Foreign Affairs and Trade.
Other types of valid domestic enrolments	You must verify each learner’s eligibility in accordance with the requirements specified on our website for how each learner is to be verified. The requirements can be found on the TEC website page <u>Other valid domestic enrolments</u> .
A person who is required to be treated as if they are not an international student within the meaning set out in <u>The Tertiary Education (Domestic Students) Notice 2024</u> . ³	

- (b) You must follow the process set out in Condition 4.2(a), or, where applicable, the **requirements specified on our website**. We may authorise you in writing to follow a different process, specified by us, where we are satisfied that there are special circumstances that justify using an alternative process.
- (c) For the purposes of this Condition, a certified copy is a photocopy, photograph or scanned copy that has been endorsed as a true copy of the original. To be certified, the document must:
- (i) be certified by an official of the issuing authority or a person authorised by section 9(1)(a) to (h) of the Oaths and Declarations Act 1957 to take a statutory declaration, such as a Justice of the Peace, a person who is enrolled as a barrister and solicitor of the High Court, or a court official (Court Registrar or Deputy Registrar); and
 - (ii) have the official’s signature on each page, with their name and title shown clearly below their signature.

4.3 Verification of learner identity

- (a) You must verify the identity of each learner enrolled in a programme of more than 0.03 EFTS and confirm the learner is who they say they are by doing one or more of the following:
- (i) confirming that all data fields match the learner’s NSN; or
 - (ii) receiving an assertion through the Department of Internal Affairs’ RealMe® online identity verification service; or
 - (iii) if the learner is in a correctional facility at the time of enrolment, receiving a completed and signed Department of Corrections “Verification of legal name and New Zealand residency status” form relating to the learner; or
 - (iv) sighting the original or certified copy of a current passport; or

³ From 1 January 2024 to 13 March 2024, learners that may be treated as if they are not international students are defined in the Tertiary Education (Domestic Students) Notice 2022. The Tertiary Education (Domestic Students) Notice 2024 applies from 14 March 2024.

- (v) sighting the original or certified copy of one or more of the following documents:
 - A. a birth certificate; or
 - B. a certificate of identity; or
 - C. a New Zealand certificate of citizenship; or
 - D. an expired passport that has not been cancelled.
- (b) You must follow the process set out in Condition 4.3(a) unless we are satisfied that there are special circumstances that justify using an alternative process, and authorise you in writing to follow a different process specified by us.
- (c) If a learner is unable to obtain a birth certificate for the purposes of Condition 4.3(a)(v)A, you may contact us to confirm that a whakapapa statement signed by both the learner and a kaumātua is acceptable evidence of identity.
- (d) For the purposes of this Condition a certified copy is a photocopy, photograph or scanned copy that has been endorsed as a true copy of the original. To be certified, the document must:
 - (i) be certified by an official of the issuing authority or a person authorised by section 9(1)(a) to (h) of the Oaths and Declarations Act 1957 to take a statutory declaration, such as a Justice of the Peace, a person who is enrolled as a barrister and solicitor of the High Court, or a court official (Court Registrar or Deputy Registrar); and
 - (ii) have the official's signature on each page, with their name and title shown clearly below their signature.

4.4 Enrolment records for valid domestic enrolments

- (a) You must keep accurate and up-to-date records of each valid domestic enrolment of a learner enrolled in a programme of more than 0.03 EFTS funded by us specifying:
 - (i) the programme (including Qualification(s) and course(s) in which the learner has been admitted or readmitted); and
 - (ii) the learner's identity details, including the learner's name, date of birth, citizenship, domestic or international student status, and residency status (if relevant); and
 - (iii) if the learner is enrolled in a programme leading to a Qualification with an EFTS value of greater than 0.03 EFTS, whether you have verified the learner's identity; and
 - (iv) whether you have verified that the learner is a valid domestic enrolment and/or has the appropriate student visa; and
 - (v) the learner's NSN; and
 - (vi) the learner's previous academic achievement (if relevant) verified by NZQA; and
 - (vii) the receipt verifying that the learner has paid or has arranged to pay their fees (if applicable); and
 - (viii) changes (if any) made to an enrolment; and
 - (ix) whether the learner has Withdrawn from part of their programme, the date of the Withdrawal, and whether the Withdrawal was within the Withdrawal period; and

- (x) whether a learner has been expelled from part of their programme by you due to a breach of your Code of Conduct; and
 - (xi) whether a learner is on a discretionary leave of absence greater than leave normally granted under your standard minimum attendance requirements; and
 - (xii) whether the learner is attending the programme in which they are enrolled, or is actively involved in the programme or course (learner attendance record); and
 - (xiii) the period for which the learner is enrolled.
- (b) You must retain each learner's record described in Condition 4.4(a) until:
- (i) at least two years after the completion of the education or training in which the learner is enrolled; or
 - (ii) if a learner Withdraws before the learner has completed their education or training, at least two years after the date of Withdrawal.

4.5 No inducing enrolment

- (a) You must not secure or seek to secure a valid domestic enrolment through offering of an inducement.
- (b) Even if a learner meets the criteria specified in Condition 4.1, the enrolment is not a valid domestic enrolment if it has been secured by way of an inducement.
- (c) For the purposes of this Condition, an inducement includes any of the following, where they induce a learner to enrol:
 - (i) a financial benefit to the learner; or
 - (ii) a personal advantage to the learner; or
 - (iii) a physical item that a learner retains possession of after the course has ended.
- (d) For the purposes of this Condition, an inducement does not include:
 - (i) a scholarship, as defined below; or
 - (ii) a physical item that:
 - A. is essential for a learner to complete the compulsory requirements of their programme (including printed course notes, an e-reader for course notes, or course-related textbooks); and
 - B. cannot be returned and reused for learners in subsequent intakes (for example, due to health and safety reasons; time-limited materials or materials that will be updated; or if it is not financially feasible); or
 - (iii) an item or arrangement that has been approved by us (for example, we may approve an item that has minimal residual value or useful life in the general marketplace, or items that are needed for a learner's pathway into the vocation for which study or training has been undertaken); or
 - (iv) the guarantee of a job placement on the successful completion of a programme, backed by a partial or total money-back guarantee; or
 - (v) a conditional offer of a partial refund (such as a refund for a timely or electronic enrolment).

- (e) For the purposes of this Condition, a scholarship means:
- (i) a merit scholarship (or prize) that comprises financial aid given to a learner as a result of high academic achievement exceeding that of their fellow learners or cohort; and/or
 - (ii) a needs-based scholarship that comprises financial aid given to a learner who would otherwise be significantly disadvantaged in accessing education, where the need of the learner has been demonstrated through a robust application and assessment process; and/or
 - (iii) any scholarship that:
 - A. has a clear, focused rationale for its existence; and
 - B. has a clearly identified philanthropic aim or supports study in a particular area of importance to the donor.

4.6 No private advantage

You must not restrict enrolment in a DQ1-2 Fund funded programme or Micro-credential on the basis of private advantage (for example, restricting enrolment to your employees only).

4.7 Exceeding the total annual EFTS value of the Qualification

You must not seek DQ1-2 Fund Funding in respect of a learner enrolled in a course that leads to the award of a Qualification if the result of enrolling the learner in the course is that the total EFTS factors for all of the courses in which the learner is enrolled in that year exceed the total annual EFTS value of the Qualification, unless:

- (a) the learner, in an exceptional circumstance (such as repeating a course that they previously have not passed), has elected to exceed total EFTS value of the Qualification in that year; and
- (b) you can demonstrate that the EFTS factor sought for the course adequately reflects additional teaching input, rather than additional self-directed study.

4.8 Funding for EFTS factor of a course

You may only seek DQ1-2 Fund Funding for the EFTS factor of a course once in cases where a learner's enrolment in the course can lead to the award of two (or more) Qualifications for the learner, unless you can demonstrate that additional EFTS value sought for the learner's enrolment in the course adequately reflects additional teaching input or assessment that the learner would not receive if their enrolment in the course could only lead to the award of one Qualification.

4.9 Recognised prior learning

- (a) You must not seek DQ1-2 Fund Funding for recognised prior learning credited to a learner. To ensure that you are able to comply with this Condition, you must:
 - (i) make any fees charged for recognition of prior learning clear to the learner; and
 - (ii) ask the learner to specify prior learning they have undertaken; and
 - (iii) review the information provided by the learner when admitting a learner into a programme, Micro-credential or Qualification; and
 - (iv) retain documents that confirm that the learner has demonstrated the required knowledge or skill; and
 - (v) adjust the course EFTS factor in the SDR enrolment so that you do not claim DQ1-2 Fund Funding for prior learning credited to the learner; and
 - (vi) where programme or Micro-credential components are credited to the learner for prior learning you must pro-rata the course EFTS factor accordingly and detail your calculations for each enrolment.
- (b) Recognised prior learning does not include repeated learning or training that the applicable quality assurance body requires learners to undertake periodically (eg, First Aid Certificates). If you deliver repeated learning or training for the purpose of meeting quality assurance body requirements, you must retain evidence that clearly identifies:
 - (i) the learning or training that the learner was required to repeat to meet quality assurance body requirements; and
 - (ii) the specific quality assurance body requirements; and
 - (iii) that you have advised the learner of the fees that you will charge for the repeated learning or training; and
 - (iv) that the learner has agreed it is necessary to repeat the learning or training.

4.10 Learners with prior Qualifications

- (a) You must not claim Funding in relation to a learner enrolled in a programme or Micro-credential eligible for DQ1-2 Fund Funding if:
 - (i) that learner has already achieved a Qualification at Level 2 or higher on the NZQCF (a prior Qualification); and
 - (ii) 10% of the learners for which you receive DQ1-2 Fund Funding in the calendar year had, at the time of their enrolment, already achieved a Qualification at Level 2 or higher on the NZQCF.
- (b) You must measure the limit on enrolments with a prior Qualification:
 - (i) by excluding learner enrolments in Qualifications in English Language Teaching (ELT) or te reo Māori; and
 - (ii) by excluding Qualifications achieved five years or more prior to the current enrolment; and
 - (iii) according to any other methodology we set.
- (c) Without limiting Condition 11, we may recover DQ1-2 Fund Funding if you enrol a learner in breach of this Condition.

5. Programmes and Micro-credentials

You must only use DQ1-2 Fund Funding to deliver programmes, Micro-credentials and courses that have been approved by us. To receive Funding approval for a programme or Micro-credential, you must submit the relevant documents to us in accordance with the information on our website.

5.1 Minimum Requirements

You must ensure that, throughout the Funding Period, a programme or Micro-credential in which an eligible learner is enrolled and that receives DQ1-2 Fund Funding:

- (a) meets the objectives of foundation level tertiary education, which are to:
 - (i) provide people who do not already have essential foundation skills with access to a low-cost way to gain those skills; and
 - (ii) provide progression to higher-level study and skilled employment; and
 - (iii) build the literacy and numeracy skills of eligible learners; and
 - (iv) enable learners to learn English or te reo Māori; and
 - (v) encourage TEOs that are best able to meet the needs of foundation education learners; and
- (b) is one of the following:
 - (i) part of a programme that:
 - A. leads to the award of a Qualification (of 40 credits or more) at Level 1 or 2 on the NZQCF; and
 - B. has been quality assured by either NZQA or Universities NZ; or
 - (ii) part of a Micro-credential that:
 - A. leads to an award with a credit value of at least 20 credits; and
 - B. has been quality assured by NZQA or a University's Academic Board at the delegation of Universities NZ; or
 - (iii) part of a programme that leads to the award of the National Certificate of Educational Achievement (NCEA) at Level 2 that is aligned with one or more of the Vocational Pathways; and
- (c) includes embedded literacy and numeracy provision (except for programmes in ELT or te reo Māori); and
- (d) includes an effective assessment process for determining the literacy and numeracy needs of eligible learners, such as the Literacy and Numeracy for Adults Assessment Tool (LNAAT), and provides support to ensure that those learners progress in line with the **guidelines provided by us**; and
- (e) involves synchronous learning (delivered in real-time to the learner); and
- (f) may be delivered extramurally, provided you have our prior approval; and
- (g) is provided by tutors who are appropriately qualified. The appropriateness of a tutor's qualification relates to the foundation education Qualification being delivered, including specialist areas, such as ELT, te reo Māori and supported learning, as well as capability around the delivery of embedded literacy and numeracy (see Condition 5.1(d)).

5.2 Health and safety or regulatory compliance learning

- (a) You must not use DQ1-2 Fund Funding to fund a programme or Micro-credential where the majority of the programme or Micro-credential relates to health and safety or regulatory compliance learning that would displace the responsibility of employers to provide training necessary to mitigate health and safety risks or meet their regulatory compliance obligations.
- (b) When determining whether a majority of the courses in a programme or Micro-credential relate to health and safety or regulatory compliance, we will:
 - (i) exclude courses from that calculation that are integral to the skills and knowledge recognised through the programme or Micro-credential; and
 - (ii) include the following courses in that calculation:
 - A. discrete short packages of health and safety or regulatory compliance learning (usually under 20 credits); and
 - B. courses that contain learning about health and safety and/or regulatory compliance that will only lead to the completion of health and safety and/or regulatory compliance learning, rather than a whole programme or Micro-credential.

5.3 Micro-credentials

- (a) To use DQ1-2 Fund Funding for Micro-credentials you must ensure that:
 - (i) the Micro-credentials have been quality assured by either:
 - A. NZQA, if you are a registered PTE, Te Pūkenga or a Wānanga; or
 - B. Universities NZ, if you are a University; and
 - (ii) the Micro-credentials have been approved by us as eligible for Funding and added to the TEC Qualifications Register; and
 - (iii) the Micro-credentials that we have agreed to fund meet and continue to meet the criteria for Funding that we set⁴ and comply with any requirements that we set.
- (b) You must ensure that the amount of delivery towards Micro-credentials is consistent with the criteria determined by us.

5.4 Making changes to programmes and Micro-credentials

- (a) Before making a minor change to a programme or Micro-credential, you must:
 - (i) obtain approval for the minor change from the relevant quality assurance body (if required), that is:
 - A. NZQA, if you are a registered PTE, Te Pūkenga or a Wānanga; or
 - B. Universities NZ, if you are a University; and
 - (ii) notify us of the change and provide the relevant information; and
 - (iii) obtain approval from us to update the course or TEC Qualification Register.

⁴ See our website for [the criteria](#).

- (b) Before making a significant change to a programme or Micro-credential, you must:
- (i) obtain approval from the relevant quality assurance body, as set out in Condition 5.3(a)(i); and
 - (ii) provide the relevant information to us (including evidence of approval from the quality assurance body) to enable us to determine whether or not to approve the change; and
 - (iii) obtain approval from us to make the significant change.
- (c) For the purposes of this Condition:
- (i) a “minor change” to a programme or Micro-credential is a change that does not change the size, level, core content or EFTS value of the programme; and
 - (ii) a “significant change” to a programme or Micro-credential is a change to:
 - A. the EFTS value; or
 - B. the total number of credits; or
 - C. the timeframe to complete the programme or Micro-credential; or
 - D. the level of the resulting Qualification or Micro-credential on the NZQCF; or
 - E. in relation to Te Pūkenga, Wānanga and PTEs:
 - I. the location or locations at which the programme or Micro-credential is delivered; or
 - II. the delivery mode of the programme or Micro-credential; or
 - III. the number of courses that each learner is expected to undertake to achieve the Qualification or Micro-credential; or
 - IV. prerequisite requirements.

5.5 Assigning EFTS values to programmes and Micro-credentials

- (a) You must:
- (i) use the following three methods to determine the EFTS value of a programme or Micro-credential:⁵
 - A. credits; and
 - B. learning hours; and
 - C. full-time teaching weeks; and
 - (ii) ensure that a programme designed to be delivered within a year (being any 12-month period) is limited to a maximum of 1.0 EFTS, even if obtaining the Qualification requires more than 120 credits (1,200 notional hours of learning or 34 full-time teaching weeks), unless we have approved an exception to this limit; and
 - (iii) provide us with information on the three methods of calculating EFTS values (being credits, learning hours and full-time teaching weeks) when you enter Qualification or Micro-credential details in the STEO application.

⁵ The EFTS value for the NZ Certificate in Skills for Living for Supported Learning (Level 1) (Qualification 2853) is only calculated using learning hours. We do not require the three methods described for the EFTS value calculation for Qualification 2853.

- (b) For the purposes of DQ1-2 Fund Funding, 1.0 EFTS equates to a programme that is 120 credits (1,200 notional learning hours delivered over 34 teaching weeks).
- (c) If you submit a Qualification for approval for DQ1-2 Fund Funding that has two or more strands, you must propose an EFTS value for the Qualification that is based on the strand that contains the highest number of credits that you are approved to deliver for the Qualification. A strand is a specialisation within a Qualification that represents a major component of the Qualification and is at the level of the Qualification. Strands are documented through strand-specific outcomes in the graduate profile.
- (d) If you submit a Qualification for approval for DQ1-2 Fund Funding, and NZQA has approved you to deliver a Qualification in both trades and non-trades⁶ (ie, 50% of the courses are in course classifications codes C1, L1 and P1 and the other 50% are in course classifications codes A1 and J1), you must set up two separate local Qualifications codes to reflect these different programmes. Where the Qualification will only be delivered as either trade or non-trade, only the relevant Qualification code needs to be set up.
- (e) For the purposes of this Condition, and Condition 5.4, learning hours comprises learning activities leading towards achievement of Qualification or Micro-credential learning outcomes (planned by you and communicated by you to the learner). Learning activities include but are not limited to:
 - (i) lecturer and tutor contact hours, including workshops and tutorials; and
 - (ii) tests and assignments; and
 - (iii) supervised practical placements; and
 - (iv) study time; and
 - (v) self-directed learning activities that the learner is expected to engage with and participate in (with tutorial support available); and
 - (vi) examination periods.

5.6 Limit on EFTS values for Qualifications

You must not assign an EFTS value of more than 1.0 EFTS per year (being any 12-month period) to a programme for which you seek approval of DQ1-2 Fund Funding, unless you have received approval from us. In approving an exception to this Condition, we will consider additional criteria, including whether you:

- (a) will inform each learner accurately about their higher than normal expected study commitments; and
- (b) have support mechanisms in place for each learner who has difficulty coping with the intensity of the course.

⁶ A trades Qualification is a Qualification that focuses on, or leads to, training required for skilled labour or a professional craft. Trades Qualifications would likely require further training as an apprentice, cadet, trainee or some on-the-job training. A non-trades Qualification provides students with a broad educational experience, particularly in business, computer technology, education, health care or retail. Programmes in a non-trades qualification provide learners with the fundamental principles, concepts, vocabulary and methods essential for the acquisition of knowledge and skills basic to the field of study.

5.7 Assigning delivery classifications

- (a) You must accurately assign each of your courses to a delivery classification listed in Table 1 “Delivery Classification” of Appendix 1 of the Funding Mechanism named *Determination of Design of Funding Mechanism: Delivery at Level 7 (degree) and above on the New Zealand Qualifications and Credentials Framework*.
- (b) The Supported Learning classification only applies to programmes for learners with high learning needs, who are undertaking Level 1 courses to build basic foundation education skills and gain life skills.
- (c) Further guidance on assigning the correct delivery classification can be found through the **Delivery Classification Guide (DCG)**.

5.8 Assigning a funding category

- (a) You must accurately assign each of your courses to a funding category listed in Table 2 and Table 3 “Funding Categories” of Appendix 1 of the Funding Mechanism named *Determination of Design of Funding Mechanism: Delivery at Level 7 (degree) and above on the New Zealand Qualifications and Credentials Framework*.
- (b) Further guidance on assigning the correct funding category can be found through the **Delivery Classification Guide (DCG)**.

6. Funding

6.1 Use of DQ1-2 Fund Funding

- (a) You must ensure that DQ1-2 Fund Funding is only used for the relevant programmes and activities at Levels 1 and 2 on the NZQCF which are specified in your approved Investment Plan (unless exempt) or equivalent arrangement. For the purposes of calculating the value of your approved DQ1-2 Fund funded delivery, we use a metric comprising:
 - (i) the number of valid domestic enrolments measured in EFTS; and
 - (ii) the programmes, and their component courses or Micro-credentials, in which learners are enrolled, and the assigned delivery classifications, funding categories, and funding rates of those programmes and component courses or Micro-credentials.
- (b) You may only claim DQ1-2 Fund Funding for a learner who:
 - (i) is and continues to be for the length of the Funding Period a valid domestic enrolment as described in Condition 4.1; and
 - (ii) has completed 10% or one month of the course for which they have enrolled, whichever is the earlier. You must determine whether a learner has completed 10% or one month of a course by calculating the number of sequential calendar whole days (including weekends and public holidays) from the start date of the course, rounding up to the nearest whole day.

6.2 DQ1-2 Fund Funding rate for “Delivery in a Correctional Facility”

- (a) All programmes or Micro-credentials that are delivered under DQ1-2 Fund Funding for learners in a correctional facility will be funded at the DQ1-2 Fund “Delivery in a Correctional Facility” rate, listed in Table 1 of Appendix 1: Calculation of DQ1-2 Funding, of the Funding Mechanism named *Determination of Design of Funding Mechanism: Delivery at Levels 1 and 2 on the New Zealand Qualifications and Credentials Framework*.

6.3 No charging fees

- (a) You must not charge a fee to a learner enrolled in a programme or Micro-credential funded from DQ1-2 Fund Funding.
- (b) For the purposes of this Condition, the term “fee” includes the following items: tuition fees, compulsory course costs, examination fees, cost of materials, costs of field trips, costs associated with the compulsory purchase of equipment or books through a TEO, and other charges associated with a course that is part of a Qualification.
- (c) The term “fee” does not include student services fees or fees for student identification cards.

6.4 Provision of equipment, infrastructure and hardware

- (a) You must pay for the necessary equipment, infrastructure and hardware required to deliver a particular programme, course or Micro-credential.
- (b) When providing essential equipment (including computers, diving hardware, chainsaws, protective overalls, safety helmets, mesh visors, earmuffs, steel-capped boots, safety glasses, hair nets, and other compulsory footwear), you must not:
- (i) include the costs in any fee, compulsory course cost or student services fee charged to a learner; or
 - (ii) require a learner to meet the costs through the “course-related costs” component of the Student Loan Scheme as a Condition of the learner’s enrolment.
- (c) For the purposes of this Condition, “equipment, infrastructure and hardware”:
- (i) means items that can be used by successive intakes of learners
 - (ii) does not include personal items that are provided for individual learners’ use and that you do not retain for the next intake of learners.

6.5 Special Supplementary Grant for Inclusive Education (SSG) Funding

- (a) The purpose of the SSG Funding is to provide additional tutorial support for inclusive education to ensure these learners gain the knowledge and skills needed to take part in social and economic life in New Zealand.
- (b) If you receive SSG Funding you must submit a report relating to your use of SSG Funding at the end of the calendar year. The report must be submitted before 31 January of the following year. It must be submitted using the template provided to you by us and include the required information.

7. Student services fees

- (a) This Condition applies to all student services fees charged by you to Domestic Students in respect of whom you receive DQ1-2 Fund Funding.
- (b) The objective of these requirements is to ensure:
 - (i) accountability in the use of fees for student services;
 - (ii) involvement of learners in decisions in the charging and use of fees for student services; and
 - (iii) fair arrangements for learners in different tertiary education settings (for example, work-based learners or learners in fees-free foundation education programmes).

7.1 Decision-making

You must establish and demonstrate adequate arrangements for decisions to be made jointly, or in consultation with the learners enrolled at your Organisation, or their representatives, on the following matters:

- (a) the maximum amount that learners will be charged for student services;
- (b) the types of services to be delivered (within the permitted categories set out in Condition 7.6);
- (c) the procurement of these services; and
- (d) the method for authorising expenditure on these services.

7.2 Consultation requirements

If you choose to make decisions about student services fees in consultation with learners enrolled at your Organisation or their representatives, instead of undertaking a joint decision-making process, you are required to ensure that:

- (a) the outcome of the consultation is not predetermined;
- (b) proposals are clearly communicated and publicised;
- (c) there is sufficient time for students to consider proposals and provide feedback; and
- (d) due consideration is given to student feedback.

7.3 Accounting for the use of student services fees

You must either hold all student services fees in a separate bank account or ensure that all income and expenditure associated with the provision of such services is separately accounted for in your accounting system.

7.4 Reporting on student services fees

- (a) If your Organisation is:
 - (i) a TEI, you must provide information on all student services fees through your annual report; or
 - (ii) a registered PTE, you must provide information on all student services fees through a written report to learners.

- (b) If Condition 7.4(a) applies, you must include the following information in your annual report or written report to learners (as the case may be):
- (i) a description of the services funded out of the student services fee;
 - (ii) a statement of the fee income and expenditure for each type of student service;
 - (iii) the student services fee amount charged per EFTS or academic year (or however it is calculated); and
 - (iv) a statement describing how you are complying with the accounting requirements specified above in Condition 7.3.

7.5 PTE written reports to learners

If your Organisation is a registered PTE required to prepare a written report to learners in accordance with Condition 7.4(a)(ii), you must provide us with a copy of the report.

The report must be sent to:

Requirements for Student Services Fees Submissions
 Monitoring and Crown Ownership
 The Tertiary Education Commission
 PO Box 27048
 Wellington 6141
 Email: ssf@tec.govt.nz

7.6 Publishing information online

If you are charging student services fees, you must, as soon as reasonably practicable each year, publish the following information on your website:

- (a) a description of the services funded out of the student services fee;
- (b) a statement of the fee income and expenditure for each type of student service;
- (c) the student services fee amount charged per EFTS or academic year (however it is calculated);
- (d) a description of the current year's student services fee decision-making process, including what decisions were consulted on, how consultation with learners occurred, what the decisions were, and how learner feedback was incorporated into those decisions; and
- (e) a description of how learners can be involved in student services fee decisions for the following year – ie, how you propose to consult with your learners and what issues might be considered.

7.7 Categories of student services

You may charge student services fees to support the delivery of the following categories of services:

- (a) Advocacy and legal advice – Advocating on behalf of individual learners and groups of learners, and providing independent support to resolve problems, including advocacy and legal advice relating to accommodation;
- (b) Careers information, advice and guidance – Supporting learners’ transition into post-study employment;
- (c) Counselling services – Providing non-academic counselling and pastoral care, such as chaplains;
- (d) Employment information – Providing information about employment opportunities for learners while they are studying;
- (e) Financial support and advice – Providing hardship assistance and advice to learners on financial issues;
- (f) Health services – Providing health care and related welfare services;
- (g) Media – Supporting the production and dissemination of information by learners to learners, including through newspapers, radio, television and internet-based media;
- (h) Childcare services – Providing childcare services while caregivers are studying;
- (i) Clubs and societies – Supporting learner clubs and societies, including through the provision of administrative support and facilities for clubs and societies; and
- (j) Sports, recreation and cultural activities – Providing sports, recreation and cultural activities for learners.

8. Performance standards

You must meet any performance standards specified by us, including any performance standards specified in your Investment Plan.

9. Disclosure of data from Statistics New Zealand’s Integrated Data Infrastructure

It is a Condition of Funding that you consent, for the purposes of section 37A(a) of the Statistics Act 1975, to Statistics New Zealand disclosing information to the Ministry of Education and to us from its Integrated Data Infrastructure that identifies or may identify you.

The Statistics Act 1975 does not constrain the ongoing use or sharing of your TEO-level data once it is disclosed.

10. Benchmarking

If you are a TEI, you must participate as appropriate in benchmarking, including:

- (a) providing the vendor with financial and performance information as requested, in a timely manner; and
- (b) engaging with the vendor over follow-up questions and related quality assurance processes, in a timely manner; and
- (c) contributing to the cost of the agreement between us and the vendor, at a rate we determine.

11. Subcontracting

11.1 You must not subcontract any of the funded activities without prior written:

- (a) consent from us; and
- (b) approval by NZQA, where you are quality assured by NZQA.

11.2 You must:

- (a) comply with any Conditions imposed by us on a consent to subcontract; and
- (b) ensure that the subcontracted party does not further subcontract any functions; and
- (c) remain accountable to us for the use of the DQ1-2 Fund Funding.

12. Recovery of DQ1-2 Fund Funding

- (a) If you receive DQ1-2 Fund Funding (including SSG Funding) that is greater than it should have been, or that you were not entitled to receive, you must treat the amount of the over-Funding as a debt due to the Crown that:
 - (i) is repayable on demand; and
 - (ii) may be set-off against all or any Funding, or any sum of money payable by us to you.
- (b) For the purposes of this Condition, you will have received DQ1-2 Fund Funding (including SSG Funding) that was “greater than it should have been” if the total dollar value of the Fund provision that was delivered by you within the year is less than 99% of the total dollar value of the DQ1-2 Fund provision paid to you from DQ1-2 Fund Funding. In that situation, the percentage of Funding that is repayable is equal to the difference between the bottom of the tolerance band (99%) and the percentage value of the provision that was delivered.
- (c) We may recover a proportion of your Funding for enrolments above the prior Qualification limit.

13. Suspension, revocation or withdrawal of DQ1-2 Fund Funding

Condition 2.5 of the Base Funding Conditions applies to DQ1-2 Fund Funding.

Employer-led Workplace Literacy and Numeracy Fund

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Employer-led Workplace Literacy and Numeracy Fund

Purpose of Fund

The purpose of funding literacy and numeracy provision is to:

- (a) raise adults' literacy and numeracy skills;
- (b) increase opportunities for adults to engage in literacy and numeracy learning, particularly for those in low-skilled employment; and
- (c) improve the quality and relevance of provision, including the ability to identify learner need.

The purposes of the *Workplace Literacy and Numeracy (WLN) Fund* are to:

- (a) increase the literacy and numeracy skills of employees; and
- (b) contribute to workplace productivity through the provision of literacy and numeracy learning in a workplace context.

The purposes can be achieved by:

- (a) providing programmes of workplace literacy and numeracy training to employees; and
- (b) supporting workplaces to establish sustainable workplace literacy and numeracy provision.

The WLN Fund has two Funding strands: the Tertiary Education Organisation (TEO)-led strand and the Employer-led strand (EWLN).

The following Conditions apply, under section 429 of the Education and Training Act (the Act), to the Literacy and Numeracy Provision – Workplace Literacy and Numeracy Fund, Employer-led strand (EWLN Fund) Funding you receive for the Funding Period, in addition to the Base Funding Conditions set out in this Funding Conditions Catalogue, and the Conditions in the Act.

1. Organisation eligibility

1.1 To be an eligible organisation to receive EWLN Fund Funding, you must be:

- (a) an employer that:
 - (i) is a TEO as defined by section 10(1) of the Act; and
 - (ii) is a body corporate; or
- (b) REAP Aotearoa New Zealand Incorporated (REAP Aotearoa).

You must continue to be an eligible organisation for the length of the Funding Period.

1.2 You must deliver literacy, numeracy, or literacy and numeracy provision:

- (a) to a minimum of 20 of your employees; or
- (b) to a minimum of 20 employees as part of a consortium arrangement with other employers.

1.3 You must, for the length of the Funding Period:

- (a) have in place an effective assessment process for determining the literacy and numeracy needs of eligible learners, such as the Literacy and Numeracy for Adults Assessment Tool (LNAAT), and provide support to ensure that those learners progress in line with the **guidelines provided by us**; and
- (b) be able to offer an eligible programme of intensive literacy and numeracy provision as set out in Condition 5.

2. Learner eligibility**2.1** You must ensure that EWLN Fund Funding is only used for a learner who:

- (a) is a **Domestic Student**; and
- (b) has low skill levels in literacy, numeracy, or literacy and numeracy, as determined by us; and
- (c) is assessed using the LNAAT and does not present at Step 4 or higher on the Learning Progressions for reading, and/or Step 5 or higher on the Learning Progressions for numeracy (as appropriate); and
- (d) is in the paid workforce; and
- (e) is not:
 - (i) enrolled as a full-time learner at a TEO; or enrolled as a full-time secondary learner; or
 - (ii) accessing Tertiary Education Commission (TEC)-funded literacy, numeracy, or literacy and numeracy provision at another TEO or workplace; or
 - (iii) enrolled in a programme or Micro-credential at Level 4 or above on the New Zealand Qualifications and Credentials Framework (NZQCF); or
 - (iv) enrolled in a New Zealand Apprenticeship.

2.2 For the purposes of Condition 2.1(b):

- (a) a learner is considered to have a low skill level in literacy, numeracy, or literacy and numeracy if the learner:
 - (i) has fewer than 121 credits on the NZQCF (or equivalent); or
 - (ii) has more than 120 credits on the NZQCF (or equivalent), and has fewer than 31 credits in literacy and/or numeracy in unit standards and/or achievement standards (or equivalent).
- (b) a learner is not considered to have a low skill level of literacy, numeracy, or literacy and numeracy if they have an undergraduate, postgraduate, or Level 5 or above Qualification gained in New Zealand or that is listed on the NZQCF, even if they fall within one of the categories in 2.2(a).

2.3 The criteria above in Condition 2.2(b) applies unless you have received prior written approval from us to enrol a learner under exceptional circumstances, and the learner otherwise meets the learner eligibility criteria under Condition 2.1. and 2.2(a).

2.4 You must ensure that, for the length of the Funding Period, the learner continues to meet the eligibility criteria as specified in Condition 2.1 (except the criterion in Condition 2.1(b)).

3. Verification of learner eligibility

3.1 You must verify that each learner enrolled in a programme meets the eligibility criteria as specified in Condition 2.1 by sighting the relevant documents specified below for the type of learner:

Type of learner	Verification methods
A New Zealand citizen	<p>You must:</p> <ul style="list-style-type: none"> (a) confirm the learner’s citizenship status using the learner’s National Student Number (NSN); or (b) receive an assertion through RealMe® that the learner was born in New Zealand (prior to 2005); or (c) if the learner is in a correctional facility at the time of enrolment, receive a completed and signed Department of Corrections “Verification of legal name and residency status” form relating to the learner; or (d) sight an original or certified copy of one or more of the following documents: <ul style="list-style-type: none"> (i) a New Zealand birth certificate; or (ii) a New Zealand passport; or (iii) a New Zealand certificate of citizenship; or (e) if a learner is unable to obtain a birth certificate for the purposes of (d)(i) above, you may contact us to confirm whether a whakapapa statement signed by both the learner and a kaumātua is acceptable evidence of citizenship.
A New Zealand resident	<p>You must sight an original or certified copy of one or more of the following documents:</p> <ul style="list-style-type: none"> (a) a passport with a current residence class visa (a passport with a visa label); or (b) a passport, and letter or email, confirming a current residence class visa (label-less visa, followed by confirmation with Immigration New Zealand, where appropriate); or (c) a certificate of identity from Immigration New Zealand if the learner is a refugee.
An Australian citizen or Australian permanent resident currently residing in New Zealand¹	<p>You must sight an original or certified copy of one or more of the following documents:</p> <ul style="list-style-type: none"> (a) an Australian birth certificate issued before 20 August 1986;* or (b) an Australian passport; or (c) a passport with a current Australian Resident Return Visa issued by the Australian government. <p>* An Australian birth certificate issued after August 1986 is not an accepted form of verification. You will need to sight the travel document, which is likely to be an Australian passport.</p>

¹ A learner is considered to be currently residing in New Zealand when they are issued an Australian Resident Visa on arrival in New Zealand.

Type of learner	Verification methods
A dependant of diplomatic personnel	You must sight the original or certified copy of an authorised form from the Ministry of Foreign Affairs and Trade.
Other types of valid domestic enrolments A person who is required to be treated as if they are not an international student within the meaning set out in <u>The Tertiary Education (Domestic Students) Notice 2024</u> . ²	You must verify each learner’s eligibility in accordance with the requirements specified on our website for how each learner is to be verified. The requirements can be found on the TEC website page <u>Other valid domestic enrolments</u> .

- 3.2** You must follow the process set out in Condition 3.1, or, where applicable, the **requirements specified on our website**. We may authorise you in writing to follow a different process, specified by us, where we are satisfied that there are special circumstances that justify using an alternative process.
- 3.3** For the purposes of this Condition, a certified copy is a photocopy, photograph or scanned copy that has been endorsed as a true copy of the original. To be certified, the document must:
- be certified by an official of the issuing authority authorised by section 9(1)(a) to (h) of the Oaths and Declarations Act 1957 to take a statutory declaration, such as a Justice of the Peace, a person who is enrolled as a barrister and solicitor of the High Court, or a court official (Court Registrar or Deputy Registrar); and
 - have the official’s signature on each page, with their name and title shown clearly below their signature.

4. Verification of learner identity

- 4.1** You must verify the identity of each learner enrolled in a programme and confirm whether the learner is who they say they are by doing one or more of the following:
- confirming that all data fields match the learner’s NSN; or
 - receiving an assertion through the Department of Internal Affairs’ RealMe® online identity verification service; or
 - if the learner is in a correctional facility at the time of enrolment, receiving a completed and signed Department of Corrections “Verification of legal name and New Zealand residency status” form relating to the learner; or
 - sighting the original or certified copy of a current passport; or

² From 1 January 2024 to 13 March 2024, learners that may be treated as if they are not international students are defined in the Tertiary Education (Domestic Students) Notice 2022. The Tertiary Education (Domestic Students) Notice 2024 applies from 14 March 2024.

- (e) sighting the original or certified copy of one or more of the following documents:
 - (i) a birth certificate; or
 - (ii) a certificate of identity; or
 - (iii) a New Zealand certificate of citizenship; or
 - (iv) an expired passport that has not been cancelled; or
 - (v) a current New Zealand driver licence; or
 - (vi) a current New Zealand firearms licence.

4.2 If a learner is unable to obtain a birth certificate for the purposes of Condition 4.1(e)(i) above, you may contact us to confirm whether a whakapapa statement signed by both the learner and a kaumātua is acceptable evidence of identity.

4.3 You must follow the process set out in Condition 4.1 unless we are satisfied that there are special circumstances that justify using an alternative process, and authorise you in writing to follow a different process specified by us.

4.4 For the purposes of this Condition a certified copy is a photocopy or scanned copy that has been endorsed as a true copy of the original. To be certified, the document must:

- (a) be certified by an official of the issuing authority authorised by section 9(1)(a) to (h) of the Oaths and Declarations Act 1957 to take a statutory declaration, such as a Justice of the Peace, a person who is enrolled as a barrister and solicitor of the High Court, or a Court official (Court Registrar or Deputy Registrar); and
- (b) have the official's signature on each page, with their name and title shown clearly below their signature.

5. Programme eligibility

5.1 You must only use EWLN Fund Funding for a programme of workplace training that for the length of the Funding Period:

- (a) provides literacy, numeracy, or literacy and numeracy training that is specific, rather than embedded within the programme; and
- (b) provides high-quality literacy, numeracy, or literacy and numeracy study or training that represents value for money; and
- (c) is effective and innovative in improving each learner's workplace literacy, numeracy, or literacy and numeracy skills to meaningfully engage in the workplace and New Zealand society; and
- (d) is able to be tailored to meet the needs of an individual learner; and
- (e) has adequate processes for reporting on a learner's progress in improving literacy, numeracy, or literacy and numeracy skills; and
- (f) is provided by a tutor who holds an appropriate qualification as **determined by us**.

5.2 In addition to the requirements in Condition 5.1, you must only use EWLN Fund Funding for a programme of workplace training if the programme:

- (a) provides high-quality literacy, numeracy, or literacy and numeracy study or training that is tailored to the needs of the workplace; and
- (b) contributes to the development of sustainable employee literacy and numeracy practices within the workplace; and

- (c) has targeted literacy, numeracy, or literacy and numeracy outcomes that reflect the priorities and needs of the workplace; and
- (d) has the support of the employer's senior management.

6. Hours and intensity of delivery

- (a) The total hours of literacy, numeracy, or literacy and numeracy tuition you deliver per learner is generally expected to be between 25 and 80 hours, acknowledging some learners having need of more or fewer hours.
- (b) The literacy, numeracy, or literacy and numeracy tuition you provide must be delivered at the intensity of 40 hours over a 10- to 40-week period, unless you have received prior written approval from us to deliver below this intensity.

7. Fees

You must not charge a fee to a learner who is participating in a programme of workplace training for which you receive EWLN Fund Funding.

8. Reports and information

- 8.1** You must immediately notify us if you expect that you will not meet the deliverables specified in Appendix 1 of your Funding Confirmation Letter by the specified deliverables due date.
- 8.2** You must submit progress reports and a final report at the times specified by us.
- 8.3** Each progress report and the final report must:
 - (a) be submitted in accordance with the template that we will provide to you; and
 - (i) relate to the specific milestones outlined in your Funding Confirmation Letter; and
 - (ii) include the following information:
 - A. the number of learners enrolled in each EWLN Fund programme; and
 - B. learner enrolment information, including:
 - I. the NSN; and
 - II. tuition hours delivered (actual attendance); and
 - III. remaining tuition hours planned (if any); and
 - IV. demographic information; and
 - V. regional information; and
 - VI. literacy and numeracy information; and
 - VII. the enrolment start and finish dates for each learner enrolled in each EWLN Fund programme during the period covered by the report; and
 - C. the name of the business in which the learner is employed.

- 8.4** You must complete the attestation tab before submitting the report.
- 8.5** The first progress report must also describe the progress made in implementing the programme, commenting specifically on:
- (a) how participation of learners is tracking; and
 - (b) any challenges you have had to date; and
 - (c) progress in literacy and/or numeracy skills and knowledge, reported against the **Learner Progressions Framework**. This may include using the LNAAT (or Starting Points described in the Tool, if applicable); and
 - (d) any changes made to the programme design and/or delivery approach, in response to Conditions 8.5 (a) to (c); and
 - (e) reporting of personal outcomes for employees; and
 - (f) any change to the productivity problems you highlighted in your programme application which literacy and numeracy training could address, including changes to employee practices and other metrics; and
 - (g) any other changes that show the strengthening of a sustainable organisational learning culture, including any career development due to the literacy and numeracy training.
- 8.6** The final report must describe:
- (a) participation of learners; and
 - (b) successes and challenges; and
 - (c) reporting of personal outcomes for learners; and
 - (d) any change to the productivity problems you highlighted in your programme application which literacy and numeracy training could address, including changes to employee practices and other metrics; and
 - (e) how any other business outcomes and performance measures have been enhanced; and
 - (f) measurement of employees' literacy and/or numeracy skills and knowledge post-training intervention using an appropriate assessment, which may be the LNAAT (or Starting Points described in the Tool, if applicable); and
 - (g) how the programme has promoted and encouraged participation in workplace literacy and numeracy training among learners with low levels of literacy and/or numeracy skills; and
 - (h) any other changes that show the strengthening of a sustainable organisational learning culture, including any career development due to the literacy and numeracy training.

9. Subcontracting

- 9.1** You must not subcontract any of the funded activities without prior written consent from us.
- 9.2** You must:
- (a) comply with any Conditions imposed by us on a consent to subcontract; and
 - (b) ensure that the subcontracted party does not further subcontract any functions; and
 - (c) remain accountable to us for the use of the EWLN Fund Funding.
- 9.3** You must ensure that the subcontracted TEO has in place an effective assessment process for determining the literacy and numeracy needs of eligible learners, such as the LNAAT, and provide support to ensure that those learners progress in line with the **guidelines provided by us**.
- 9.4** For the purposes of this Condition, we have given our written consent for you to subcontract a programme of workplace training to the TEO specified in your approved EWLN application.

10. Repayment of EWLN Fund Funding

- 10.1** If you receive EWLN Fund Funding that is greater than it should have been, or that you were not entitled to receive, you must treat the amount of the over-Funding as a debt due to the Crown that:
- (a) is repayable on demand; and
 - (b) may be set-off against all or any Funding, or any sum of money payable by us to you.
- 10.2** For the purposes of this Condition, we will determine whether you have received EWLN Fund Funding that was greater than it should have been by analysing the information provided to us in your final report. We will develop the details of our Funding recovery through discussions with you.

11. Suspension, revocation or withdrawal of EWLN Fund Funding

Condition 2.5 of the Base Funding Conditions applies to EWLN Fund Funding.

Gateway Fund

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Gateway Fund

Purpose of Fund

The purpose of *Gateway Fund Funding* is to enable State and State-integrated New Zealand secondary schools to give senior learners opportunities to access quality, structured workplace learning that is integrated with school-based learning.

Learners have their learning assessed in the workplace and can achieve credits, which may align to one or more Vocational Pathways, towards Qualifications on the New Zealand Qualifications and Credentials Framework (NZQCF), particularly at Level 1 or 2, or towards the National Certificate of Educational Achievement (NCEA).

The following Conditions apply, under section 429 of the Education and Training Act (the Act), to the Gateway Fund Funding that you receive for the Funding Period, in addition to the Base Funding Conditions set out in this Funding Conditions Catalogue, and the Conditions in the Act.

1. Organisation eligibility

To be an eligible organisation to receive Gateway Fund Funding you must be:

- (a) a State or State-integrated secondary school; and
- (b) quality assured by the Education Review Office.

You must continue to be an eligible organisation for the length of the Funding Period.

2. Learner eligibility

You must ensure that Gateway Fund Funding is only used in respect of eligible learners, each of whom is enrolled in an eligible programme, and meets and continues to meet the eligibility criteria for being an eligible learner. An “eligible learner” is a learner who is:

- (a) a **Domestic Student**; and
- (b) enrolled at a State or State-integrated secondary school; and
- (c) Year 11 or above.

3. Programme eligibility

You must ensure that the Gateway Fund Funding is only used for a programme that meets and continues to meet the eligibility criteria for eligible programmes. An eligible programme is a programme which:

- (a) has credits that contribute to the award of the NCEA and/or a Qualification on the NZQCF; and
- (b) allows each eligible learner to participate in structured workplace learning, including the assessment and recognition of that learning in the form of credits (towards the NCEA and/or a Qualification on the NZQCF); and
- (c) integrates workplace learning with each eligible learner’s wider course of study.

4. Your responsibilities

You must:

- (a) only use Gateway Fund Funding to support eligible learners undertaking eligible programmes; and
- (b) not use Gateway Fund Funding to fund:
 - (i) the cost of school space; or
 - (ii) school office or administrative services other than services specifically for Gateway provision; and
- (c) not charge a tuition fee, or course or equipment costs, to an eligible learner for their eligible programme; and
- (d) ensure that each eligible learner has the equipment necessary for their work placement, including tools, equipment, safety clothing, and tuition material; and
- (e) comply with all administrative requirements specified by us, including reporting requirements specified in the **Tertiary Education Commission (TEC) Gateway Handbook**; and
- (f) take all reasonable and practicable steps to ensure that each eligible learner will be safe in their work placement; and
- (g) monitor the safety of each eligible learner in their work placement; and
- (h) ensure that each employer is aware of its employer obligations and that the workplace is appropriate for structured workplace learning; and
- (i) ensure that each eligible learner is aware of their obligations as an employee; and
- (j) meet minimum performance standards specified by us.

5. Access to and supply of information

You must:

- (a) provide us with access to your premises, employees and information, for the purposes of:
 - (i) inspecting the records that you must keep; and
 - (ii) auditing your compliance with these Conditions and requirements in the Act; and
- (b) supply to us information about each eligible learner in accordance with the reporting requirements specified in the **TEC Gateway Handbook** available on our website; and
- (c) ensure that each eligible learner's credit achievement information is submitted to the New Zealand Qualifications Authority.

6. Repayment of Gateway Fund Funding

If you receive Gateway Fund Funding that is greater than it should have been, or that you were not entitled to receive, you must treat the amount of the over-Funding as a debt due to the Crown that:

- (a) is repayable on demand; and
- (b) may be set-off against all or any Funding, or any sum of money payable by us to you.

7. Suspension, revocation or withdrawal of Gateway Fund Funding

Condition 2.5 of the Base Funding Conditions applies to Gateway Fund Funding.

Intensive Literacy and Numeracy Fund

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Intensive Literacy and Numeracy Fund

Purpose of Fund

The purpose of funding literacy and numeracy provision is to:

- (a) raise adults' literacy and numeracy skills; and
- (b) increase opportunities for adults to engage in literacy and numeracy learning, particularly for those in low-skilled employment; and
- (c) improve the quality and relevance of provision, including the ability to identify learner need.

The purpose of the *Intensive Literacy and Numeracy* (ILN) Fund is to fund Tertiary Education Organisations (TEOs) for the intensive provision of high-quality literacy and numeracy learning opportunities within an appropriately structured environment.

The following Conditions apply, under section 426 of the Education and Training Act (the Act), to the Literacy and Numeracy Provision – Intensive Literacy and Numeracy (ILN) Fund Funding you receive for the Funding Period, in addition to the Base Funding Conditions set out in this Funding Conditions Catalogue, and the Conditions in the Act.

1. Organisation eligibility

1.1 To be an eligible organisation to receive ILN Fund Funding, you must be:

- (a) a Tertiary Education Institution, namely:
 - (i) a University; or
 - (ii) Te Pūkenga – New Zealand Institute of Skills and Technology (Te Pūkenga); or
 - (iii) a Wānanga; or
- (b) a registered Private Training Establishment (PTE); or
- (c) a State or State-integrated school.

You must continue to be an eligible organisation for the length of the Funding Period.

1.2 You must, for the length of the Funding Period:

- (a) have in place an effective assessment process for determining the literacy and numeracy needs of eligible learners, such as the Literacy and Numeracy for Adults Assessment Tool (LNAAT), and provide support to ensure that those learners progress in line with the **guidelines provided by us**; and
- (b) be able to offer an eligible programme of intensive literacy and numeracy provision as set out in Condition 5; and
- (c) have adequate processes in place for reporting improvements of a learner's literacy and numeracy skills.

1.3 If you are a University, you must continue to be quality assured by the New Zealand Vice Chancellors' Committee (Universities NZ).

1.4 If you are Te Pūkenga, a Wānanga or a registered PTE, you must continue to be quality assured by the New Zealand Qualifications Authority (NZQA).

1.5 If you are a State or State-integrated school, you must continue to be quality assured by the Education Review Office.

2. Learner eligibility

- 2.1** You must ensure that ILN Fund Funding is only used in respect of a learner who:
- (a) is, and continues to be, a **Domestic Student** as defined under section 10(1) of the Act; and
 - (b) has low skill levels in literacy, numeracy, or literacy and numeracy, as determined by us; and
 - (c) is assessed using the LNAAT and does not present at Step 3 or higher (ie, presents at Step 2 or lower) on the Learning Progressions for reading and/or numeracy (as appropriate) when assessed in line with our **guidelines**.
- 2.2** For the purposes of Condition 2.1(b):
- (a) a learner is considered to have a low skill level of literacy, numeracy, or literacy and numeracy if a learner:
 - (i) has fewer than 121 credits on the New Zealand Qualifications and Credentials Framework (NZQCF) (or equivalent); or
 - (ii) has more than 120 credits on the NZQCF (or equivalent), and has fewer than 31 credits in literacy and/or numeracy in unit standards and/or achievement standards (or equivalent).
 - (b) a learner is not considered to have a low skill level of literacy, numeracy, or literacy and numeracy if they have an undergraduate, postgraduate, or Level 5 or above Qualification gained in New Zealand or that is listed on the NZQCF, even if they fall within one of the categories in 2.2(a).
- 2.3** The criteria above in Condition 2.2(b) applies unless you have received prior written approval from us to enrol a learner under exceptional circumstances, and the learner otherwise meets the learner eligibility criteria under Condition 2.1. and 2.2(a).
- 2.4** You must ensure that, for the length of the Funding Period, the learner continues to meet the eligibility criteria as specified in Condition 2.1 (except the criterion in Condition 2.1(b) above).

3. Verification of learner eligibility

3.1 You must verify that each learner enrolled in a programme meets the eligibility criteria as specified in Condition 2.1 by sighting the relevant documents specified below for the type of learner:

Type of learner	Verification methods
A New Zealand citizen	<p>You must:</p> <ul style="list-style-type: none"> (a) confirm the learner’s citizenship status using the learner’s National Student Number (NSN); or (b) receive an assertion through RealMe® that the learner was born in New Zealand (prior to 2005); or (c) sight an original or certified copy of one or more of the following documents: <ul style="list-style-type: none"> (i) a New Zealand birth certificate; or (ii) a New Zealand passport; or (iii) a New Zealand certificate of citizenship; or (d) if a learner is unable to obtain a birth certificate for the purposes of (c)(i) above, you may contact us to confirm whether a whakapapa statement signed by both the learner and a kaumātua is acceptable evidence of citizenship.
A New Zealand resident	<p>You must sight an original or certified copy of one or more of the following documents:</p> <ul style="list-style-type: none"> (a) a passport with a current residence class visa (a passport with a visa label); or (b) a passport, and letter or email, confirming a current residence class visa (label-less visa, followed by confirmation with Immigration New Zealand, where appropriate); or (c) a certificate of identity from Immigration New Zealand if the learner is a refugee.
An Australian citizen or Australian permanent resident currently residing in New Zealand¹	<p>You must sight an original or certified copy of one or more of the following documents:</p> <ul style="list-style-type: none"> (a) an Australian birth certificate issued before 20 August 1986;* or (b) an Australian passport; or (c) a passport with a current Australian Resident Return Visa issued by the Australian government. <p><small>* An Australian birth certificate issued after August 1986 is not an accepted form of verification. You will need to sight the travel document, which is likely to be an Australian passport.</small></p>
A dependant of diplomatic personnel	<p>You must sight the original or certified copy of an authorised form from the Ministry of Foreign Affairs and Trade.</p>

¹ A learner is considered to be currently residing in New Zealand when they are issued an Australian Resident Visa on arrival in New Zealand.

Type of learner	Verification methods
<p>Other types of valid domestic enrolments</p> <p>A person who is required to be treated as if they are not an international student within the meaning set out in The Tertiary Education (Domestic Students) Notice 2024 or any other notice published in the Gazette on the same basis for 2024.²</p>	<p>You must verify each learner’s eligibility in accordance with the requirements specified on our website for how each learner is to be verified. The requirements can be found on the TEC website page <u>Other valid domestic enrolments</u>.</p>

- 3.2** You must follow the process set out in Condition 3.1, or, where applicable, the **requirements specified on our website**. We may authorise you in writing to follow a different process, specified by us, where we are satisfied that there are special circumstances that justify using an alternative process.
- 3.3** For the purposes of this Condition, a certified copy is a photocopy, photograph or scanned copy that has been endorsed as a true copy of the original. To be certified, the document must:
- be certified by an official of the issuing authority authorised by section 9(1)(a) to (h) of the Oaths and Declarations Act 1957 to take a statutory declaration, such as a Justice of the Peace, a person enrolled as a barrister and solicitor of the High Court, or a court official (Court Registrar or Deputy Registrar); and
 - have the official’s signature on each page, with their name and title shown clearly below their signature.

² From 1 January 2024 to 13 March 2024, learners that may be treated as if they are not international students are defined in the Tertiary Education (Domestic Students) Notice 2022. The Tertiary Education (Domestic Students) Notice 2024 applies from 14 March 2024.

4. Verification of learner identity

- 4.1** You must verify the identity of each learner enrolled in a programme and confirm the learner is who they say they are by doing one or more of the following:
- (a) confirming that all data fields match the learner's NSN; or
 - (b) receiving an assertion through the Department of Internal Affairs' RealMe® online identity verification service; or
 - (c) sighting the original or certified copy of a current passport; or
 - (d) sighting the original or certified copy of one or more of the following documents:
 - (i) a birth certificate; or
 - (ii) a certificate of identity; or
 - (iii) a New Zealand certificate of citizenship; or
 - (iv) an expired passport that has not been cancelled; or
 - (v) a current New Zealand driver licence; or
 - (vi) a current New Zealand firearms licence.
- 4.2** If a learner is unable to obtain a birth certificate for the purposes of Condition 4.1(d)(i) above, you may contact us to confirm whether a whakapapa statement signed by both the learner and a kaumātua is acceptable evidence of identity.
- 4.3** You must follow the process set out in Condition 4.1 unless we are satisfied that there are special circumstances that justify using an alternative process, and authorise you in writing to follow a different process specified by us.
- 4.4** For the purposes of this Condition, a certified copy is a photocopy, photograph or scanned copy that has been endorsed as a true copy of the original. To be certified, the document must:
- (a) be certified by an official of the issuing authority authorised by section 9(1)(a) to (h) of the Oaths and Declarations Act 1957 to take a statutory declaration, such as a Justice of the Peace, person enrolled as a barrister and solicitor of the High Court, or a court official (Court Registrar or Deputy Registrar); and
 - (b) have the official's signature on each page, with their name and title shown clearly below their signature.

5. Programme eligibility

You must only use ILN Fund Funding for a programme that, for the length of the Funding Period:

- (a) provides literacy, numeracy, or literacy and numeracy study or training that is specific, rather than embedded within the programme; and
- (b) provides high-quality literacy, numeracy, or literacy and numeracy study or training, that represents value for money; and
- (c) enables each learner to use literacy, numeracy, or literacy and numeracy skills to meaningfully engage in New Zealand society; and
- (d) is effective in improving each learner's literacy, numeracy, or literacy and numeracy skills; and
- (e) has measurable literacy, numeracy, or literacy and numeracy outcomes; and
- (f) is flexible and able to be tailored to meet the needs of an individual adult learner; and
- (g) is provided by a tutor who holds an appropriate qualification as **determined by us**.

6. Hours and intensity of delivery

- 6.1** The total hours of literacy, numeracy, or literacy and numeracy tuition you deliver per learner is generally expected to be between 80 and 300 hours per year, acknowledging some learners have a need of more or fewer hours.
- 6.2** The literacy, numeracy, or literacy and numeracy tuition you provide must be delivered at the intensity of 5 to 20 hours per week.

7. Fees

You must not charge a fee to a learner who is participating in a programme for which you receive ILN Fund Funding.

8. Reports

- 8.1** You must submit:
 - (a) a progress report for the period 1 January to 31 May no later than 10 working days after 31 May; and
 - (b) a progress report for the period 1 January to 30 September no later than 10 working days after 30 September; and
 - (c) a final report for the period 1 January to 31 December no later than 31 January of the following year.

8.2 Each progress report and the final report must:

- (a) be submitted in accordance with the template that we will provide to you; and
- (b) relate to the specific delivery commitments outlined in your Investment Plan; and
- (c) include the following information:
 - (i) the number of learners enrolled in each ILN programme; and
 - (ii) learner enrolment information, including:
 - A. the NSN; and
 - B. tuition hours delivered (actual attendance); and
 - C. remaining tuition hours planned (if any); and
 - D. demographic information; and
 - E. regional information; and
 - F. literacy and numeracy information; and
 - G. the enrolment start and finish dates for each learner enrolled in each ILN programme during the period covered by the report.

9. Subcontracting

You must not subcontract any of the funded activities without prior written consent from us.

You must:

- (a) comply with any Conditions imposed by us on a consent to subcontract; and
- (b) ensure that the subcontracted party does not further subcontract any functions; and
- (c) remain accountable to us for the use of the ILN Fund Funding.

10. Repayment of ILN Fund Funding

10.1 If you receive ILN Fund Funding that is greater than it should have been, or that you were not entitled to receive, you must treat the amount of the over-Funding as a debt due to the Crown that:

- (a) is repayable on demand; and
- (b) may be set-off against all or any Funding, or any sum of money payable by us to you.

10.2 For the purposes of this Condition, we will determine whether you have received ILN Fund Funding that was greater than it should have been by subtracting the total number of tuition hours delivered in the calendar year (based on actual attendance) from the hours approved in Appendix 1 of your Funding Confirmation Letter.

11. Suspension, revocation or withdrawal of ILN Fund Funding

Condition 2.5 of the Base Funding Conditions applies to ILN Fund Funding.

Intensive Literacy and Numeracy Fund – English Language Teaching

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Intensive Literacy and Numeracy Fund – English Language Teaching

Purpose of Fund

The purpose of the *Intensive Literacy and Numeracy Fund – English Language Teaching* (ILN ELT) Fund (formerly known as Specialised English for Speakers of Other Languages (ESOL)) is to:

- (a) increase opportunities for adults to engage in literacy and numeracy learning, particularly migrants and refugees; and
- (b) raise adults' literacy and numeracy skills to help learners progress onto further study and employment; and
- (c) fund the intensive provision of ELT learning opportunities within an appropriately structured environment.

The following Conditions apply, under section 426 of the Education and Training Act (the Act), to the ILN ELT Fund Funding you receive for the Funding Period, in addition to the Base Funding Conditions set out in this Funding Conditions Catalogue, and the Conditions in the Act.

1. Organisation eligibility

1.1 To be an eligible organisation to receive ELT Fund Funding you must:

- (a) continue to be for the length of the Funding Period:
 - (i) a Tertiary Education Institution, namely:
 - A. a University; or
 - B. Te Pūkenga – New Zealand Institute of Skills and Technology (Te Pūkenga); or
 - C. a Wānanga; or
 - (ii) a Private Training Establishment (PTE); or
 - (iii) a Rural Education Activities Programme (REAP) Provider; or
 - (iv) a community organisation; or
 - (v) a State or State-integrated school; and
- (b) have demonstrated expertise in delivering ILN ELT to adult refugee-background learners and migrants.

1.2 If you are Te Pūkenga, a Wānanga or a registered PTE (including REAP Providers that are registered providers), you must continue to be quality assured by the New Zealand Qualifications Authority (NZQA).

1.3 If you are a State or State-integrated school, you must continue to be quality assured by the Education Review Office.

1.4 If you are a University, you must continue to be quality assured by the New Zealand Vice-Chancellors' Committee (Universities NZ).

2. Learner eligibility

- 2.1** You must ensure that ILN ELT Fund Funding is only used in respect of a learner who:
- is a person for whom English is not their first language;
 - is a **Domestic Student**;
 - is 16 years of age or over; and
 - has low English language and/or literacy skills.
- 2.2** For the purposes of this Condition, a learner is considered to have low English language and/or literacy skills if the learner:
- has fewer than 121 credits on the New Zealand Qualifications and Credentials Framework (NZQCF) (or equivalent); or
 - has more than 120 credits on the NZQCF (or equivalent), and has fewer than 31 credits in literacy and/or numeracy in unit standards and/or achievement standards (or equivalent); or
 - is assessed using the Starting Points Assessment Tool as part of the Literacy and Numeracy Assessment Tool for Adults (LNAAT) and presents below Step 1 in reading and/or listening on the Learning Progressions.
- 2.3** You must not enrol or re-enrol a learner in provision funded under the ILN ELT Fund for more than five years or 60 months (the maximum period) without prior approval. You must have prior approval from us to re-enrol a learner in provision that exceeds the maximum period. The total duration of provision for an individual learner includes any enrolments in provision under the ELT Fund by that learner, regardless of whether they are consecutive or not.

3. Verification of learner eligibility

- 3.1** You must verify that each learner enrolled in a programme meets the eligibility criteria as specified in Condition 2 by sighting the relevant documents specified below for the type of learner:

Type of learner	Verification methods
A New Zealand citizen	<p>You must:</p> <ol style="list-style-type: none"> confirm the learner's citizenship status using the learner's National Student Number (NSN); or receive an assertion through RealMe® that the learner was born in New Zealand (prior to 2005); or sight an original or certified copy of one or more of the following documents: <ol style="list-style-type: none"> a New Zealand birth certificate; or a New Zealand passport; or a New Zealand certificate of citizenship; or if a learner is unable to obtain a birth certificate for the purposes of (c)(i) above, you may contact us to confirm whether a whakapapa statement signed by both the learner and a kaumātua is acceptable evidence of citizenship.

Type of learner	Verification methods
A New Zealand resident	<p>You must sight an original or certified copy of one or more of the following documents:</p> <ul style="list-style-type: none"> (a) a passport with a current residence class visa (a passport with a visa label); or (b) a passport, and letter or email, confirming a current residence class visa (label-less visa, followed by confirmation with Immigration New Zealand, where appropriate); or (c) a certificate of identity from Immigration New Zealand if the learner is a refugee.
An Australian citizen or Australian permanent resident currently residing in New Zealand¹	<p>You must sight an original or certified copy of one or more of the following documents:</p> <ul style="list-style-type: none"> (a) an Australian birth certificate issued before 20 August 1986;* or (b) an Australian passport; or (c) a passport with a current Australian Resident Return Visa issued by the Australian government. <p><small>* An Australian birth certificate issued after August 1986 is not an accepted form of verification. You will need to sight the travel document, which is likely to be an Australian passport.</small></p>
A dependant of diplomatic personnel	You must sight the original or certified copy of an authorised form from the Ministry of Foreign Affairs and Trade.
Other types of valid domestic enrolments A person who is required to be treated as if they are not an international student within the meaning set out in The Tertiary Education (Domestic Students) Notice 2024. ²	You must verify each learner’s eligibility in accordance with the requirements specified on our website for how each learner is to be verified. The requirements can be found on the TEC website page Other valid domestic enrolments .

1 A learner is considered to be currently residing in New Zealand when they are issued an Australian Resident Visa on arrival in New Zealand.

2 From 1 January 2024 to 13 March 2024, learners that may be treated as if they are not international students are defined in the Tertiary Education (Domestic Students) Notice 2022. The Tertiary Education (Domestic Students) Notice 2024 applies from 14 March 2024.

- 3.2** You must follow the process set out in Condition 3.1, or, where applicable, the **requirements specified on our website**. We may authorise you in writing to follow a different process, specified by us, where we are satisfied that there are special circumstances that justify using an alternative process.
- 3.3** For the purposes of this Condition, a certified copy is a photocopy, photograph or scanned copy that has been endorsed as a true copy of the original. To be certified, the document must:
- (a) be certified by an official of the issuing authority or a person authorised by section 9(1)(a) to (h) of the Oaths and Declarations Act 1957 to take a statutory declaration, such as a Justice of the Peace, a person who is enrolled as a barrister and solicitor of the High Court, or a court official (Court Registrar or Deputy Registrar); and
 - (b) have the official's signature on each page, with their name and title shown clearly below their signature.

4. Verification of learner identity

- 4.1** You must verify the identity of each learner enrolled in a programme and confirm the learner is who they say they are by doing one or more of the following:
- (a) confirming that all data fields match the learner's NSN; or
 - (b) receiving an assertion through the Department of Internal Affairs' RealMe® online identity verification service; or
 - (c) sighting the original or certified copy of a current passport; or
 - (d) sighting the original or certified copy of one or more of the following documents:
 - (i) a birth certificate; or
 - (ii) a certificate of identity; or
 - (iii) a New Zealand certificate of citizenship; or
 - (iv) an expired passport that has not been cancelled; or
 - (v) a current New Zealand driver licence; or
 - (vi) a current New Zealand firearms licence.
- 4.2** You must follow the process set out in Condition 4.1 unless we are satisfied that there are special circumstances that justify using an alternative process, and authorise you in writing to follow a different process specified by us.
- 4.3** For the purposes of this Condition, a certified copy is a photocopy, photograph or scanned copy that has been endorsed as a true copy of the original. To be certified, the document must:
- (a) be certified by an official of the issuing authority authorised by section 9(1)(a) to (h) of the Oaths and Declarations Act 1957 to take a statutory declaration, such as a Justice of the Peace, a person enrolled as a barrister and solicitor of the High Court, or a court official (Court Registrar or Deputy Registrar); and
 - (b) have the official's signature on each page, with their name and title shown clearly below their signature.

5. Programme eligibility

- 5.1** You must only use ILN ELT Fund Funding for a programme that continues to:
- (a) have English language and literacy outcomes; and
 - (b) be taught by appropriately qualified and experienced ELT educators; and
 - (c) be flexible and tailored to respond to the particular needs of adult learners (for example, provision may be delivered at off-peak times for those in employment).
- 5.2** For the purposes of this Condition, an appropriately qualified and experienced educator is a person who:
- (a) holds an appropriate qualification as **determined by us**; and
 - (b) has experience in teaching literacy and numeracy.

6. Literacy and Numeracy for Adults Assessment Tool

You must have in place an effective assessment process for determining the literacy and numeracy needs of eligible learners, such as the LNAAT, and provide support to ensure that those learners progress in line with the **guidelines provided by us**.

7. Hours and intensity of delivery

- (a) The total hours of ELT tuition you deliver per learner is generally expected to be between 20 and 500 hours per year, acknowledging some learners have a need for more or fewer hours.
- (b) The ELT tuition you provide must be delivered at the intensity of 5 to 40 hours per week.

8. Fees

You must not charge a fee to a learner who is participating in an eligible programme for which you receive ILN ELT Fund Funding.

9. Reports

- 9.1** You must submit:
- (a) a progress report for the period 1 January to 31 May no later than 10 working days after 31 May; and
 - (b) a progress report for the period 1 January to 30 September no later than 10 working days after 30 September; and
 - (c) a final report for the period 1 January to 31 December no later than 31 January of the following year.

9.2 Each progress report and the final report must:

- (a) be submitted in accordance with the template that we will provide to you; and
- (b) relate to the specific outcomes outlined in your Investment Plan; and
- (c) include the following information:
 - (i) the number of learners enrolled in each programme; and
 - (ii) learner enrolment information, including:
 - A. the NSN; and
 - B. tuition hours delivered (actual attendance); and
 - C. remaining tuition hours planned (if any); and
 - D. demographic information; and
 - E. regional information; and
 - F. literacy and numeracy information; and
 - G. the enrolment start and finish dates for each learner enrolled in each ILN ELT programme during the period covered by the report.

10. Subcontracting

You must not subcontract any of the funded activities from the ILN ELT Fund.

11. Repayment of ILN ELT Fund Funding

11.1 If you receive ILN ELT Fund Funding that is greater than it should have been, or that you were not entitled to receive, you must treat the amount of the over-Funding as a debt due to the Crown that:

- (a) is repayable on demand; and
- (b) may be set-off against all or any Funding, or any sum of money payable by us to you.

11.2 For the purposes of this Condition, we will determine whether you have received Funding that was greater than it should have been by subtracting the total number of tuition hours delivered in the calendar year (based on actual attendance) from the hours approved in Appendix 1 of your Funding Confirmation Letter.

12. Suspension, revocation or withdrawal of ILN ELT Fund Funding

Condition 2.5 of the Base Funding Conditions applies to ILN ELT Fund Funding.

Intensive Literacy and Numeracy Fund – Refugee English

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Intensive Literacy and Numeracy Fund – Refugee English

Purpose of Fund

The purpose of the *Intensive Literacy and Numeracy, Refugee English* (ILN Refugee English) Fund is to:

- (a) increase opportunities for adults to engage in literacy and numeracy learning, particularly migrants and refugees; and
- (b) raise adults' literacy and numeracy skills to help learners progress onto further study and employment; and
- (c) support those with a refugee background, or other special circumstances related to their transition to residence in New Zealand, to reach a level of English that will allow them to enter employment, or undertake their choice of vocational or degree-level education, by providing fees-free access to English Language Teaching (ELT) (formerly known as Specialised English for Speakers of Other Languages (ESOL)) programmes at Level 3 or above on the New Zealand Qualifications and Credentials Framework (NZQCF).

The following Conditions apply, under section 426 of the Education and Training Act (the Act), to the ILN Refugee English Fund Funding you receive for the Funding Period, in addition to the Base Funding Conditions set out in this Funding Conditions Catalogue, and the Conditions in the Act.

1. Organisation eligibility

1.1 To be an eligible organisation to receive ILN Refugee English Fund Funding, you must

- (a) continue to be for the length of the Funding Period:
 - (i) a Tertiary Education Institution, namely:
 - A. a University; or
 - B. Te Pūkenga – New Zealand Institute of Skills and Technology (Te Pūkenga); or
 - C. a Wānanga; or
 - (ii) a registered Private Training Establishment (PTE); and
- (b) have experience in educating refugee-background learners.

1.2 If you are Te Pūkenga, a Wānanga or a registered PTE, you must continue to be quality assured by the New Zealand Qualifications Authority (NZQA).

1.3 If you are a University, you must continue to be quality assured by the New Zealand Vice-Chancellors' Committee (Universities NZ).

2. Learner eligibility

2.1 You must ensure that ILN Refugee English Fund Funding is only used in respect of a learner who:

- (a) is and continues to be a **Domestic Student**; and
- (b) has either:
 - (i) a refugee background, which includes:
 - A. refugees or protected persons;¹ and/or
 - B. those who gained the Afghan Emergency Resettlement Visa and the partners and/or children of members of these groups; or
 - C. other Family that gained a New Zealand residence class visa due to their relationship to a refugee, protected person, or those holding an Afghan Emergency Resettlement Visa;² or
 - (ii) other special circumstances related to their transition to residence in New Zealand, including those directly affected by the Christchurch mosques terror attack and their Family members. Members of this group are holders of the Christchurch Response Visa, or would have been eligible for this visa but were already holding another residence-class visa. This group also includes residence-class visa holders who are a Family member of a living person, where that living person is:
 - A. the holder of a Christchurch Response Visa; or
 - B. a New Zealand citizen who:
 - I. was a resident visa holder under the Immigration Act 2009 on 15 March 2019 and was eligible for a Christchurch Response Visa; or
 - II. would have been eligible for a Christchurch Response Visa had they not already been the holder of a permanent resident visa under the Immigration Act 2009 on 15 March 2019; or
 - III. would have been eligible for a Christchurch Response Visa had they not already been a New Zealand citizen on 15 March 2019; or
 - IV. was granted New Zealand citizenship after holding a Christchurch Response Visa; or
 - C. the holder of a permanent resident visa under the Immigration Act 2009 who:
 - I. was a resident visa holder under the Immigration Act 2009 on 15 March 2019 and was eligible for a Christchurch Response Visa; or
 - II. would have been eligible for a Christchurch Response Visa had they not already been the holder of a permanent resident visa under the Immigration Act 2009 on 15 March 2019; or

1 This includes those resettled by the government in New Zealand as refugees and those who gained refugee status or protected person status while living in New Zealand. For the avoidance of doubt, this includes people who have gained refugee status or protected person status and are yet to gain a residence visa, as they have a refugee background and still meet the definition of Domestic Students.

2 For the avoidance of doubt, refugee background will also include the Afghan interpreters who worked for the New Zealand-led Provincial Reconstruction team in Afghanistan and their dependants who were also granted residence visas.

- D. the holder of a resident visa under the Immigration Act 2009, who held the resident visa on 15 March 2019 and who was eligible for a Christchurch Response Visa.

- 2.2** You must not enrol or re-enrol a learner in provision funded under the ILN Refugee English Fund for more than three years or 36 months (the maximum period) without prior approval. You must have prior approval from us to re-enrol a learner in provision that exceeds the maximum period. The total duration of provision for an individual learner includes any enrolments in provision under the ILN Refugee English Fund by that learner, regardless of whether they are consecutive or not.
- 2.3** You must not claim ILN Refugee English Fund Funding for prior learning³ credited to a learner. To ensure that you are able to comply with this Condition, you must:
- ask each learner to specify prior learning they have undertaken; and
 - before admitting each learner into an ILN Refugee English Fund-funded programme, review that information as it relates to each learner; and
 - retain documents that confirm that the learner has demonstrated the required knowledge or skill.

3. Verification of learner eligibility

- 3.1** You must verify that each learner enrolled in a programme meets the eligibility criteria as specified in Condition 2 by sighting the relevant documents specified below for the type of learner:

Type of learner	Verification methods
A New Zealand citizen	<p>You must:</p> <ol style="list-style-type: none"> confirm the learner’s citizenship status using the learner’s National Student Number (NSN); or receive an assertion through RealMe® that the learner was born in New Zealand (prior to 2005); or sight an original or certified copy of one or more of the following documents: <ol style="list-style-type: none"> a New Zealand birth certificate; or a New Zealand passport; or a New Zealand certificate of citizenship; or if a learner is unable to obtain a birth certificate for the purposes of (c)(i) above, you may contact us to confirm whether a whakapapa statement signed by both the learner and a kaumātua is acceptable evidence of citizenship.

³ For the avoidance of doubt, recognised prior learning does not include repeated learning or training that the applicable quality assurance body requires learners to repeat periodically.

Type of learner	Verification methods
A New Zealand resident	<p>You must sight an original or certified copy of one or more of the following documents:</p> <ul style="list-style-type: none"> (a) a passport with a current residence class visa (a passport with a visa label); or (b) a passport, and letter or email, confirming a current residence class visa (label-less visa, followed by confirmation with Immigration New Zealand, where appropriate); or (c) a certificate of identity from Immigration New Zealand if the learner is a refugee.
An Australian citizen or Australian permanent resident currently residing in New Zealand⁴	<p>You must sight an original or certified copy of one or more of the following documents:</p> <ul style="list-style-type: none"> (a) an Australian birth certificate issued before 20 August 1986;* or (b) an Australian passport; or (c) a passport with a current Australian Resident Return Visa issued by the Australian government. <p><small>* An Australian birth certificate issued after August 1986 is not an accepted form of verification. You will need to sight the travel document, which is likely to be an Australian passport.</small></p>
A dependant of diplomatic personnel	You must sight the original or certified copy of an authorised form from the Ministry of Foreign Affairs and Trade.
Other types of valid domestic enrolments A person who is required to be treated as if they are not an international student within the meaning set out in <u>The Tertiary Education (Domestic Students) Notice 2024</u> . ⁵	You must verify each learner’s eligibility in accordance with the requirements specified on our website for how each learner is to be verified. The requirements can be found on the TEC website page <u>Other valid domestic enrolments</u> .

4 A learner is considered to be currently residing in New Zealand when they are issued an Australian Resident Visa on arrival in New Zealand.

5 From 1 January 2024 to 13 March 2024, learners that may be treated as if they are not international students are defined in the Tertiary Education (Domestic Students) Notice 2022. The Tertiary Education (Domestic Students) Notice 2024 applies from 14 March 2024.

- 3.2** You must follow the process set out in Condition 3.1, or, where applicable, the **requirements specified on our website**. We may authorise you in writing to follow a different process, specified by us, where we are satisfied that there are special circumstances that justify using an alternative process.
- 3.3** For the purposes of this Condition, a certified copy is a photocopy, photograph or scanned copy that has been endorsed as a true copy of the original. To be certified, the document must:
- (a) be certified by an official of the issuing authority authorised by section 9(1)(a) to (h) of the Oaths and Declarations Act 1957 to take a statutory declaration, such as a Justice of the Peace, a person enrolled as a barrister and solicitor of the High Court, or a court official (Court Registrar or Deputy Registrar); and
 - (b) have the official's signature on each page, with their name and title shown clearly below their signature.

4. Verification of learner identity

- 4.1** You must verify the identity of each learner enrolled in a programme and confirm the learner is who they say they are by doing one or more of the following:
- (a) confirming that all data fields match the learner's NSN; or
 - (b) receiving an assertion through the Department of Internal Affairs' RealMe® online identity verification service; or
 - (c) sighting the original or certified copy of a current passport; or
 - (d) sighting the original or certified copy of one or more of the following documents:
 - (i) a birth certificate; or
 - (ii) a certificate of identity; or
 - (iii) a New Zealand certificate of citizenship; or
 - (iv) an expired passport that has not been cancelled; or
 - (v) a current New Zealand driver licence; or
 - (vi) a current New Zealand firearms licence.
- 4.2** You must follow the process set out in Condition 4.1 unless we are satisfied that there are special circumstances that justify using an alternative process, and authorise you in writing to follow a different process specified by us.
- 4.3** For the purposes of this Condition, a certified copy is a photocopy, photograph or scanned copy that has been endorsed as a true copy of the original. To be certified, the document must:
- (a) be certified by an official of the issuing authority or a person authorised by section 9(1)(a) to (h) of the Oaths and Declarations Act 1957 to take a statutory declaration, such as a Justice of the Peace, a person enrolled as a barrister and solicitor of the High Court, or a court official (Court Registrar or Deputy Registrar); and
 - (b) have the official's signature on each page, with their name and title shown clearly below their signature.

5. Programme eligibility

You must only use ILN Refugee English Fund Funding for a programme that is and continues to be:

- (a) a Qualification or course at Level 3 and above on the NZQCF that supports ELT learners with English, and can include skills in preparation for further study; and
- (b) quality assured by either NZQA or Universities NZ (where appropriate).

6. Pastoral care services

You must provide pastoral care services that support the educational achievement of each learner for whom you receive ILN Refugee English Fund Funding.

7. Fees

You must not charge a fee to a learner who is participating in an eligible programme for which you receive ILN Refugee English Fund Funding.

8. Withdrawals

You must report the Withdrawal of learners to the Ministry of Social Development within five working days of each Withdrawal. This is to enable Student Loans and Student Allowances to be cancelled as soon as possible.

9. Reports

9.1 You must submit:

- (a) a progress report for the period 1 January to 31 May no later than 10 working days after 31 May;
- (b) a progress report for the period 1 January to 30 September no later than 10 working days after 30 September; and
- (c) a final report for the period 1 January to 31 December no later than 31 January of the following year.

9.2 Each progress and the final report must:

- (a) be submitted in accordance with the template that we will provide to you; and
- (b) relate to the specific outcomes in your Investment Plan; and
- (c) include the following information:
 - (i) the number of learners enrolled in each programme; and
 - (ii) learner enrolment information, including:
 - A. the NSN; and
 - B. number of equivalent full-time students (EFTS) delivered; and
 - C. ethnicity; and
 - D. tuition fees charged (if any); and
 - E. Qualification enrolment details (including the start and finish dates, and Qualification name for the enrolment) of each learner enrolled during the period covered by the report; and
 - (iii) the number of learner places delivered; and
 - (iv) the NSN and details of any learners not already reported in the progress reports; and
 - (v) a summary of the learner demographics; and
 - (vi) the regions in which you delivered the provision; and
 - (vii) a declaration that confirms that you have monitored each learner's progress, and you have met your Performance Commitments.

10. Subcontracting

You must not subcontract any of the funded activities from the ILN Refugee English Fund Funding.

11. Repayment of ILN Refugee English Fund Funding

11.1 If you receive ILN Refugee English Fund Funding that is greater than it should have been, or that you were not entitled to receive, you must treat the amount of the over-Funding as a debt due to the Crown that:

- (a) is repayable on demand; and
- (b) may be set-off against all or any Funding, or any sum of money payable by us to you.

11.2 For the purposes of this Condition, we will determine whether you have received Funding that was greater than it should have been if you do not deliver all of the places specified in your Investment Plan. This means that if you do not deliver the agreed number of places in your Investment Plan, then we will recover all Funding associated with those undelivered places.

12. Suspension, revocation or withdrawal of ILN Refugee English Fund Funding

Condition 2.5 of the Base Funding Conditions applies to ILN Refugee English Fund Funding.

TEO-led Workplace Literacy and Numeracy Fund

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TEO-led Workplace Literacy and Numeracy Fund

Purpose of Fund

The purpose of funding literacy and numeracy provision is to:

- (a) raise adults' literacy and numeracy skills;
- (b) increase opportunities for adults to engage in literacy and numeracy learning, particularly for those in low-skilled employment; and
- (c) improve the quality and relevance of provision, including the ability to identify learner need.

The purposes of the *Workplace Literacy and Numeracy (WLN) Fund* are to:

- (a) increase the literacy and numeracy skills of employees; and
- (b) contribute to workplace productivity through the provision of literacy and numeracy learning in a workplace context.

The purposes can be achieved by:

- (a) providing programmes of workplace literacy and numeracy training to employees; and
- (b) supporting workplaces to establish sustainable workplace literacy and numeracy provision.

The WLN Fund has two Funding strands: the Tertiary Education Organisation (TEO)-led strand and the Employer-led strand.

The following Conditions apply, under section 426 of the Education and Training Act (the Act), to the Literacy and Numeracy Provision – Workplace Literacy and Numeracy Fund, TEO-led strand (WLN Fund – TEO-led strand) Funding you receive for the Funding Period, in addition to the Base Funding Conditions set out in this Funding Conditions Catalogue, and the Conditions in the Act.

1. Organisation eligibility

1.1 To be an eligible organisation to receive WLN Fund Funding, you must be:

- (a) a Tertiary Education Institution, namely:
 - (i) a University;
 - (ii) Te Pūkenga – New Zealand Institute of Skills and Technology (Te Pūkenga);
 - (iii) a Wānanga;
- (b) a registered Private Training Establishment (PTE); or
- (c) a State or State-integrated school.

You must continue to be an eligible organisation for the length of the Funding Period.

- 1.2** You must, for the length of the Funding Period:
- (a) have in place an effective assessment process for determining the literacy and numeracy needs of eligible learners, such as the Literacy and Numeracy for Adults Assessment Tool (LNAAT), and provide support to ensure that those learners progress in line with the **guidelines provided by us**; and
 - (b) be able to offer an eligible programme of intensive literacy and numeracy provision as set out in Condition 5.
- 1.3** If you are a University, you must continue to be quality assured by the New Zealand Vice-Chancellors' Committee (Universities NZ).
- 1.4** If you are Te Pūkenga, a Wānanga or a registered PTE, you must continue to be quality assured by the New Zealand Qualifications Authority (NZQA).
- 1.5** If you are a State or State-integrated school, you must continue to be quality assured by the Education Review Office.

2. Learner eligibility

- 2.1** You must ensure that WLN Fund – TEO-led strand Funding is only used for a learner who:
- (a) is a **Domestic Student**; and
 - (b) has low skill levels in literacy, numeracy, or literacy and numeracy, as determined by us; and
 - (c) is assessed using the LNAAT and does not present at Step 4 or higher on the Learning Progressions for reading, and/or Step 5 or higher on the Learning Progressions for numeracy (as appropriate); and
 - (d) is in the paid workforce; and
 - (e) is not:
 - (i) enrolled as a full-time learner at a TEO; or enrolled as a full-time secondary school learner; or
 - (ii) accessing Tertiary Education Commission (TEC)-funded literacy, numeracy, or literacy and numeracy, provision at another TEO or workplace; or
 - (iii) enrolled in a programme or Micro-credential at Level 4 or above on the New Zealand Qualifications and Credentials Framework (NZQCF); or
 - (iv) enrolled in a New Zealand Apprenticeship.
- 2.2** For the purposes of Condition 2.1(b):
- (a) a learner is considered to have a low skill level in literacy, numeracy, or literacy and numeracy if the learner:
 - (i) has fewer than 121 credits on the NZQCF (or equivalent); or
 - (ii) has more than 120 credits on the NZQCF (or equivalent), and has fewer than 31 credits in literacy and/or numeracy in unit standards and/or achievement standards (or equivalent).

(b) a learner is not considered to have a low skill level of literacy, numeracy, or literacy and numeracy if they have an undergraduate, postgraduate, or Level 5 or above Qualification gained in New Zealand or that is listed on the NZQCF, even if they fall within one of the categories in 2.2(a).

2.3 The criteria above in Condition 2.2(b) applies unless you have received prior written approval from us to enrol a learner under exceptional circumstances, and the learner otherwise meets the learner eligibility criteria under Condition 2.1. and 2.2(a).

2.4 You must ensure that, for the length of the Funding Period, the learner continues to meet the eligibility criteria as specified in Condition 2.1 (except the criterion in Condition 2.1(b) above).

3. Verification of learner eligibility

3.1 You must verify that each learner enrolled in a programme meets the eligibility criteria as specified in Condition 2.1 by sighting the relevant documents specified below for the type of learner:

Type of learner	Verification methods
A New Zealand citizen	<p>You must:</p> <ul style="list-style-type: none"> (a) confirm the learner’s citizenship status using the learner’s National Student Number (NSN); or (b) receive an assertion through RealMe® that the learner was born in New Zealand (prior to 2005); or (c) sight an original or certified copy of one or more of the following documents: <ul style="list-style-type: none"> (i) a New Zealand birth certificate; or (ii) a New Zealand passport; or (iii) a New Zealand certificate of citizenship; or (d) if a learner is unable to obtain a birth certificate for the purposes of (c)(i) above, you may contact us to confirm whether a whakapapa statement signed by both the learner and a kaumātua is acceptable evidence of citizenship.
A New Zealand resident	<p>You must sight an original or certified copy of one or more of the following documents:</p> <ul style="list-style-type: none"> (a) a passport with a current residence class visa (a passport with a visa label); or (b) a passport, and letter or email, confirming a current residence class visa (label-less visa, followed by confirmation with Immigration New Zealand, where appropriate); or (c) a certificate of identity from Immigration New Zealand if the learner is a refugee.

Type of learner	Verification methods
An Australian citizen or Australian permanent resident currently residing in New Zealand¹	<p>You must sight an original or certified copy of one or more of the following documents:</p> <ul style="list-style-type: none"> (a) an Australian birth certificate issued before 20 August 1986;* or (b) an Australian passport; or (c) a passport with a current Australian Resident Return Visa issued by the Australian government. <p><small>* An Australian birth certificate issued after August 1986 is not an accepted form of verification. You will need to sight the travel document, which is likely to be an Australian passport.</small></p>
A dependant of diplomatic personnel	You must sight the original or certified copy of an authorised form from the Ministry of Foreign Affairs and Trade.
Other types of valid domestic enrolments A person who is required to be treated as if they are not an international student within the meaning set out in <u>The Tertiary Education (Domestic Students) Notice 2024.</u> ²	You must verify each learner’s eligibility in accordance with the requirements specified on our website for how each learner is to be verified. The requirements can be found on the TEC website page <u>Other valid domestic enrolments.</u>

- 3.2** You must follow the process set out in Condition 3.1, or, where applicable, the **requirements specified on our website**. We may authorise you in writing to follow a different process, specified by us, where we are satisfied that there are special circumstances that justify using an alternative process.
- 3.3** For the purposes of this Condition, a certified copy is a photocopy, photograph or scanned copy that has been endorsed as a true copy of the original. To be certified, the document must:
- (a) be certified by an official of the issuing authority authorised by section 9(1)(a) to (h) of the Oaths and Declarations Act 1957 to take a statutory declaration, such as a Justice of the Peace, a person enrolled as a barrister and solicitor of the High Court, or a court official (Court Registrar or Deputy Registrar); and
 - (b) have the official’s signature on each page, with their name and title shown clearly below their signature.

1 A learner is considered to be currently residing in New Zealand when they are issued an Australian Resident Visa on arrival in New Zealand.

2 From 1 January 2024 to 13 March 2024, learners that may be treated as if they are not international students are defined in the Tertiary Education (Domestic Students) Notice 2022. The Tertiary Education (Domestic Students) Notice 2024 applies from 14 March 2024.

4. Verification of learner identity

- 4.1** You must verify the identity of each learner enrolled in a programme and confirm whether the learner is who they say they are by doing one or more of the following:
- (a) confirming that all data fields match the learner's NSN; or
 - (b) receiving an assertion through the Department of Internal Affairs' RealMe® online identity verification service; or
 - (c) sighting the original or certified copy of a current passport; or
 - (d) sighting the original or certified copy of one or more of the following documents:
 - (i) a birth certificate; or
 - (ii) a certificate of identity; or
 - (iii) a New Zealand certificate of citizenship; or
 - (iv) an expired passport that has not been cancelled; or
 - (v) a current New Zealand driver licence; or
 - (vi) a current New Zealand firearms licence.
- 4.2** If a learner is unable to obtain a birth certificate for the purposes of Condition 4.1(d)(i), you may contact us to confirm whether a whakapapa statement signed by both the learner and a kaumātua is acceptable evidence of identity.
- 4.3** You must follow the process set out in Condition 4.1 unless we are satisfied that there are special circumstances that justify using an alternative process, and authorise you in writing to follow a different process specified by us.
- 4.4** For the purposes of this Condition a certified copy is a photocopy, photograph or scanned copy that has been endorsed as a true copy of the original. To be certified, the document must:
- (a) be certified by an official of the issuing authority authorised by section 9(1)(a) to (h) of the Oaths and Declarations Act 1957 to take a statutory declaration, such as a Justice of the Peace, a person enrolled as a barrister and solicitor of the High Court, or a court official (Court Registrar or Deputy Registrar); and
 - (b) have the official's signature on each page, with their name and title shown clearly below their signature.

5. Programme eligibility

- 5.1** You must only use WLN Fund – TEO-led strand Funding for a programme of training that for the length of the Funding Period:
- (a) provides literacy, numeracy, or literacy and numeracy training that is specific, rather than embedded within the programme; and
 - (b) provides high-quality literacy, numeracy, or literacy and numeracy study or training that represents value for money; and
 - (c) is effective and innovative in improving each learner’s workplace literacy, numeracy, or literacy and numeracy skills to meaningfully engage in the workplace and New Zealand society; and
 - (d) is able to be tailored to meet the needs of an individual learner; and
 - (e) has adequate processes for reporting on a learner’s progress in improving literacy, numeracy, or literacy and numeracy skills; and
 - (f) is provided by a tutor who holds an appropriate qualification **as determined by us**.
- 5.2** In addition to the requirements in Condition 5.1, if you are a TEO that works with a specific employer, you must only use WLN Fund – TEO-led strand Funding for a programme of workplace training if the programme:
- (a) provides high-quality literacy, numeracy, or literacy and numeracy study or training that is tailored to the needs of the workplace; and
 - (b) contributes to the development of sustainable employee literacy and numeracy practices within the workplace; and
 - (c) has targeted literacy, numeracy, or literacy and numeracy outcomes that reflect the priorities and needs of the workplace; and
 - (d) has the support of the employer’s senior management.

6. Hours and intensity of delivery

- (a) The total hours of literacy, numeracy, or literacy and numeracy tuition you deliver per learner is generally expected to be between 25 and 80 hours, acknowledging some learners having need of more or fewer hours.
- (b) The literacy, numeracy, or literacy and numeracy tuition you provide must be delivered at the intensity of 40 hours over a 10- to 40-week period, unless you receive prior written approval by us to deliver below this intensity.

7. Fees

You must not charge a fee to a learner who is participating in a programme of workplace training for which you receive WLN Fund – TEO-led strand Funding.

8. Reports

8.1 You must submit:

- (a) a progress report for the period 1 January to 31 May no later than 10 working days after 31 May; and
- (b) a progress report for the period 1 January to 30 September no later than 10 working days after 30 September; and
- (c) a final report for the period 1 January to 31 December no later than 31 January of the following year.

8.2 Each progress report and the final report must:

- (a) be submitted in accordance with the template that we will provide to you; and
- (b) relate to the specific delivery commitments outlined in your Investment Plan; and
- (c) include the following information:
 - (i) the number of learners enrolled in each WLN programme; and
 - (ii) learner enrolment information, including:
 - A. the NSN; and
 - B. tuition hours delivered (actual attendance); and
 - C. remaining tuition hours planned (if any); and
 - D. demographic information; and
 - E. regional information; and
 - F. literacy and numeracy information; and
 - G. the enrolment start and finish dates for each learner enrolled in each WLN programme during the period covered by the report; and
 - (iii) the name of the business in which the learner is employed.

9. Subcontracting

You must not subcontract any of the funded activities without prior written consent from us.

You must:

- (a) comply with any Conditions imposed by us on a consent to subcontract; and
- (b) ensure that the subcontracted party does not further subcontract any functions; and
- (c) remain accountable to us for the use of the WLN Fund – TEO-led strand Funding.

10. Repayment of WLN Fund – TEO-led strand Funding

10.1 If you receive WLN Fund – TEO-led strand Funding that is greater than it should have been, or that you were not entitled to receive, you must treat the amount of the over-Funding as a debt due to the Crown that:

- (a) is repayable on demand; and
- (b) may be set-off against all or any Funding, or any sum of money payable by us to you.

10.2 For the purposes of this Condition, we will determine whether you have received WLN Fund – TEO-led strand Funding that was greater than it should have been by subtracting the total number of tuition hours delivered in the calendar year (based on actual attendance) from the hours approved in Appendix 1 of your Funding Confirmation Letter.

11. Suspension, revocation or withdrawal of WLN Fund – TEO-led strand Funding

Condition 2.5 of the Base Funding Conditions applies to WLN Fund – TEO-led strand Funding.

Youth Guarantee Fund

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Youth Guarantee Fund

Purpose of Fund

The purpose of *Youth Guarantee* (YG) Fund Funding is to provide fees-free tertiary study for:

- (a) eligible Domestic Students aged 16 to 24 years (inclusive) who are studying towards either:
 - (i) the National Certificate of Educational Achievement (NCEA) Level 1, 2 or 3 aligned to the Vocational Pathways,¹ or
 - (ii) another Qualification at Level 1, 2 or 3 on the New Zealand Qualifications and Credentials Framework (NZQCF), which is intended to enable learners to progress to higher-level education or employment; and
- (b) eligible Domestic Students aged 16 to 24 years (inclusive) who are studying towards a Qualification at Level 3 on the NZQCF. Places at Level 3 on the NZQCF are intended to be prioritised to:
 - (i) learners who study towards Level 1 and 2 Qualifications through YG and progress to Level 3 study during their entitlement of 2.5 equivalent full-time students (EFTS); and
 - (ii) learners who have no or low (Level 1) prior achievement before enrolling in YG.

Flexible Funding

- (a) We will allocate you additional YG Fund Funding to that specified in your Funding Confirmation Letter if:
 - (i) you are a “qualifying Tertiary Education Organisation (TEO)”, which means you:
 - A. are an eligible TEO:
 - I. Te Pūkenga – New Zealand Institute of Skills and Technology (Te Pūkenga); or
 - II. a Wānanga and have a New Zealand Qualifications Authority (NZQA) External Evaluation and Review (EER) status of Category 1 or 2;² or
 - III. a registered Private Training Establishment (PTE) and have an NZQA EER status of Category 1 or 2;² or
 - IV. a State or State-integrated school that has been funded by us for YG provision since 2011; and
 - B. are approved by us to receive a minimum of \$235,560 from the YG Fund for the calendar year, excluding any Funding allocated to the Wellbeing and Pathways Support rate; and
 - C. have an average 2023 course completion rate of 55% or higher; and

1 “Aligned to the Vocational Pathways” means all the achievement and unit standards in a programme are either sector-related or recommended standards from the Vocational Pathways. NCEA Level 2 programmes aligned to the Vocational Pathways must lead to at least one Vocational Pathways Award.

2 EER status is determined by the most recently published full EER report relating to you.

- (ii) the value of provision you actually deliver as measured in dollars (as determined by us), is greater than the value of your approved Funding allocation, excluding any provision that exceeds your allocation for delivery of Qualifications at Level 3 on the NZQCF.
- (b) The additional Funding available to be allocated is up to the following limits, either:
 - (i) 2% of your approved Funding allocation; or
 - (ii) 10 EFTS (we will calculate 10 EFTS of delivery using the average EFTS rate of your total actual delivery, as determined by us),
whichever is greater.
- (c) We may establish criteria to allocate Funding above the additional Funding limits described in (b) if we have assessed that we have sufficient Funding available to provide Funding above those limits.

If a TEO receives flexible Funding, the TEC must ensure that the TEO is allocated the Wellbeing and Pathways Support Funding at the rate specified for each EFTS for which it receives Funding.

The following Conditions apply, under section 426 of the Education and Training Act (the Act), to the YG Fund Funding that you receive for the Funding Period, in addition to the Base Funding Conditions set out in this Funding Conditions Catalogue, and the Conditions in the Act.

1. Organisation eligibility

1.1 To be an eligible organisation to receive YG Fund Funding, you must be:

- (a) Te Pūkenga; or
- (b) a Wānanga; or
- (c) a registered PTE; or
- (d) a State or State-integrated school that has been funded by us for YG provision since 2011.

You must continue to be an eligible organisation for the length of the Funding Period.

1.2 If you are Te Pūkenga, a Wānanga or a registered PTE, you must continue to be quality assured by NZQA.

1.3 If you are a State or State-integrated school, you must continue to be quality assured by the Education Review Office.

2. Single Data Return (SDR)

You must:

- (a) supply to us accurate information about each learner enrolled in a course by completing the fields in the SDR in accordance with the SDR Manual and its appendices; and
- (b) submit the information on or before the date we specify through the Services for Tertiary Education (STEO) application. For more information, please refer to the [SDR Manual and SDR Appendices](#).

3. Withdrawal of enrolments

3.1 Withdrawal date for Te Pūkenga and Wānanga

- (a) If you are Te Pūkenga or a Wānanga you may set a Withdrawal date, being the specified period during which a learner can Withdraw, provided that date is not earlier than the Withdrawal date in Condition 3.1(b).
- (b) If you do not set a Withdrawal date, the Withdrawal date will be the date on which 10% (rounded up to the nearest day) or one calendar month of the course for which a learner is enrolled has passed, whichever is the earlier. The Withdrawal date must be determined by calculating the number of sequential calendar whole days (including weekends and public holidays) from the start date of the course.

3.2 Withdrawal date for PTEs

If you are a PTE, you must comply with the Withdrawal dates and refund period entitlements set out in section 357 of the Act.

3.3 Reporting Withdrawals to the Ministry of Social Development (StudyLink)

In addition to any other Conditions requiring you to report Withdrawals of enrolments, you must report the Withdrawals of learners to the Ministry of Social Development (StudyLink) within five working days of each Withdrawal. This is to enable Student Loans and Student Allowances to be cancelled as soon as possible.

3.4 Other obligations to report Withdrawals

For the avoidance of doubt, completing the SDR under Condition 2 does not discharge your other obligations to report Withdrawals.

4. Use of YG Fund Funding for eligible learners

4.1 Learner eligibility

- (a) For the purposes of this Condition, 1.0 EFTS is defined as the learner workload that would normally be carried out by a learner enrolled full time in a single academic calendar year, being:
- (i) 80 credits (800 notional hours of learning and 34 full-time teaching weeks) for YG programmes leading to a Level 1 and/or 2 Qualification; and
 - (ii) 120 credits (1,200 notional hours of learning and 34 full-time teaching weeks) for YG programmes leading to a Level 3 Qualification.
- (b) You must ensure that a learner enrolled in a YG programme for which YG Fund Funding is being used is and continues to be:
- (i) a **Domestic Student**; and
 - (ii) not enrolled in secondary school; and
 - (iii) either:
 - A. aged 16 to 24 years (inclusive) at the time they commence the YG programme; or
 - B. 15 years of age at the time they commence the YG programme, with an early leaving exemption from their school.
- (c) You must not enrol a learner in a YG programme if that learner has already:
- (i) achieved a Qualification at Level 3 or above on the NZQCF; or
 - (ii) received more than 2.5 EFTS of YG provision, or the learner would, if enrolled by you, exceed more than 2.5 EFTS of YG provision during the period of that enrolment unless an exception, that has been specified by us, applies.
- (d) If you receive YG Fund Funding at Level 3 on the NZQCF, you must give priority access to Level 3 provision to:
- (i) learners with no or low (Level 1) prior achievement; and
 - (ii) learners who have completed a Level 1 or Level 2 Qualification through YG provision.
- (e) You must not claim Funding in relation to a learner that is newly enrolling with you in a programme that is eligible for YG Provision Fund Funding if:
- (i) that learner has already achieved a Qualification at Level 1 or 2 on the NZQCF; and
 - (ii) 10% or more of the learners for which you receive YG Fund Funding in the calendar year had, at the time of their enrolment, already achieved a Qualification at Level 1 or 2.
- (f) You must not enrol a learner in more than:
- (i) 1.5 EFTS of Level 1 and/or 2 YG Qualification provision in any calendar year; or
 - (ii) 1.0 EFTS of Level 3 YG Qualification provision in any calendar year.
- (g) Without limiting Condition 14, we may recover YG Fund Funding if you enrol a learner in breach of this Condition 4.1.

4.2 Verification of learner eligibility

- (a) You must verify a learner’s eligibility for enrolment. For the following types of learners, you must use one of the following verification methods below, and assess whether the learner meets the eligibility criteria as specified in Condition 4.1:

Type of student	Verification methods
A New Zealand citizen	<p>You must:</p> <ul style="list-style-type: none"> (a) confirm the learner’s citizenship status using the learner’s National Student Number (NSN); or (b) receive an assertion through RealMe® that the learner was born in New Zealand (prior to 2005); or (c) if the learner is in a correctional facility at the time of enrolment, receive a completed and signed Department of Corrections “Verification of legal name and New Zealand residency status” form relating to the learner; or (d) sight an original or certified copy of one or more of the following documents: <ul style="list-style-type: none"> (i) a New Zealand birth certificate; or (ii) a New Zealand passport; or (iii) a New Zealand certificate of citizenship; or (e) if a learner is unable to obtain a birth certificate for the purposes of (d)(i) above, contact us to confirm whether a whakapapa statement signed by both the learner and a kaumātua is acceptable evidence of citizenship.
A New Zealand resident	<p>You must sight an original or certified copy of one or more of the following documents:</p> <ul style="list-style-type: none"> (a) a passport with a current residence class visa (a passport with a visa label); or (b) a passport, and letter or email, confirming a current residence class visa (label-less visa, followed by confirmation with Immigration New Zealand, where appropriate); or (c) a certificate of identity from Immigration New Zealand if the learner is a refugee.
An Australian citizen or Australian permanent resident currently residing in New Zealand³	<p>You must sight an original or certified copy of one or more of the following documents:</p> <ul style="list-style-type: none"> (a) an Australian passport; or (b) a passport with a current Australian Resident Return Visa issued by the Australian government.
A dependant of diplomatic personnel	<p>You must sight the original or certified copy of an authorised form from the Ministry of Foreign Affairs and Trade.</p>

³ A learner is considered to be currently residing in New Zealand when they are issued an Australian Resident Visa on arrival in New Zealand.

Type of student	Verification methods
<p>Other types of valid domestic enrolments</p> <p>A person who is required to be treated as if they are not an international student within the meaning set out in The Tertiary Education (Domestic Students) Notice 2024.⁴</p>	<p>You must verify each learner’s eligibility in accordance with the requirements specified on our website for how each learner is to be verified. The requirements can be found on the TEC website page Other valid domestic enrolments.</p>

- (b) You must follow the process set out in Condition 4.2(a) or, where applicable, the **requirements specified on our website**. We may authorise you in writing to follow a different process, specified by us, where we are satisfied that there are special circumstances that justify using an alternative process.
- (c) For the purposes of this Condition, a certified copy is a photocopy, photograph, or scanned copy that has been endorsed as a true copy of the original. To be certified, the document must:
- (i) be certified by an official of the issuing authority or a person authorised by section 9(1)(a) to (h) of the Oaths and Declarations Act 1957 to make a statutory declaration, such as a Justice of the Peace, a person who is enrolled as a barrister and solicitor of the High Court, or a court official (Court Registrar or Deputy Registrar); and
 - (ii) have the official’s signature on each page, with their name and title shown clearly below their signature.

4.3 Verification of learner identity

- (a) You must verify the identity of each learner enrolled in a programme and confirm the learner is who they say they are by doing one of the following:
- (i) confirming that all data fields match the learner’s NSN; or
 - (ii) receiving an assertion through the Department of Internal Affairs’ RealMe® online identity verification service; or
 - (iii) if the learner is in a correctional facility at the time of enrolment, receiving a completed and signed Department of Corrections “Verification of legal name and New Zealand residency status” form relating to the learner; or
 - (iv) sighting the original or certified copy of a current passport; or

⁴ From 1 January 2024 to 13 March 2024, learners that may be treated as if they are not international students are defined in the Tertiary Education (Domestic Students) Notice 2022. The Tertiary Education (Domestic Students) Notice 2024 applies from 14 March 2024.

- (v) sighting the original or certified copy of one or more of the following documents:
 - A. a birth certificate; or
 - B. a certificate of identity; or
 - C. a New Zealand certificate of citizenship; or
 - D. an expired passport that has not been cancelled.
- (b) You must follow the process set out in Condition 4.3(a) unless we are satisfied that there are special circumstances that justify using an alternative process, and authorise you in writing to follow a different process specified by us.
- (c) If a learner is unable to obtain a birth certificate for the purposes of Condition 4.3(a)(iv)A above, you may contact us to confirm that a whakapapa statement signed by both the learner and a kaumātua is acceptable evidence of identity.
- (d) For the purposes of this Condition, a certified copy is a photocopy, photograph or scanned copy that has been endorsed as a true copy of the original. To be certified, the document must:
 - (i) be certified by an official of the issuing authority or a person authorised by section 9(1)(a) to (h) of the Oaths and Declarations Act 1957 to take a statutory declaration, such as a Justice of the Peace, a person who is enrolled as a barrister and solicitor of the High Court or a court official (Court Registrar or Deputy Registrar); and
 - (ii) have the official's signature on each page, with their name and title shown clearly below their signature.

4.4 Enrolment records for eligible learners

- (a) You must keep accurate and up-to-date records of each valid domestic enrolment of an eligible learner enrolled in a programme of more than 0.03 EFTS for which you receive YG Fund Funding, specifying:
 - (i) the programme (including Qualification(s) and course(s) in which the learner has been admitted or readmitted); and
 - (ii) the learner's identity details sighted to verify learner eligibility and identity, including the learner's name, date of birth, citizenship, Domestic Student status, and residency status (if relevant); and
 - (iii) whether you have verified the learner's identity; and
 - (iv) whether you have verified that the learner is an eligible learner enrolment; and
 - (v) the learner's National Student Number (NSN); and
 - (vi) the learner's previous academic achievement (if relevant); and
 - (vii) changes (if any) made to an enrolment; and
 - (viii) whether the learner has Withdrawn from part of their programme, and the date of the Withdrawal; or
 - (ix) whether a learner has been expelled from part of their programme by you due to a breach of your Code of Conduct; or
 - (x) whether a learner is on a discretionary leave of absence greater than leave normally granted under your standard minimum attendance requirements; and

- (xi) that the learner is attending the programme in which they are enrolled, or is actively involved in the programme or course (learner attendance record); and
 - (xii) the period for which the learner is enrolled (including last date of attendance); and
- (b) You must retain each learner's records described in Condition 4.4(a) until:
- (i) at least two years after the completion of the education or training in which the learner is enrolled; or
 - (ii) if a learner Withdraws before the learner has completed their education or training, at least two years after the date of Withdrawal.

4.5 No inducing enrolment

- (a) You must not secure or seek to secure an enrolment through offering an inducement.
- (b) Even if a learner meets the criteria specified in Condition 4.1, the enrolment is not a valid enrolment if it has been secured by way of an inducement.
- (c) For the purposes of this Condition, an inducement includes any of the following, where it induces a learner to enrol:
 - (i) a financial benefit to the learner; or
 - (ii) a personal advantage to the learner; or
 - (iii) a physical item that a learner retains possession of after the course has ended.
- (d) For the purposes of this Condition, an inducement does not include:
 - (i) a scholarship, as defined below; or
 - (ii) a physical item that
 - A. is essential for a learner to complete the compulsory requirements of their programme (including printed course notes, an e-reader for course notes, or course-related textbooks); and
 - B. cannot be returned and reused for learners in subsequent intakes (for example, due to health and safety reasons; time-limited materials or materials that will be updated; or if it is not financially feasible); or
 - (iii) an item or arrangement that has been approved by us (for example, we may approve an item that has minimal residual value or useful life in the general marketplace, or items that are needed for a learner's pathway into the vocation for which study or training has been undertaken); or
 - (iv) the guarantee of a job placement on the successful completion of a programme, backed by a partial or total money-back guarantee; or
 - (v) a conditional offer of a partial refund (such as a refund for a timely or electronic enrolment).
- (e) For the purposes of this Condition, a scholarship means:
 - (i) a merit scholarship (or prize) that comprises financial aid given to a learner as a result of high academic achievement exceeding that of their fellow learners or cohort; and/or

- (ii) a needs scholarship that comprises financial aid given to a learner who would otherwise be significantly disadvantaged in accessing education, where the need of the learner has been demonstrated through a robust application and assessment process; and/or
- (iii) any scholarship that:
 - A. has a clear, focused rationale for its existence; and
 - B. has a clearly identified philanthropic aim, or supports study in a particular area of importance to the donor.

4.6 Funding for EFTS factor of a course

You may only seek YG Fund Funding for the EFTS factor of a course once unless, in cases where a learner's enrolment in the course can lead to the award of two (or more) Qualifications for the learner, you can demonstrate that the additional EFTS value sought for the learner's enrolment in the course adequately reflects additional teaching input or assessment that the learner would not receive if their enrolment in the course could only lead to the award of one Qualification.

4.7 Recognised prior learning

- (a) You must not seek YG Fund Funding for recognised prior learning credited to a learner. To ensure that you are able to comply with this Condition, you must:
 - (i) make any fees charged for recognition of prior learning clear to the learner; and
 - (ii) ask the learner to specify prior learning they have undertaken; and
 - (iii) review the information provided by the learner when admitting a learner into a programme or Qualification; and
 - (iv) retain documents that confirm that the learner has demonstrated the required knowledge or skill; and
 - (v) adjust the course EFTS by Month in the SDR enrolment file so that you do not claim YG Fund Funding for prior learning already credited to the learner; and
 - (vi) where programmes are credited to the learner for prior learning you must pro-rate the course EFTS factor accordingly and detail your calculations for each enrolment.
- (b) Recognised prior learning does not include repeated learning undertaken that the applicable quality assurance body requires learners to repeat periodically (eg, First Aid Certificates). If you deliver repeated learning or training for the purpose of meeting quality assurance body requirements, you must retain evidence that clearly identifies:
 - (i) the learning or training that was required to meet quality assurance body requirements; and
 - (ii) the specific quality assurance body requirements; and
 - (iii) that you have advised the learner of the fees that you will charge for the repeated learning or training; and
 - (iv) that the learner has agreed it is necessary to repeat the learning or training.

5. Programmes

5.1 Approval of programmes

You must:

- (a) only use YG Fund Funding to deliver programmes and courses that have been approved by us. To receive Funding approval for a programme, you must submit the relevant documents to us in accordance with the information on our website; and
- (b) ensure that YG Fund Funding is only used for a course that is part of a programme that has been quality assured by NZQA.

5.2 Minimum Requirements

- (a) You must only use YG Fund Funding for provision, in which eligible learners are enrolled, that:
 - (i) leads to the award of a Qualification that is either:
 - A. NCEA at Level 1, 2 or 3; or
 - B. another National or New Zealand Certificate at Level 1, 2 or 3 on the NZQCF; and
 - (ii) includes literacy and numeracy provision; and
 - (iii) comprises part of a recognised pathway (as determined by NZQA) towards one or more vocational Qualifications at Level 4 and above on the NZQCF; and
 - (iv) if it leads to a Level 1 or 2 NCEA Qualification, is aligned to the Vocational Pathways; and
 - (v) is provided by tutors who are appropriately qualified.
- (b) YG programmes must be delivered face-to-face (for example, not delivered via distance learning or in a work-based setting) unless we authorise you in writing to use an alternative delivery method.

5.3 Health and safety or regulatory compliance learning

- (a) You must not use YG Fund Funding to fund a programme where we consider the majority of the programme relates to health and safety or regulatory compliance learning that would displace the responsibility of employers to provide training necessary to mitigate health and safety risks or meet their regulatory compliance obligations.
- (b) When determining whether a majority of the courses in a programme relate to health and safety or regulatory compliance, we will:
 - (i) exclude courses from that calculation that are integral to the skills and knowledge recognised through the programme; and
 - (ii) include the following courses in that calculation:
 - A. discrete short packages of health and safety or regulatory compliance learning (usually under 20 credits); and
 - B. courses that contain learning about health and safety and/or regulatory compliance that will only lead to the completion of health and safety and/or regulatory compliance learning, rather than a whole programme.

5.4 Making changes to programmes

- (a) Before making a minor change to a programme, you must:
 - (i) obtain approval for the minor change from the relevant quality assurance body (if required), that is, NZQA, if you are a registered PTE, Te Pūkenga or a Wānanga; and
 - (ii) notify us of the change and provide the relevant information; and
 - (iii) obtain approval from us to update the course or TEC Qualification Register.
- (b) Before making a significant change to a programme, you must:
 - (i) obtain approval from the relevant quality assurance body (as outlined in 5.4(i)); and
 - (ii) provide the relevant information to us (including evidence of approval from the quality assurance body) to enable us to determine whether or not to approve the change; and
 - (iii) obtain approval from us to make the significant change.
- (c) For the purposes of this Condition:
 - (i) a “minor change” to a programme is a change that does not change the size, level, core content, or EFTS value of the programme; and
 - (ii) a “significant change” to a programme is a change to:
 - A. the EFTS value; or
 - B. the total number of credits; or
 - C. the timeframe to complete the programme; or
 - D. the level of the resulting Qualification on the NZQCF; or
 - E. in relation to Te Pūkenga , Wānanga and PTEs:
 - I. the location or locations at which the programme is delivered; or
 - II. the delivery mode of the programme; or
 - III. the number of courses that each learner is expected to undertake to achieve the Qualification; or
 - IV. prerequisite requirements.

5.5 Assigning EFTS values to programmes

- (a) You must:
- (i) use the following three methods to assign the EFTS value of a programme:
 - A. credits; and
 - B. learning hours; and
 - C. full-time teaching weeks; and
 - (ii) provide us with information on the three methods of assigning EFTS values (being credits, learning hours, and full-time teaching weeks) when you enter programme details in the STEO application.
- (b) For the purposes of this Condition, 1.0 EFTS has the same definition as that set out in Condition 4.1(a).
- (c) If you submit a Qualification for approval for YG Fund Funding that has two or more strands, you must propose an EFTS value for the Qualification that is based on the strand that contains the highest number of credits that you are approved to deliver for the Qualification. A strand is a specialisation within a Qualification that represents a major component of the Qualification and is at the level of the Qualification. Strands are documented through strand-specific outcomes in the graduate profile.
- (d) If you submit a Qualification for approval for YG Fund Funding, and NZQA has approved you to deliver a Qualification in both trades (50% or more of the courses are in course classifications codes C1, L1 and P1) and non-trades⁵ strands (each leading to the same NZQCF Qualification), you must enter two Qualification codes in STEO to reflect each of the two strands.
- (e) For the purposes of this Condition, learning hours comprises learning activities leading towards achievement of Qualification learning outcomes (planned by you and communicated by you to the learner). Learning activities include but are not limited to:
- (i) lecturer and tutor contact hours, including workshops and tutorials; and
 - (ii) tests and assignments; and
 - (iii) supervised practical placements; and
 - (iv) study time; and
 - (v) self-directed learning activities that the learner is expected to engage with/ participate in outside teaching and tutor contact hours; and
 - (vi) examination periods.

⁵ A trades Qualification is a Qualification that focuses on, or leads to, training required for skilled labour or a professional craft. Trades Qualifications would likely require further training as an apprentice, cadet or trainee or some on-the-job training. A non-trades Qualification provides students with a broad educational experience, particularly in business, computer technology, education, health care or retail. Programmes in a non-trades Qualification provide learners with the fundamental principles, concepts, vocabulary, and methods essential for the acquisition of knowledge and skills basic to the field of study. See Ministry of Education, [Trades and Non-Trades Learning Programmes \(PDF 27 KB\)](#).

5.6 Limit on EFTS values for Qualifications

- (a) You must not assign an EFTS value representing more than 120 credits per year to a programme for which you seek approval of YG Fund Funding, unless you have received approval from us. In approving an exception to this Condition, we will consider additional criteria, including whether you:
 - (i) will inform each learner accurately about their higher than normal expected study commitments; and
 - (ii) have support mechanisms in place for each learner who has difficulty coping with the intensity of the course.
- (b) We will only approve an exception to this Condition if the Qualification is at Level 3 on the NZQCF.

5.7 Assigning delivery classifications

- (a) You must accurately assign each of your courses to a delivery classification listed in Table 1 “Delivery Classification” of Appendix 1 of the Funding Mechanism named *Determination of Design of Funding Mechanism: Delivery at Level 7 (degree) and above on the New Zealand Qualifications and Credentials Framework*.
- (b) The Supported Learning classification only applies to programmes for learners with high learning needs, who are undertaking Level 1 courses to build basic foundation education skills and gain life skills.
- (c) Further guidance on assigning the correct delivery classification can be found through the **Delivery Classification Guide (DCG)**.

5.8 Assigning a funding category

- (a) You must accurately assign each of your courses to a funding category listed in Table 2 “Funding Category: alphabetic code” of Appendix 1 of the Funding Mechanism named *Determination of Design of Funding Mechanism: Delivery at Level 7 (degree) and above on the New Zealand Qualifications and Credentials Framework*.
- (b) Further guidance on assigning the correct funding category can be found through the **Delivery Classification Guide (DCG)**.

6. Literacy and Numeracy Assessment Tool

You must have in place an effective assessment process for determining the literacy and numeracy needs of eligible learners, such as the Literacy and Numeracy for Adults Assessment Tool (LNAAT), and provide support to ensure that those learners progress in line with the **guidelines provided by us**.

7. Fees

- (a) You must:
 - (i) not charge any fees (including student services fees) to learners enrolled in a course funded by YG Fund Funding;
 - (ii) pay for the necessary equipment, infrastructure and hardware required to deliver a particular programme; and
 - (iii) in relation to the provision of essential equipment, including computers, not require the costs to be met through the “course-related costs” component of the Student Loan Scheme.
- (b) For the purposes of this Condition, “equipment, infrastructure and hardware”:
 - (i) means items that can be used by successive intakes of learners; and
 - (ii) does not include personal items that are provided for individual learners’ use and that you do not retain for the next intake of learners.

8. Claiming YG Fund Funding

You may only claim YG Fund Funding for a learner who:

- (a) is a valid domestic enrolment who meets the criteria in Condition 4.1; and
- (b) has completed 10% or one calendar month of the course for which they have enrolled, whichever is the earlier. You must determine whether a learner has completed 10% or one month of a course by calculating the number of sequential calendar whole days (including weekends and public holidays) from the start date of the course (when tuition starts), rounding up to the nearest whole day.

9. TEO not to over-deliver Level 3 EFTS

- (a) If you have been allocated YG Fund Funding to deliver Qualifications at Level 3 on the NZQCF, you must not exceed that allocation.
- (b) If you deliver more provision at Level 3 on the NZQCF than that which you have been allocated, we may recover YG Fund Funding for the amount of provision that you have over-delivered.

10. Wellbeing and Pathways Support subsidy

- (a) The Wellbeing and Pathways Support subsidy of \$2,000 per EFTS is in addition to the 2024 YG Fund Funding rate.
- (b) This subsidy must be used to support:
 - (i) wellbeing and cultural support for each learner for whom you receive the subsidy; and
 - (ii) facilitating pathways to higher level learning or employment for the learner.
- (c) You must work with each learner and their whānau to develop a pathway plan to map “where to from here” and support each learner to complete the plan. The plan:
 - (i) can be included within an existing learning plan; and
 - (ii) must outline how it will support the learner to move to higher level learning and/or employment; and
 - (iii) should include:
 - A. the learner’s individual needs;
 - B. the learner’s end goals;
 - C. support they need throughout their study to meet those goals; and
 - D. any support the learner requires post-study to take the next steps towards further study and/or employment.

11. Travel assistance Funding

- (a) A travel assistance subsidy of \$1,050 per EFTS is included in the 2024 YG Fund Funding rate.
- (b) The purpose of the travel subsidy (being a component of the YG Fund trade and non-trade funding rate per EFTS) is to support the travel costs associated with normal learner travel needs.

12. Exceptional Circumstances Transport Assistance (ECTA) Fund Funding

- (a) The purpose of the ECTA Fund (being a component of the YG Fund) is to provide for additional travel assistance to learners who live in relatively isolated areas who may have higher transport needs.
- (b) For ECTA Fund Funding, you must:
 - (i) ensure that the Funding is only used to pay for the actual cost of transport incurred by you or the learner to whom it is paid; and
 - (ii) if a learner incurs the cost of travel, reimburse the learner within 20 working days of them notifying you that they have incurred the cost; and
 - (iii) keep records of your expenditure on transport assistance; and

- (iv) if you supply transport to learners, keep records including:
 - A. a daily travel logbook that sets out the kilometres travelled in relation to each learner; and
 - B. the source of Funding for each learner’s enrolment at your Organisation (for example, whether the learner is enrolled in a YG Fund Funded programme or otherwise); and
- (v) if additional travel assistance Funding is paid directly to a learner, keep records stating:
 - A. the amounts paid to each learner; and
 - B. the total amount that you reimbursed learners for transport.

13. Performance expectations

You must meet any performance expectations specified by us, including any performance standards specified in your Investment Plan.

14. Subcontracting

You must not subcontract any of the funded activities without prior written:

- (a) consent from us; and
- (b) approval of NZQA, where you are quality assured by NZQA.

You must:

- (a) comply with any Conditions imposed by us on a consent to subcontract; and
- (b) ensure that the subcontracted party does not further subcontract any functions; and
- (c) remain accountable to us for the use of the YG Fund Funding.

15. Repayment of YG Fund Funding

If you receive YG Fund Funding that is greater than it should have been, or that you were not entitled to receive, you must treat the amount of the over-Funding as a debt due to the Crown. This is repayable on demand and may be set-off against all or any Funding, or any sum of money payable by us to you.

16. Suspension, revocation or withdrawal of YG Fund Funding

Condition 2.5 of the Base Funding Conditions applies to YG Fund Funding.

Vocational and Non-degree Funds

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Adult Literacy Educator Fund

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Adult Literacy Educator Fund

Purpose of Fund

The purpose of funding literacy and numeracy provision is to:

- (a) raise adults' literacy and numeracy skills; and
- (b) increase opportunities for adults to engage in literacy and numeracy learning, particularly for those in low-skilled employment; and
- (c) improve the quality and relevance of provision, including the ability to identify learner need.

The purpose of the *Adult Literacy Educator (ALE) Fund* is to build an effective literacy and numeracy teaching workforce by increasing the capability of educators and trainers to teach literacy and numeracy skills to adults. It does this by reducing fees for programmes that lead to literacy and numeracy educator Qualifications at Level 5 on the New Zealand Qualifications and Credentials Framework (NZQCF).

The following Conditions apply, under section 426 of the Education and Training Act (the Act), to the Literacy and Numeracy Provision – Adult Literacy Educator Fund (ALE) Fund Funding you receive for the Funding Period, in addition to the Base Funding Conditions set out in this Funding Conditions Catalogue, and the Conditions in the Act.

1. Organisation eligibility

1.1 To be an eligible organisation to receive ALE Fund Funding, you must be:

- (a) Tertiary Education Institution, namely:
 - (i) a University; or
 - (ii) Te Pūkenga – New Zealand Institute of Skills and Technology (Te Pūkenga); or
 - (iii) a Wānanga; or
- (b) a registered Private Training Establishment (PTE).

You must continue to be an eligible organisation for the length of the Funding Period.

1.2 You must be able to offer an eligible programme as set out in Condition 5.

1.3 If you are a University, you must continue to be quality assured by the New Zealand Vice-Chancellors' Committee (Universities NZ).

1.4 If you are Te Pūkenga, a Wānanga or a registered PTE, you must continue to be quality assured by the New Zealand Qualifications Authority (NZQA).

2. Learner eligibility

You must ensure that ALE Fund Funding is only used for a learner who:

- (a) is a **Domestic Student**; and
- (b) is aged 18 years or over; and
- (c) has the academic ability to complete the programme that leads to an appropriate Qualification.

3. Verification of learner eligibility

3.1 You must verify that each learner enrolled in a programme meets the eligibility criteria as specified in Condition 2 by sighting the relevant documents specified below for the type of learner:

Type of learner	Verification methods
A New Zealand citizen	<p>You must:</p> <ul style="list-style-type: none"> (a) confirm the learner’s citizenship status using the learner’s National Student Number (NSN); or (b) receive an assertion through RealMe® that the learner was born in New Zealand (prior to 2005); or (c) sight an original or certified copy of one or more of the following documents: <ul style="list-style-type: none"> (i) a New Zealand birth certificate; or (ii) a New Zealand passport; or (iii) a New Zealand certificate of citizenship; or (d) if a learner is unable to obtain a birth certificate for the purposes of (c)(i) above, you may contact us to confirm whether a whakapapa statement signed by both the learner and a kaumātua is acceptable evidence of citizenship.
A New Zealand resident	<p>You must sight an original or certified copy of one or more of the following documents:</p> <ul style="list-style-type: none"> (a) a passport with a current residence class visa (a passport with a visa label); or (b) a passport, and letter or email, confirming a current residence class visa (label-less visa, followed by confirmation with Immigration New Zealand, where appropriate); or (c) a certificate of identity from Immigration New Zealand if the learner is a refugee.

Type of learner	Verification methods
An Australian citizen or Australian permanent resident currently residing in New Zealand¹	<p>You must sight an original or certified copy of one or more of the following documents:</p> <ul style="list-style-type: none"> (a) an Australian birth certificate issued before 20 August 1986;* or (b) an Australian passport; or (c) a passport with a current Australian Resident Return Visa issued by the Australian government. <p><small>* An Australian birth certificate issued after August 1986 is not an accepted form of verification. You will need to sight the travel document, which is likely to be an Australian passport.</small></p>
A dependant of diplomatic personnel	You must sight the original or certified copy of an authorised form from the Ministry of Foreign Affairs and Trade.
Other types of valid domestic enrolments	You must verify each learner's eligibility in accordance with the requirements specified on our website for how each learner is to be verified. The requirements can be found on the TEC website page <u>Other valid domestic enrolments</u> .
A person who is required to be treated as if they are not an international student within the meaning set out in <u>The Tertiary Education (Domestic Students) Notice 2024</u> . ²	

- 3.2** You must follow the process set out in Condition 3.1, or where applicable, the **requirements specified on our website**. We may authorise you in writing to follow a different process, specified by us, where we are satisfied that there are special circumstances that justify using an alternative process.
- 3.3** For the purposes of this Condition, a certified copy is a photocopy, photograph or scanned copy that has been endorsed as a true copy of the original. To be certified, the document must:
- (a) be certified by an official of the issuing authority authorised by section 9(1)(a) to (h) of the Oaths and Declarations Act 1957 to take a statutory declaration, such as a Justice of the Peace, a person enrolled as a barrister and solicitor of the High Court, or a court official (Court Registrar or Deputy Registrar); and
 - (b) have the official's signature on each page, with their name and title shown clearly below their signature.

1 A learner is considered to be currently residing in New Zealand when they are issued an Australian Resident Visa on arrival in New Zealand.

2 From 1 January 2024 to 13 March 2024, learners that may be treated as if they are not international students are defined in the Tertiary Education (Domestic Students) Notice 2022. The Tertiary Education (Domestic Students) Notice 2024 applies from 14 March 2024.

4. Verification of learner identity

- 4.1** You must verify the identity of each learner enrolled in a programme and confirm the learner is who they say they are by doing one or more of the following:
- (a) confirming that all data fields match the learner’s NSN; or
 - (b) receiving an assertion through the Department of Internal Affairs’ RealMe® online identity verification service; or
 - (c) sighting the original or certified copy of a current passport; or
 - (d) sighting the original or certified copy of one or more of the following documents:
 - (i) a birth certificate; or
 - (ii) a certificate of identity; or
 - (iii) a New Zealand certificate of citizenship; or
 - (iv) an expired passport that has not been cancelled; or
 - (v) a current New Zealand driver licence; or
 - (vi) a current New Zealand firearms licence.
- 4.2** If a learner is unable to obtain a birth certificate for the purposes of Condition 4.1(d)(i), contact us to confirm that a whakapapa statement signed by both the learner and a kaumātua is acceptable evidence of identity.
- 4.3** You must follow the process set out in Condition 4.1 unless we are satisfied that there are special circumstances that justify using an alternative process, and authorise you in writing to follow a different process specified by us.
- 4.4** For the purposes of this Condition a certified copy is a photocopy or scanned copy that has been endorsed as a true copy of the original. To be certified, the document must:
- (a) be certified by an official of the issuing authority or a person authorised by section 9(1)(a) to (h) of the Oaths and Declarations Act 1957 to take a statutory declaration, such as a Justice of the Peace, a person enrolled as a barrister or solicitor of the High Court or a court official (Court Registrar or Deputy Registrar); and
 - (b) have the official’s signature on each page, with their name and title shown clearly below their signature.

5. Programme eligibility

You must only use ALE Fund Funding for tuition fees top-ups for a programme if the programme leads to a literacy and numeracy educator Qualification (or Qualifications) at Level 5 on the NZQCF (“eligible programme”). For the avoidance of doubt, if you receive a fees top-up from the ALE Fund for an eligible learner, you may charge the learner for any balance of the tuition fees.

6. Recognised prior learning

- 6.1** You must not seek ALE Fund Funding for recognised prior learning credited to a learner. To ensure that you are able to comply with this Condition, you must:
- (a) ask a learner to specify prior learning they have undertaken; and
 - (b) review the information provided by the learner when admitting a learner into a programme; and
 - (c) retain documents that confirm that the learner has demonstrated the required knowledge or skill.
- 6.2** Recognised prior learning does not include repeated learning or training that the applicable quality assurance body requires learners to repeat periodically.

7. Reports

- 7.1** You must submit:
- (a) a progress report for the period 1 January to 31 March no later than 10 working days after 31 March of that year; and
 - (b) a progress report for the period 1 January to 31 July no later than 10 working days after 31 July of that year; and
 - (c) a final report for the period 1 January to 31 December no later than 10 working days after 31 December.
- 7.2** Each report must be submitted in accordance with the template that we will provide to you, and include all information requested.

8. Repayment of ALE Fund Funding

If you receive ALE Fund Funding that is greater than it should have been, or that you were not entitled to receive, you must treat the amount of the over-Funding as a debt due to the Crown that:

- (a) is repayable on demand; and
- (b) may be set-off against all or any Funding, or any sum of money payable by us to you.

9. Suspension, revocation, or withdrawal of ALE Fund Funding

Condition 2.5 of the Base Funding Conditions applies to ALE Fund Funding.

Delivery at Levels 3–7 (non-degree) on the New Zealand Qualifications and Credentials Framework and all industry training Fund (Delivery and Learner Components of the Unified Funding System)

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Delivery at Levels 3–7 (non-degree) on the New Zealand Qualifications and Credentials Framework and all industry training Fund (Delivery and Learner Components of the Unified Funding System)

Purpose of Fund

The *Delivery at Levels 3–7 (non-degree) on the New Zealand Qualifications and Credentials Framework and all industry training*¹ (DQ3-7) Fund comprises two components:

- (a) the Delivery Component: The purpose of the Delivery Component is to contribute towards the costs of providing vocational education and training; and
- (b) the Learner Component: The purpose of the Learner Component is to support Tertiary Education Organisations (TEOs) to put learners at the centre of their organisation and to improve outcomes for learners. It supports all learners, particularly those learners who have traditionally been underserved by the education system; and recognises that there are higher costs involved in adapting education delivery and support to meet all learners' unique needs.

Flexible Funding for DQ3-7 Fund Delivery Component Funding

- (a) We will allocate you additional DQ3-7 Fund Delivery Component Funding to that specified in your Funding Confirmation Letter if:
 - (i) you are a “qualifying TEO”, which means you:
 - A. are an eligible TEO:
 - I. a University; or
 - II. Te Pūkenga – New Zealand Institute of Skills and Technology (Te Pūkenga); or
 - III. are a Wānanga and have a New Zealand Qualifications Authority (NZQA) External Evaluation and Review (EER) status of Category 1 or 2;² or
 - IV. are a registered Private Training Establishment (PTE) and have an NZQA EER status of Category 1 or 2;² and

1 For the purposes of this Fund, “industry training” refers to training undertaken in the *work-based: pathway to work, work-based and assessment and verification* modes of delivery and includes all levels on the New Zealand Qualifications and Credentials Framework (NZQCF).

2 EER status is determined by the most recently published full EER report relating to you.

- B. are approved by us to deliver a minimum of 20 equivalent full-time students (EFTS³) in 2024; and
- C. as applicable:
 - I. for DQ3-7 (non-degree) *provider-based* and *provider-based: extramural* modes of delivery, have a course and/or credit completion rate of 70% or higher for provision funded under DQ3-7 at Levels 3 to 7 (non-degree) in 2023;
 - II. for DQ3-7 (non-degree) in the *work-based: pathway to work, work-based* or *assessment and verification* modes of delivery, have a course and/or credit completion rate of 70% or higher for provision funded as one of these modes of delivery under the DQ3-7 (non-degree) in 2024; and
 - (ii) the value of provision you actually deliver (as determined by us), as measured in dollars, is greater than the value of your approved Funding allocation.
- (b) The additional DQ3-7 Fund Delivery Component Funding available to be allocated is up to the following limits, either (whichever is greater):
 - (i) 2% of your approved Funding allocation; or
 - (ii) 10 EFTS (we will calculate 10 EFTS of delivery using the average EFTS rate of your total actual delivery as determined by us).
- (c) Any flexible Funding for DQ3-7 Fund Delivery Component Funding will be calculated using information provided in the December Single Data Return (SDR) and the Industry Training Register (ITR) (as at the 1 April data cut-off).
- (d) We may establish criteria to allocate DQ3-7 Fund Delivery Component Funding above the flexible Funding limits described in (b), if we have assessed that we have sufficient DQ3-7 Fund Delivery Component Funding available to provide Funding above those limits.

The following Conditions apply, under section 426 of the Education and Training Act (the Act), to the DQ3-7 Fund Funding you receive for the Funding Period, in addition to the Base Funding Conditions set out in this Funding Conditions Catalogue, any Organisation-specific Conditions set out in your Funding Confirmation Letter, and the Conditions in the Act.

³ In 2023, equivalent full-time learners (EFTLs) were used to measure the number of learners enrolled in a course. From 2024, EFTLs have been replaced with EFTS to align with other funds.

1. Organisation eligibility

(a) To be an eligible organisation to receive DQ3-7 Fund Funding, you must be:

(i) a Tertiary Education Institution (TEI), namely:

- A. a University; or
- B. Te Pūkenga; or
- C. a Wānanga; or

(ii) a registered PTE.

You must continue to be an eligible organisation for the length of the Funding Period.

(b) If you are a University, you must continue to be quality assured by the New Zealand Vice-Chancellors' Committee (Universities NZ).

(c) If you are Te Pūkenga, a Wānanga or a registered PTE, you must continue to be quality assured by NZQA.

2. Supply and use of information

2.1 Single Data Return (SDR)

(a) You must:

- (i) supply to us information about each learner enrolled in a course by completing the fields in the SDR in accordance with the SDR Manual and its appendices; and
- (ii) submit the information on or before the date we specify through the Services for Tertiary Education Organisations (STEO) application. For more information, please refer to the **SDR Manual and SDR Appendices**.

(b) You must supply to us a forecast of your likely DQ3-7 Fund funded EFTS in accordance with the SDR Manual.

(c) You must follow the process set out in Conditions 2.1(a) and (b) unless we are satisfied that there are special circumstances that justify using an alternative process, and authorise you in writing to follow a different process specified by us.

2.2 Industry Training Register (ITR)

(a) You must:

- (i) supply to us information about each learner undertaking learning in the *work-based: pathway to work, work-based and assessment and verification* modes of delivery, including New Zealand Apprentices, enrolled in a programme or Qualification by completing the fields in the ITR; and
- (ii) submit the information no later than 90 days after the training commenced; and
- (iii) ensure that each industry trainee who is volunteering is identified as a volunteer through the ITR. For more information about using the ITR, please refer to the **ITR User Guide** or the **ITR schema definition document**.

(b) You must follow the process set out in Condition 2.2(a) unless we are satisfied that there are special circumstances that justify using an alternative process and authorise you in writing to follow a different process specified by us.

3. Confirmed learner enrolments

You must ensure that you accurately report all “confirmed learner enrolments” where fees apply. A confirmed learner enrolment occurs where:

- (a) a learner and your Organisation have entered into an enrolment or tuition contract, training agreement, or other arrangement and the learner (or their employer, as the case may be) has paid or committed to pay their fees; and
- (b) the period during which the learner is entitled to Withdraw from a programme or Micro-credential, and/or Component Part, and the learner or employer receive a full refund of fees (less any applicable administration fee) has passed; and
- (c) the learner has not received a full refund of fees (less any applicable administration fee).

4. Withdrawal of enrolments

4.1 Withdrawal date for TEIs

- (a) If you are a University, Wānanga or Te Pūkenga, you may set a Withdrawal date, being the specified period during which a learner can Withdraw and receive a full refund of fees, course costs and student services fees, provided that date is not earlier than the Withdrawal date in Condition 4.1(b).
- (b) If you do not set a Withdrawal date, the Withdrawal date will be the date on which 10% (rounded up to the nearest whole day) or one month of the course for which a learner is enrolled has passed, whichever is earlier. The Withdrawal date must be determined by calculating the number of sequential calendar whole days (including weekends and public holidays) from the start date of the course.

4.2 Withdrawal date for PTEs

If you are a PTE, you must comply with the Withdrawal dates and refund period entitlements set out in section 357 of the Act.

4.3 Reporting Withdrawals to the Ministry of Social Development (StudyLink)

In addition to any other Conditions requiring you to report Withdrawals of enrolments, you must report the Withdrawal of learners in *provider-based* and *provider-based: extramural* modes of delivery to the Ministry of Social Development (StudyLink) within five working days of each Withdrawal. This is to enable Student Loans and Student Allowances to be cancelled as soon as possible. Reporting of Source of Funding code 11 (SoF 11) for off-job delivery in the SDR is excluded from this Condition.

4.4 Other obligations to report Withdrawals

For the avoidance of doubt, completing the SDR under Condition 2 does not discharge your other obligations to report Withdrawals. These obligations include reporting (where applicable) to:

- (a) Immigration New Zealand (for international learners); and
- (b) the Ministry of Social Development (StudyLink) (for Student Loan and Student Allowance recipients); and
- (c) Trustees administering fee protection mechanisms (for international learners and all PTE learners).

4.5 Refunding fees for Withdrawals

If fees are to be refunded to a learner or employer on the basis that the learner withdrew before the Withdrawal date, you must, as soon as reasonably practicable, pay the refund:

- (a) to the Ministry of Social Development, if the learner paid the fees using the Student Loan Scheme; or
- (b) directly to the learner or employer, depending on who paid the fees.

5. Use of DQ3-7 Fund Funding for valid domestic enrolments

5.1 Valid domestic enrolments

- (a) You must ensure that DQ3-7 Fund Funding is only used in respect of a learner who is a “valid domestic enrolment”.
- (b) For the purposes of DQ3-7 Fund Funding, the term “valid domestic enrolment” refers to the enrolment of a learner who:
 - (i) is one of the following:
 - A. a **Domestic Student**; or
 - B. an Australian citizen or Australian permanent resident currently residing in New Zealand; and
 - (ii) is either:
 - A. aged 16 years and over; or
 - B. aged under 16 years and meets the criteria in Condition 5.1(c); and
 - (iii) is studying in New Zealand, unless the learner meets the criteria in Condition 5.1(d); and
 - (iv) has paid or is committed to pay their fees (if fees apply), unless the learner meets the criteria in Condition 5.1(e).
- (c) A learner aged under 16 years old at the time that the programme or Micro-credential in which the learner is enrolled begins is a valid domestic enrolment if:
 - (i) you are satisfied that the learner is capable of completing the academic requirements of the programme or Micro-credential in which the learner is enrolled; and
 - (ii) the learner:
 - A. is, or will be, enrolled in a secondary school at the time the programme or Micro-credential starts, and you have ensured that the learner’s principal has signed a letter that approves the programme or Micro-credential and specifies that:
 - I. the learner is not required to be absent from school during school hours; or
 - II. if the learner is required to be absent from school during school hours for more than five hours per week, the school will seek reduced Funding for the learner from the Ministry of Education; or

- B. is, or will be, home schooled at the time that the programme or Micro-credential starts, and you have ensured that the parent or legal guardian of the learner who is primarily responsible for the learner's home schooling has signed a letter that approves the study or training; or
 - C. has a school exemption certificate from the Ministry of Education.
- (d) A learner studying outside New Zealand is a valid domestic enrolment if they meet the following criteria:
- (i) the learner meets the criteria in Conditions 5.1(b)(i), (ii) and (iv); and
 - (ii) the learner is enrolled in a course(s) leading to the award of a recognised Qualification offered by a New Zealand TEO; and
 - (iii) if the learner is studying at an overseas campus or delivery site (irrespective of whether they are enrolled at the TEO's New Zealand campus or overseas campus), the learner meets the following criteria:
 - A. the learner is enrolled at a New Zealand TEO in a programme leading to the award of a Qualification at Level 7 on the New Zealand Qualifications and Credentials Framework (NZQCF); and
 - B. the study outside New Zealand is full time and face-to-face (ie, not an extramural enrolment) in an approved country identified on the Education New Zealand website; and
 - C. the learner is undertaking part (but not all) of the programme outside New Zealand.
- (e) A learner who has not paid their fees (if fees apply) is a valid domestic enrolment, including for the purposes of section 256(5) of the Act (if applicable), if the learner's fees are paid for by their employer, you pay for the learner's fees through a scholarship, or if the learner is eligible for Fees Free tertiary education, and you are prohibited from charging the learner the amount that we have paid you under Condition 8, which may be some or all of the fees.

5.2 Verification of learner eligibility

- (a) You must verify a learner’s eligibility for enrolment as a valid domestic enrolment. For the following types of learners who are valid domestic enrolments under Condition 5.1, you must use one of the following verification methods below, and assess whether the learner meets the eligibility criteria as specified in Condition 5.1:

Type of learner	Verification methods
A New Zealand citizen	<p>You must:</p> <ul style="list-style-type: none"> (a) confirm the learner’s citizenship status using the learner’s National Learner Number (NSN); or (b) receive an assertion through RealMe® that the learner was born in New Zealand (prior to 2005); or (c) if the learner is in a correctional facility at the time of enrolment, receive a completed and signed Department of Corrections “Verification of legal name and New Zealand residency status” form relating to the learner; or (d) sight an original or certified copy of one or more of the following documents: <ul style="list-style-type: none"> (i) a New Zealand birth certificate; or (ii) a current New Zealand passport; or (iii) an expired New Zealand passport that has not been cancelled; or (iv) a New Zealand certificate of citizenship; or (e) If a learner is unable to obtain a birth certificate for the purposes of (d)(i) above, you may contact us to confirm that a whakapapa statement signed by both the learner and a kaumātua is acceptable evidence of citizenship.
A New Zealand resident	<p>You must sight an original or certified copy of one or more of the following documents:</p> <ul style="list-style-type: none"> (a) a passport with a current residence class visa (a passport with a visa label); or (b) a passport, and letter or email, confirming a current residence class visa (label-less visa, followed by confirmation with Immigration New Zealand, where appropriate); or (c) a certificate of identity from Immigration New Zealand if the learner is a refugee.

Type of learner	Verification methods
An Australian citizen or Australian permanent resident currently residing in New Zealand ⁴	<p>You must sight an original or certified copy of one or more of the following documents:</p> <ul style="list-style-type: none"> (a) an Australian birth certificate issued before 20 August 1986;* or (b) an Australian passport; or (c) a passport with a current Australian Resident Return Visa issued by the Australian government. <p>* An Australian birth certificate issued after August 1986 is not an accepted form of verification. You will need to sight the travel document, which is likely to be an Australian passport.</p>
A dependant of diplomatic personnel	You must sight the original or certified copy of an authorised form from the Ministry of Foreign Affairs and Trade.
Other types of valid domestic enrolments	You must verify each learner's eligibility in accordance with the requirements specified on our website for how each learner is to be verified. The requirements can be found on the TEC website page Other valid domestic enrolments .
A person who is required to be treated as if they are not an international student within the meaning set out in The Tertiary Education (Domestic Students) Notice 2024 . ⁵	

- (b) You must follow the process set out in Condition 5.2(a) or, where applicable, the [requirements specified on our website](#). We may authorise you in writing to follow a different process, specified by us, where we are satisfied that there are special circumstances that justify using an alternative process.
- (c) For the purposes of this Condition, a certified copy is a photocopy, photograph or scanned copy that has been endorsed as a true copy of the original. To be certified, the document must:
 - (i) be certified by an official of the issuing authority or a person authorised by section 9(1)(a) to (h) of the Oaths and Declarations Act 1957 to make a statutory declaration, such as a Justice of the Peace, a person who is enrolled as a barrister and solicitor of the High Court, or a court official (Court Registrar or Deputy Registrar); and
 - (ii) have the official's signature on each page, with their name and title shown clearly below their signature.

4 A learner is considered to be currently residing in New Zealand when they are issued an Australian Resident Visa on arrival in New Zealand.

5 From 1 January 2024 to 13 March 2024, learners that may be treated as if they are not international students are defined in the Tertiary Education (Domestic Students) Notice 2022. The Tertiary Education (Domestic Students) Notice 2024 applies from 14 March 2024.

5.3 Verification of learner identity

- (a) You must verify the identity of each learner enrolled in a programme or Micro-credential of more than 0.03 EFTS⁶ and confirm whether the learner is who they say they are by doing one or more of the following:
- (i) confirming that all data fields match the learner’s NSN; or
 - (ii) receiving an assertion through the Department of Internal Affairs’ RealMe® online identity verification service; or
 - (iii) if the learner is in a correctional facility at the time of enrolment, receiving a completed and signed Department of Corrections “Verification of legal name and New Zealand residency status” form relating to the learner; or
 - (iv) sighting the original or certified copy of a current passport; or
 - (v) sighting the original or certified copy of one or more of the following documents:
 - A. a birth certificate; or
 - B. a certificate of identity; or
 - C. a New Zealand certificate of citizenship; or
 - D. an expired passport that has not been cancelled; or
 - E. a current New Zealand driver licence or current New Zealand firearms licence (for *work-based: pathway to work, work-based or assessment and verification* modes of delivery only).
- (b) You must follow the process set out in Condition 5.3(a) unless we are satisfied that there are special circumstances that justify using an alternative process and authorise you in writing to follow a different process specified by us.
- (c) If a learner is unable to obtain a birth certificate for the purposes of Condition 5.3(a)(v)A, you may contact us to confirm that a whakapapa statement signed by both the learner and a kaumātua is acceptable evidence of identity.
- (d) For the purposes of this Condition, a certified copy is a photocopy, photograph or scanned copy that has been endorsed as a true copy of the original. To be certified, the document must:
- (i) be certified by an official of the issuing authority or a person authorised by section 9(1)(a) to (h) of the Oaths and Declarations Act 1957 to make a statutory declaration, such as a Justice of the Peace, a person who is enrolled as a barrister and solicitor of the High Court or a court official (Court Registrar or Deputy Registrar); and
 - (ii) have the official’s signature on each page, with their name and title shown clearly below their signature.

⁶ 1 EFTS is equal to 1 standard training measure (STM) and equates to 120 credits; 0.03 EFTS equates to 3.6 credits.

5.4 Enrolment records for valid domestic enrolments

- (a) If a learner, who is a valid domestic enrolment, is enrolled in a programme or Micro-credential of more than 0.03 EFTS funded by us, you must keep accurate and up-to-date records specifying:
- (i) the programme or Micro-credential (including Qualification(s) and Component Part(s) in which the learner has been admitted or readmitted); and
 - (ii) the learner's identity details, including the learner's name, date of birth, citizenship, domestic or international learner status, and residency status (if relevant); and
 - (iii) whether you have verified the learner's identity; and
 - (iv) whether you have verified that the learner is a valid domestic enrolment and/or has the appropriate learner visa; and
 - (v) the learner's NSN; and
 - (vi) the learner's previous academic achievement (if relevant); and
 - (vii) the receipt verifying that the learner has paid, or has arranged to pay (including if their employer will pay), their fees (if applicable); and
 - (viii) changes (if any) made to an enrolment; and
 - (ix) whether the learner has Withdrawn from part of their programme or Micro-credential, the date of the Withdrawal, and whether the Withdrawal was within the Withdrawal period; and
 - (x) whether a learner has been expelled from part of their programme or Micro-credential by you due to a breach of your Code of Conduct; and
 - (xi) whether a learner is on a discretionary leave of absence greater than leave normally granted under your standard minimum attendance requirements; and
 - (xii) whether the learner is attending the programme or Micro-credential in which they are enrolled, or is actively involved in the programme or Micro-credential (learner attendance record); and
 - (xiii) the period for which the learner is enrolled.
- (b) You must retain each learner's records described in Condition 5.4(a) until:
- (i) at least two years after the completion of the education or training in which the learner is enrolled; or
 - (ii) if a learner Withdraws before the learner has completed their education or training, at least two years after the date of Withdrawal.

5.5 Records for *work-based: pathway to work, work-based or assessment and verification* modes of delivery

- (a) You must keep a record of evidence that each learner who is in a *work-based: pathway to work, work-based or assessment and verification* mode of delivery has:
- (i) a formal training agreement with their employer that is intended to lead to the achievement of one or more of the programmes or Micro-credentials set out in Condition 6.1; and
 - (ii) an enrolment or tuition contract entered into by your Organisation and the learner; and

- (iii) an agreement entered into by your Organisation and the learner's employer outlining the arrangement to deliver training and support learners in the *work-based: pathway to work, work-based or assessment and verification* mode of delivery.

5.6 No inducing enrolment

- (a) You must not secure or seek to secure an enrolment through offering an inducement.
- (b) Even if a learner meets the criteria specified in Condition 5.1, the enrolment is not a valid domestic enrolment if it has been secured by way of an inducement.
- (c) For the purposes of this Condition, an inducement includes any of the following, where it induces a learner to enrol:
 - (i) a financial benefit to the learner; or
 - (ii) a personal advantage to the learner; or
 - (iii) a physical item that a learner retains possession of after the course has ended.
- (d) For the purposes of this Condition, an inducement does not include:
 - (i) a scholarship, as defined below; or
 - (ii) a physical item that:
 - A. is essential for a learner to complete the compulsory requirements of their programme (including printed course notes, an e-reader for course notes, course-related textbooks, or tools for apprenticeships); and
 - B. cannot be returned and reused for learners in subsequent intakes (for example, due to health and safety reasons; time-limited materials or materials that will be updated; or if it is not financially feasible); or
 - (iii) an item or arrangement that has been approved by us (for example, we may approve an item that has minimal residual value or useful life in the general marketplace, or items that are needed for a learner's pathway into the vocation for which study or training has been undertaken, such as tools for apprenticeships); or
 - (iv) the guarantee of a job placement under the *work-based: pathway to work* mode of delivery or on the successful completion of a programme, backed by a partial or total money-back guarantee; or
 - (v) a conditional offer of a partial refund (such as a refund for a timely or electronic enrolment); or
 - (vi) advertising or offering programmes where learning is undertaken in the *work-based: pathway to work* mode of delivery.
- (e) For the purposes of this Condition, a scholarship means:
 - (i) a merit scholarship (or prize) that comprises financial aid given to a learner as a result of high academic achievement exceeding that of their fellow learners or cohort; and/or
 - (ii) a needs-based scholarship that comprises financial aid given to a learner who would otherwise be significantly disadvantaged in accessing education, where the need of the learner has been demonstrated through a robust application and assessment process; and/or

- (iii) any scholarship that:
 - A. has a clear, focused rationale for its existence; and
 - B. has a clearly identified philanthropic aim or supports study in a particular area of importance to the donor.

5.7 No private advantage

You must not restrict enrolment in a DQ3-7 Fund funded programme or Micro-credential on the basis of private advantage (for example, restricting enrolment to your employees only).

5.8 Exceeding the total annual EFTS value of the Qualification for data reported through SDR (*provider-based and provider-based: extramural modes of delivery only*)

You must not seek DQ3-7 Fund Funding in respect of a learner enrolled in a programme or Micro-credential that leads to the award of a Qualification if the result of enrolling the learner in the programme or Micro-credential is that the total EFTS factors for all of the programmes or Micro-credentials in which the learner is enrolled in that year exceed the total annual EFTS value of the Qualification, unless:

- (a) the learner, in an exceptional circumstance (such as repeating a programme or Micro-credential that they previously have not passed), has elected to exceed total EFTS value of the Qualification in that year; and
- (b) you can demonstrate that the EFTS factor sought for the programme or Micro-credential adequately reflects additional teaching input, rather than additional directed study.

5.9 Funding for EFTS factor of a programme or Micro-credential (*applies to all modes of delivery*)

You may only seek DQ3-7 Fund Funding for the EFTS factor of a programme or Micro-credential once in cases where a learner's enrolment in the programme or Micro-credential can lead to the award of two (or more) Qualifications for the learner, unless you can demonstrate that additional EFTS value sought for the learner's enrolment in the programme or Micro-credential adequately reflects additional teaching input or assessment that the learner would not receive if their enrolment in the programme or Micro-credential could only lead to the award of one Qualification.

5.10 Recognised prior learning

- (a) You must not seek DQ3-7 Fund Funding for recognised prior learning credited to a learner. To ensure that you are able to comply with this Condition, you must:
 - (i) make any fees charged for recognition of prior learning clear and reasonable to the learner; and
 - (ii) ask the learner to specify prior learning they have undertaken; and
 - (iii) review the information provided by the learner when admitting a learner into a programme or Qualification; and
 - (iv) retain documents that confirm that the learner has demonstrated the required knowledge or skill; and
 - (v) reduce the learner's fees accordingly in proportion to the recognised prior learning they have undertaken; and

- (vi) for data reported through the SDR, adjust the programme or Micro-credential EFTS by month in the SDR enrolment file so that you do not claim DQ3-7 Fund Funding for prior learning already credited to the learner; or
 - (vii) for data reported through the ITR, adjust the programme or Micro-credential EFTS in accordance with the instructions in the ITR User Guide; and
 - (viii) where programme or Micro-credential components have been recognised for prior learning you must pro-rate the course EFTS accordingly and detail your calculations for each enrolment.
- (b) Recognised prior learning does not include repeated learning or training that the applicable quality assurance body requires learners to undertake periodically. If you deliver repeated learning or training for the purpose of meeting quality assurance body requirements you must retain evidence that clearly identifies:
- (i) the learning or training that the learner was required to repeat to meet quality assurance body requirements; and
 - (ii) the specific quality assurance body requirements; and
 - (iii) that you have advised the learner of the fees that you will charge for the repeated learning or training; and
 - (iv) that the learner has agreed it is necessary to repeat the learning or training.

6. Programmes and Micro-credentials

6.1 Approval of programmes and Micro-credentials for Delivery Component

You must only use DQ3-7 Fund Delivery Component Funding to deliver programmes or Micro-credentials that have been approved by us. To receive approval for a programme or Micro-credential, you must submit the relevant documents to us in accordance with the information on our website.

6.2 Minimum Requirements for Delivery Component

- (a) You must ensure that DQ3-7 Fund Delivery Component Funding is only used for:
- (i) a programme or Micro-credential:
 - A. that leads to an award on the NZQCF at Levels 3 to 7 (non-degree); and
 - B. that has been endorsed by the relevant Workforce Development Council (WDC) (where appropriate); and
 - C. that has been quality assured by either NZQA or Universities NZ (where appropriate); and
 - D. where a programme or Micro-credential is quality assured by NZQA, the mode of delivery is consistent with the mode of delivery approved by NZQA as part of your approval and accreditation for the programme or Micro-credential; or
 - (ii) a programme or Micro-credential that is in line with the NZQA criteria for the approval of Micro-credentials and meets any other criteria specified by us; or

- (iii) part of a programme or Micro-credential, if:
 - A. it is designed to encourage entry into a full Qualification; and
 - B. the programme or Micro-credential it is part of:
 - I. leads to the award of a Qualification at Levels 3 to 7 on the NZQCF (non-degree); and
 - II. has been quality assured by either NZQA or Universities NZ (where appropriate); and
 - III. where the programme is quality assured by NZQA, the mode of delivery is consistent with the mode of delivery approved by NZQA as part of your approval and accreditation for the programme; or
- (iv) a programme or Micro-credential, or part of a programme or Micro-credential that:
 - A. leads to the award of a Qualification at Level 1 or 2 on the NZQCF (non-degree); and
 - B. is predominantly completed in the *work-based* or *assessment and verification* modes of delivery; and
 - C. the programme or Micro-credential, or Component Part:
 - I. has been endorsed by the relevant WDC (where appropriate); and
 - II. has been quality assured by NZQA; and
 - III. the mode of delivery is consistent with the mode of delivery approved by NZQA as part of your approval and accreditation for the programme or Micro-credential.
- (b) You must ensure that the amount of delivery using DQ3-7 Fund Delivery Component Funding towards Micro-credentials is consistent with any criteria determined by us⁷ and published on our website.
- (c) You must not use DQ3-7 Fund Delivery Component Funding for any of the following:
 - (i) Certificates of Proficiency; or
 - (ii) Certificates of Personal Interest; or
 - (iii) programmes taught under contract (and reported under source of funding code 12); or
 - (iv) community education programmes at TEIs.

6.3 Delivery Component Funding for Levels 1 to 3 on the NZQCF

- (a) You must only use DQ3-7 Fund Delivery Component Funding to deliver a programme or Micro-credential, or a Component Part, leading to a Qualification at Level 1, 2 or 3 on the NZQCF if it includes embedded literacy or numeracy.
- (b) You must determine the literacy and numeracy needs of eligible learners and provide support to those learners to meet their literacy and numeracy needs in accordance with the **guidelines specified by us**.

⁷ See our website for [the criteria](#).

6.4 Health-related professional Qualifications or Micro-credentials

- (a) You may use DQ3-7 Fund Delivery Component Funding for programmes, Micro-credentials, or their Component Parts that lead to the award of a post-entry health-related professional Qualification or Micro-credential that:
 - (i) is of an academic or research nature; and
 - (ii) has a clinical component of 30% or less within the total programme or Micro-credential.
- (b) You must not use DQ3-7 Fund Delivery Component Funding for programmes, Micro-credentials, or their Component Parts that lead to the award of a post-entry health-related professional Qualification or Micro-credential that has:
 - (i) a clinical component of more than 30% within the total programme or Micro-credential; and
 - (ii) either:
 - A. a requirement for clinical education and training; or
 - B. an emphasis on specialist clinical professional skills.

6.5 Health and safety or regulatory compliance learning

- (a) You must not use DQ3-7 Fund Delivery Component Funding to fund a programme or Micro-credential where the majority of the programme or Micro-credential relates to health and safety or regulatory compliance learning that would displace the responsibility of employers to provide training necessary to mitigate health and safety risks or meet their regulatory compliance obligations.
- (b) When determining whether the majority of a programme or Micro-credential relates to health and safety or regulatory compliance, we will:
 - (i) exclude programmes or Micro-credentials from that calculation that are integral to the skills and knowledge recognised through the programme or Micro-credential; and
 - (ii) include the following programmes or Micro-credentials in that calculation:
 - A. discrete short packages of health and safety or regulatory compliance learning (usually under 20 credits); and
 - B. a programme or Micro-credential designed primarily to equip a participant with the skills and knowledge they need to carry out a given task or function in a manner that complies with a specific health and safety or regulatory compliance requirement; and
 - C. programmes or Micro-credentials that contain learning about health and safety and/or regulatory compliance that will only lead to the completion of health and safety and/or regulatory compliance components, rather than a whole programme or Micro-credential.

6.6 New Zealand Apprenticeships and New Zealand Apprentices

- (a) You must report a programme as a New Zealand Apprenticeship if it:
- (i) provides an entry point into an occupation to set a person up for a career in an industry; and
 - (ii) meets any regulatory requirements for entry into an occupation; and
 - (iii) requires a tripartite training agreement; and
 - (iv) contains a strong theoretical component to support further learning, as well as a practical element; and
 - (v) is directly related to the intended career; and
 - (vi) leads to either:
 - A. a Qualification at Level 4 on the NZQCF that has a minimum of 120 credits and, if approved by us, additional Qualifications at Level 3 or Level 4 on the NZQCF; or
 - B. multiple Qualifications that together have at least 120 credits, provided those Qualifications are at Level 3 and Level 4 on the NZQCF, and at least 60 credits are at Level 4 on the NZQCF; and
 - (vii) meets any additional criteria set by us to ensure that the programme is focused on Level 4 outcomes on the NZQCF.
- (b) You must report a learner as a New Zealand Apprentice if they are:
- (i) a valid domestic enrolment enrolled in a New Zealand apprenticeship programme (as set out in Condition 6.6(a)); and
 - (ii) employed in the occupation for which they are training; and
 - (iii) supported by a training plan agreed by the apprentice, the employer and the TEO arranging the training, throughout the programme.
- (c) You must ensure you comply with the **Code of Good Practice for New Zealand Apprenticeships** and support learners enrolled in apprenticeships and their employers to understand their responsibilities under this code.

6.7 Making changes to programmes and Micro-credentials

- (a) Before making a minor change to a programme or Micro-credential, you must:
- (i) receive notification of change from the WDC (where the Qualification was developed by a WDC); and
 - (ii) obtain approval for the minor change from the relevant quality assurance body (if required), that is:
 - A. NZQA, if you are a registered PTE; or
 - B. NZQA or your Academic Board, if you are Te Pūkenga or a Wānanga; or
 - C. Universities NZ, if you are a University; and
 - (iii) notify us of the change and provide the relevant information; and
 - (iv) obtain approval from us to update the course or TEC Qualification Register.

- (b) Before making a significant change to a programme or Micro-credential, you must:
 - (i) receive notification of change from the WDC (where a Qualification was developed by a WDC); and
 - (ii) obtain approval from the relevant quality assurance body as set out in Condition 6.7(a)(ii); and
 - (iii) provide the relevant information to us (including evidence of approval from the quality assurance body) to enable us to determine whether or not to approve the change; and
 - (iv) obtain approval from us to make the significant change.
- (c) For the purposes of this Condition:
 - (i) a “minor change” to a programme or Micro-credential is a change that does not change the size, level, core content, or EFTS value of the Qualification; and
 - (ii) a “significant change” to a programme or Micro-credential is a change to:
 - A. the EFTS value; or
 - B. the total number of credits; or
 - C. the timeframe to complete the programme or Micro-credential; or
 - D. the level of the resulting Qualification or Micro-credential on the NZQCF; or
 - E. in relation to Te Pūkenga, Wānanga and registered PTEs:
 - I. the location or locations at which the programme or Micro-credential is delivered; or
 - II. a change to the delivery mode of the programme or Micro-credential (eg, a move from face-to-face learning to distance online learning); or
 - III. the number of courses that each learner is expected to undertake to achieve the Qualification or Micro-credential; or
 - IV. prerequisite requirements.

6.8 Assigning EFTS values to programmes and Micro-credentials

- (a) You must:
 - (i) use the following three methods to determine the EFTS value of a programme or Micro-credential:
 - A. credits or points; and
 - B. learning hours; and
 - C. full-time teaching weeks.
 - (ii) ensure that a programme designed to be delivered within a year (being any 12-month period) is limited to a maximum of 1.0 EFTS for *provider-based* and *provider-based: extramural* modes of delivery, even if obtaining the Qualification requires more than 120 credits (1,200 notional hours of learning, over 34 full-time teaching weeks), unless we have approved an exception to this limit; and

- (iii) provide us with information on the three methods of calculating the EFTS value (being credits or points, learning hours, and full-time teaching weeks) when you enter Qualification or Micro-credential details in the STEO application.
- (iv) use the following two methods to determine the EFTS value of a Qualification or Micro-credential, when using standard training measures (STM):
 - A. credit values; and
 - B. nominal duration.
- (b) For the purposes of DQ3-7 Fund Funding, 1.0 EFTS equates to a student workload that is 120 credits or the amount of training that is required for a learner in the *work-based: pathway to work, work-based and assessment and verification* modes of delivery to achieve 120 NZQCF credits (1,200 notional learning hours delivered over one calendar year).
- (c) If you submit for approval for DQ3-7 Fund Funding a Qualification that has two or more strands, you must propose an EFTS value for the Qualification that is based on the strand that contains the highest number of credits that you are approved to deliver for the Qualification. A strand is a specialisation within a Qualification that represents a major component of the Qualification and is at the level of the Qualification. Strands are documented through strand-specific outcomes in the graduate profile.
- (d) For the purposes of this Condition and Condition 6.9, notional learning hours and nominal duration comprises learning activities leading towards achievement of a Qualification or Micro-credential learning outcomes (planned by you and/or the employer and communicated by you and/or the employer to the learner). Learning activities include but are not limited to:
 - (i) lecturer and tutor contact hours, including workshops and tutorials; or
 - (ii) tests and assignments; or
 - (iii) supervised practical placements; or
 - (iv) study time; or
 - (v) self-directed learning activities that the learner is expected to engage with/participate in; or
 - (vi) examination periods; or
 - (vii) on-job learning in the workplace; or
 - (viii) skills verification and assessments.

6.9 Limit on EFTS values for Qualifications

- (a) You must not assign an EFTS value of more than 1.0 EFTS for *provider-based* and *provider-based: extramural* modes of delivery per year to a programme for which you seek approval of DQ3-7 Fund Funding, unless you have received approval from us. In approving an exception to this Condition, we will consider additional criteria, including whether you:
 - (i) will inform each learner accurately about their higher than normal expected study commitments; and
 - (ii) have support mechanisms in place for each learner who has difficulty coping with the intensity of the programme or Micro-credential.

- (b) You must not assign a value of 1.0 or more EFTS for *work-based: pathway to work*, *work-based* and *assessment and verification* modes of delivery per year to a programme for which you seek approval of DQ3-7 Fund Funding, unless:
- (i) you:
 - A. have an agreement in place with the learner’s employer to ensure the learner can adjust their work schedule, if and when needed, to enable them to continue their study; and
 - B. have confidence in the learner’s ability to achieve their responsibilities under their employment agreement and training agreement, per observations of the learner’s competence and discussions with the learner; or
 - (ii) you have prior written approval from us.

6.10 Assigning delivery classifications

In accordance with your quality assurance approval from NZQA or Universities NZ, whichever the case may be, you must accurately assign each of your courses within a programme, Micro-credential, and/or Component Parts:

- (a) a credit value and nominal duration (in order for the correct STM value to be calculated) for delivery in the *work-based: pathway to work*, *work-based* and *assessment and verification* modes of delivery, as set up in the Industry Training Register; and
- (b) for delivery in the *provider-based* and *provider-based: extramural* modes of delivery:
 - (i) an EFTS factor; and
 - (ii) for data reported through the SDR, a delivery classification listed in Table 1, “Delivery Classification”, in Appendix 1 of the Funding Mechanism named *Determination of Design of Funding Mechanism: Delivery at Levels 3–7 (non-degree) on the New Zealand Qualifications and Credentials Framework and all industry training.*
- (c) Further guidance on assigning the correct delivery classification can be found through the **Delivery Classification Guide (DCG)**.

6.11 Assigning a funding category

- (a) For data reported through the SDR, you must accurately assign each of your courses within a programme, Micro-credential, and/or Component Part a funding category listed in the tables in Appendix 1 of the Funding Mechanism named *Determination of Design of Funding Mechanism: Delivery at Levels 3–7 (non-degree) on the New Zealand Qualifications and Credentials Framework and all industry training.*
- (b) Further guidance on assigning the correct funding category can be found through the **Delivery Classification Guide (DCG)**.

6.12 Over-delivery

You must not deliver provision above 105% of your approved Funding allocation unless you have prior written approval from us.

7. Funding

7.1 Use of DQ3-7 Fund Funding

- (a) You must ensure that DQ3-7 Fund Funding is only used for the relevant programmes, Micro-credentials and activities at Level 3–7 (non-degree) as well as all industry training on the NZQCF, which are specified in your approved Investment Plan (unless exempt) or equivalent arrangement. For the purposes of calculating the value of your approved DQ3-7 Fund funded delivery, we use a metric comprising:
- (i) the number of valid domestic enrolments measured in EFTS; and
 - (ii) the programmes or Micro-credentials, and their Component Parts, in which learners are enrolled, and the assigned delivery classifications, funding categories, and funding rates of those programmes or Micro-credentials and their Component Parts.
- (b) You may only claim DQ3-7 Fund Funding for a learner who:
- (i) is and continues to be for the length of the Funding Period a valid domestic enrolment as described in Condition 5.1(a); and
 - (ii) is enrolled in a programme, Micro-credential, or Component Part in:
 - A. the *provider-based* or *provider-based: extramural* modes of delivery, and has completed a minimum of 10% or one month of the Micro-credential or Component Part for which they have enrolled, whichever is the earlier. You must determine whether a learner has completed 10% or one month of a Micro-credential or Component Part by calculating the number of sequential calendar whole days (including weekends and public holidays) from the start date of the Micro-credential or Component Part rounding up to the nearest whole day; or
 - B. *work-based: pathway to work, work-based* and *assessment and verification* modes of delivery, and has a programme enrolment status of ACTIVE or GRACE on the last day of a calendar month for which the STM value is being calculated.

7.2 Use of DQ3-7 Fund Funding for overseas travel

- (a) You must not use DQ3-7 Fund Funding to meet the costs of overseas travel for learners, or require learners to meet the cost of the travel by accessing the Student Loan Scheme, unless the overseas travel is academically essential. To determine whether overseas travel is academically essential, you must:
- (i) submit an application to us at least two months before you advertise or publish any information about the programme or Micro-credential or accept enrolments; and
 - (ii) include a letter from the applicable quality assurance body, endorsing the essential nature of the travel component of the programme or Micro-credential; and
 - (iii) receive approval from us to include overseas travel as part of a programme or Micro-credential.

- (b) For the purposes of this Condition, the appropriate quality assurance body is NZQA if you are Te Pūkenga, a Wānanga or a registered PTE, and Universities NZ if you are a University.
- (c) When determining whether or not overseas travel is academically essential, we will consider whether:
 - (i) the overseas travel is integrally linked to the stated outcomes of a programme or Micro-credential; and
 - (ii) the programme or Micro-credential is a compulsory requirement of a Qualification and/or major; and
 - (iii) the academic outcomes for the programme or Micro-credential cannot be achieved in any other manner in New Zealand; and
 - (iv) the programme, Micro-credential or Qualification is aligned to the Tertiary Education Strategy.

7.3 Provision of equipment, infrastructure and hardware

- (a) You must pay for the necessary equipment, infrastructure and hardware required to deliver a particular programme, Micro-credential, and/or Component Part.
- (b) When providing essential equipment (including computers, diving hardware, chainsaws, protective overalls, safety helmets, mesh visors, ear muffs, steel-capped boots, safety glasses, hair nets, and other compulsory footwear), you must not:
 - (i) include the costs in any fee, compulsory course cost or student services fee charged to a learner or their employer; or
 - (ii) require a learner to meet the costs through the “course-related costs” component of the Student Loan Scheme as a Condition of the learner’s enrolment.
- (c) For the purposes of this Condition, “equipment, infrastructure and hardware”:
 - (i) means items that can be used by successive intakes of learners; and
 - (ii) does not include:
 - A. personal items that are provided for individual learners’ use and that you do not retain for the next intake of learners; or
 - B. infrastructure used by learners in *work-based: pathway to work, work-based or assessment and verification* modes.

8. Fees Free tertiary education

- (a) You must not charge a learner (that we have determined is eligible for Fees Free tertiary education) or their employer (if applicable) an amount of fees otherwise payable by the learner or their employer (if applicable) if we have advised you that we will:
 - (i) if you are a PTE, compensate you for that amount in respect of fees forgone as a result of this Condition; or
 - (ii) if you are not a PTE, pay you that amount in respect of fees on behalf of the learner.

- (b) You must work collaboratively with us to give effect to the Fees Free tertiary education initiative. In particular, you must provide information as required by us, to enable us to understand the EFTS and months consumption of eligible learners, and in relation to fees.
- (c) Any fees in excess of the amount payable by us under Condition 8(a) may be charged by you to the learner, or to their employer (if applicable).

9. Fee limits

- (a) This Condition applies to fees charged by you for DQ3-7 Fund funded programmes, Micro-credentials, activities and/or Component Parts. However:
 - (i) Conditions 9.1 to 9.5 do not apply to fees for courses delivered by Te Pūkenga that are part of Te Pūkenga's process to unify similar programmes, which Te Pūkenga delivers across its network; or
 - (ii) fees charged for industry training (eg, programmes previously funded, or that would have been previously funded, through the Industry Training Fund).
- (b) The fees charged by you are subject to this Condition if you are the sole source of the item to which the fee relates.
- (c) For the purposes of this Condition, unless the context otherwise requires:
 - (i) **Course** means part of a programme that leads to the award of a Qualification on the NZQCF, including a certificate, diploma or degree. This includes a course that is part of a programme where the learner is not enrolled in the programme (for example, where a learner is only enrolled in one or more courses but is not intending to complete the entire programme); and
 - (ii) **Industry training** means programmes previously funded through the Industry Training Fund;⁸ and
 - (iii) **Micro-credential** means study or training that leads to an award but does not, of itself, lead to an award of a Qualification listed on the NZQCF; and
 - (iv) **Fees:**
 - A. means tuition fees;
 - B. means compulsory course costs that are charged to all students enrolled in a course, which includes (but are not limited to) the following: any compulsory costs associated with enrolment, examinations (including reporting of credits to NZQA), field trips, and any compulsory purchase of equipment or books through the TEO;
 - C. excludes any administrative fees or charges (other than tuition fees or compulsory course costs) for additional services that are payable as a result of the specific circumstances of a student, which includes (but are not limited to) the following: reassessment or remarking of examination results, examination relocation fees, fees associated with recognition of prior learning, or fees associated with an application for Selected Entry Programmes; and

⁸ This includes programmes that would have previously been funded through the Industry Training Fund (ie, all work-based modes of delivery as listed in Table 3 of the *Determination of Design of Funding Mechanism: Delivery at Levels 3-7 (non-degree) on the New Zealand Qualifications and Credentials Framework and all industry training*).

- D. excludes student services fees; and
- (v) **Student services fees** means fees for the provision of student services that are provided by a TEO or another person or body on behalf of the TEO. These fees were previously known as compulsory student services fees (CSSFs); and
- (vi) **TEO** means Tertiary Education Organisation as defined in section 10 of the Act.

9.1 Annual Maximum Fee Movement (AMFM)

- (a) The AMFM sets the maximum percentage that you may increase your domestic tuition fees by each year for all DQ3-7 Fund funded courses, excluding any fees charged for industry training (ie, programmes previously funded through the Industry Training Fund).
- (b) The AMFM for 2024 is 2.8%. You are therefore permitted to increase fees (GST exclusive) charged in 2023 to domestic learners for DQ3-7 Fund funded courses by 2.8%.
- (c) If you reduce fees for a course across one or more calendar years, you can return to the previous fee (from before the reduction was applied), in addition to applying the AMFM rates for the period in which the fees were reduced. This does not apply where fee reductions were in place prior to 2024.
- (d) If a course spans more than one calendar year, the applicable fee is the fee applying to the course in the calendar year in which the course started.
- (e) The fees to be used in calculating the AMFM are the highest fees charged to an intake of learners.

9.2 Substitute courses

The AMFM applies to any new courses established by you in substitution for an existing course dealing with the same or similar subject matter, at a same or similar level on the NZQCF, for which DQ3-7 Fund Funding can be used.

9.3 Calculating the AMFM

- (a) For the purposes of determining the fee to be used in calculating the AMFM, you must provide us with information about:
 - (i) the highest fee charged to a learner; and
 - (ii) the usual fee charged to a learner; and
 - (iii) any discounted fees charged to a learner.
- (b) If you discount your course fees for a calendar year, you must supply to us information about each discount.
- (c) You must report, in STEO, accurate information regarding the fees you are charging learners.

9.4 Zero fee or low fee courses

If the fees for a DQ3-7 Fund funded course were less than \$511.11 (incl GST) (or \$444.44 (ex GST)) per EFTS in 2023, then, for 2024, you may increase the fee for the course:

- (a) to up to \$511.11 (incl GST) (or \$444.44 (ex GST)) per EFTS; or
- (b) by 2.8%,

whichever is the greater.

9.5 Exceptions to the AMFM

- (a) You may apply for an exception from the AMFM on the basis of exceptional circumstances. Any exception granted will not exceed an additional 2.8% over and above the permitted 2.8% increase.
- (b) In considering whether there are exceptional circumstances, we must only have regard to the following criteria:
 - (i) you can demonstrate that it is financially unsustainable to deliver the course, in terms of the cost of delivering the course and taking into account the total income that the course would generate (including government funding and tuition fees), and that there are no satisfactory alternatives to limit costs; and
 - (ii) the existing fees for the course are no more than the 75th percentile of the range of fees charged for similar courses; and
 - (iii) two of the following three criteria apply:
 - A. where the course is part of a programme at Levels 3–7 (non-degree) on the NZQCF that has been delivered previously, the programme has a cohort-based completion rate that meets or exceeds the median performance benchmark for that NZQCF level in the previous year;
 - B. you can demonstrate that the course is in some way unique or special; for example, that there are no available local alternatives; and
 - C. not allowing an exception will prevent you from making a significant contribution to the achievement of one or more of the Government’s priorities, as set out in the current Tertiary Education Strategy.
- (c) We must only grant an exception if we are satisfied that you meet the criteria listed in Condition 9.5(b).
- (d) If you are applying for an exception for multiple courses, each course must individually meet the criteria listed in Condition 9.5(b).
- (e) To apply for an exception, you must use the templates specified on our website and send the application to our Customer Contact Group by the date specified by us on our website. Any submissions from learner bodies should be received no later than one week after receipt of your application.
- (f) There is a limit to the number of courses for which you can request an exception. If you have less than 1,000 EFTS, the limit is 4 courses. If you have between 1,000 and 5,000 EFTS, the limit is 8 courses. If you have between 5,000 and 10,000 EFTS, the limit increases by 4 courses per increment of 10,000 EFTS.

9.6 Fee setting limits for new courses

- (a) The fees for a new course established by you and funded under the DQ3-7 Fund must be no more than the 75th percentile from the range of fees charged for similar courses. We will specify how similar courses will be determined.
- (b) Condition 9.6(a) does not apply to a new substitute course as defined in Condition 9.2 which is subject to the AMFM.

9.7 Exceptions to fee setting limits for new courses

- (a) You may apply for an exception from Condition 9.6(a) on the basis of exceptional circumstances.
- (b) In considering whether there are exceptional circumstances, we must only have regard to the following criteria:
 - (i) the course would not be financially viable without a higher fee; and
 - (ii) where the course is part of a Qualification at Levels 3–7 (non-degree) on the NZQCF that has been delivered previously, the programme has a cohort-based completion rate that meets or exceeds the median performance benchmark for that NZQCF level in the previous year; and
 - (iii) you can demonstrate that the course is in some way unique or special, for example, there are no or very few similar courses to compare fees with; and
 - (iv) the course is aligned to Government priorities as set out in the Tertiary Education Strategy.
- (c) We must only grant an exception if we are satisfied that you meet all of the criteria listed in Condition 9.7(b).
- (d) If we grant an exception in respect of a new course and we specify the fees for that course that you may charge, you must not charge fees for that course that are greater than the fees specified by us.

9.8 Fee capping limits for Micro-credentials

- (a) The fees you charge for a Micro-credential must be no more than \$64 (GST inclusive) per credit. This fee cap does not apply to component courses that also lead to the award of a Qualification funded through DQ3-7.
- (b) Where a Micro-credential wholly or partly comprises courses that also lead to the award of a Qualification that is funded through DQ3-7, the fees you charge for these courses must be equal to, or less than, the maximum fee permitted for the course under the AMFM under Condition 9.1 and the fee setting limits for new courses under Condition 9.6. The fees you charge for the components that are not also part of a programme must be no more than \$64 (GST inclusive) per credit.

9.9 Exceptions to fee capping limits for Micro-credentials

- (a) You may apply for an exception from Condition 9.8 on the basis of exceptional circumstances.
- (b) Where a course in a Micro-credential is also a course in a programme, it is subject to AMFM and the relevant exception criteria in Conditions 9.1 to 9.5.
- (c) In considering whether there are exceptional circumstances, we must only have regard to the following criteria:
 - (i) you can demonstrate that the fee cap makes it financially unsustainable to offer the Micro-credential, in terms of the costs of delivering the Micro-credential and taking into account the total income that the Micro-credential would generate (including government funding and fees), and that there are no satisfactory alternatives to limit costs; and

- (ii) you can provide evidence that there is strong support from industry and/or employers to deliver the Micro-credential and that the Micro-credential clearly meets industry and/or employer needs.
- (d) We must only grant an exception if we are satisfied that you meet all of the criteria listed in Condition 9.9(c).
- (e) If we grant an exception in respect of a Micro-credential and we specify the fees for that Micro-credential that you may charge, you must not charge fees for that Micro-credential that are greater than the fees specified by us.

9.10 Refund for breach

If you breach Condition 9.1, 9.2, 9.4, 9.6, or 9.8, you must refund the learner the part of the fee that was overcharged. The refund must be given to the Ministry of Social Development (StudyLink), if the learner paid for the programme or Micro-credential using the Student Loan Scheme, or to the learner.

10. Student services fees

- (a) This Condition applies to all student services fees charged by you to Domestic Students in respect of whom you receive DQ3-7 Fund Funding.
- (b) The objective of these requirements is to ensure:
 - (i) accountability in the use of fees for student services;
 - (ii) involvement of learners in decisions in the charging and use of fees for student services; and
 - (iii) fair arrangements for learners in different tertiary education settings (for example, work-based learners or learners in fees-free foundation education programmes).

10.1 Opt-in arrangements for trainees and apprentices

- (a) You must not charge a student services fee to apprentices, trainees (as defined in section 10(1) of the Act) or their employers. You must give apprentices, trainees and their employers the option of paying for and accessing student services.
- (b) Where apprentices and trainees opt in to receive student services and pay fees, you must comply with the requirements in Conditions 10.2–10.7.

10.2 Decision-making

You must establish and demonstrate adequate arrangements for decisions to be made jointly, or in consultation with the learners enrolled at your Organisation, or their representatives, on the following matters:

- (a) the maximum amount that learners will be charged for student services;
- (b) the types of services to be delivered (within the permitted categories set out in Condition 10.7);
- (c) the procurement of these services; and
- (d) the method for authorising expenditure on these services.

10.3 Consultation requirements

If you choose to make decisions about student services fees in consultation with learners enrolled at your Organisation or their representatives, instead of undertaking a joint decision-making process, you are required to ensure that:

- (a) the outcome of the consultation is not predetermined;
- (b) proposals are clearly communicated and publicised;
- (c) there is sufficient time for students to consider proposals and provide feedback; and
- (d) due consideration is given to student feedback.

10.4 Accounting for the use of student services fees

You must either hold all student services fees in a separate bank account or ensure that all income and expenditure associated with the provision of such services is separately accounted for in your accounting system.

10.5 Reporting on student services fees

- (a) If your Organisation is:
 - (i) a TEI, you must provide information on all student services fees through your annual report; or
 - (ii) a registered PTE, you must provide information on all student services fees through a written report to learners.
- (b) If Condition 10.5(a) applies, you must include the following information in your annual report or written report to learners (as the case may be):
 - (i) a description of the services funded out of the student services fee;
 - (ii) a statement of the fee income and expenditure for each type of student service;
 - (iii) the student services fee amount charged per EFTS or academic year (or however it is calculated); and
 - (iv) a statement describing how you are complying with the accounting requirements specified above in Condition 10.4.

10.6 PTE written reports to learners

If your Organisation is a registered PTE required to prepare a written report to learners in accordance with Condition 10.5(a)(ii), you must provide us with a copy of the report.

The report must be sent to:

Requirements for Student Services Fees Submissions
 Monitoring and Crown Ownership
 The Tertiary Education Commission
 PO Box 27048
 Wellington 6141
 Email: ssf@tec.govt.nz

10.7 Publishing information online

If you are charging student services fees, you must, as soon as reasonably practicable each year, publish the following information on your website:

- (a) a description of the services funded out of the student services fee;
- (b) a statement of the fee income and expenditure for each type of student service;
- (c) the student services fee amount charged per EFTS or academic year (or however it is calculated);
- (d) a description of the current year's student services fee decision-making process, including what decisions were consulted on, how consultation with learners occurred, a summary of learner feedback, what the decisions were, and how learner feedback was incorporated into those decisions; and
- (e) a description of how learners can be involved in student services fee decisions for the following year – ie, how you propose to consult with your learners and what issues might be considered.

10.8 Categories of student services

You may charge student services fees to support the delivery of the following categories of services:

- (a) Advocacy and legal advice – Advocating on behalf of individual learners and groups of learners, and providing independent support to resolve problems, including advocacy and legal advice relating to accommodation;
- (b) Careers information, advice and guidance – Supporting learners' transition into post-study employment;
- (c) Counselling services – Providing non-academic counselling and pastoral care, such as chaplains;
- (d) Employment information – Providing information about employment opportunities for learners while they are studying;
- (e) Financial support and advice – Providing hardship assistance and advice to learners on financial issues;
- (f) Health services – Providing health care and related welfare services;
- (g) Media – Supporting the production and dissemination of information by learners to learners, including through newspapers, radio, television and internet-based media;
- (h) Childcare services – Providing childcare services while caregivers are studying;
- (i) Clubs and societies – Supporting learner clubs and societies, including through the provision of administrative support and facilities for clubs and societies;
- (j) Sports, recreation and cultural activities – Providing sports, recreation and cultural activities for learners.

11. Minimum and maximum performance standards

You must meet any minimum or maximum performance standards specified by us, including any minimum performance standards specified in your Investment Plan.

12. Financial reporting

If you are a TEI, you must use the TEI Financial Monitoring electronic templates that we provide to you and supply the following information to us:

- (a) your annual report prepared in accordance with section 306 of the Act (including your financial statements and statement of service performance prepared in accordance with the Crown Entities Act 2004); and
- (b) your three-year financial forecast; and
- (c) any other financial reports that we request.

13. Investment Plan learner success and disability action plan sections

If you are required to submit learner success and disability action plan sections in your Investment Plan, in accordance with the **Education (Proposed Investment Plans: Content and Submission; Assessment Criteria; and Plan Summaries) Notice 2023**, or as requested by us, you must submit any subsequent progress reports in the form, and on the date, specified by us.

Progress against and achievement of the milestones specified in the learner success and disability action plan sections of your Investment Plan will inform future funding decisions.

14. Disclosure of data from Statistics New Zealand's Integrated Data Infrastructure

It is a Condition of DQ3-7 Fund Funding that you consent, for the purposes of section 37A(a) of the Statistics Act 1975, to Statistics New Zealand disclosing information to the Ministry of Education and to us from its Integrated Data Infrastructure that identifies or may identify you.

The Statistics Act 1975 does not constrain the ongoing use or sharing of your TEO-level data once it is disclosed.

15. Benchmarking

If you are a TEI, you must participate as appropriate in benchmarking, including:

- (a) providing us, or any vendor contracted by us for benchmarking purposes, with financial and performance information as requested, in a timely manner; and
- (b) engaging with follow-up questions and related quality assurance processes, in a timely manner; and
- (c) contributing to the cost of any vendor contracted by us, at a rate we determine.

16. Subcontracting

16.1 You must not subcontract any of the funded activities without prior written:

- (a) consent from us; and
- (b) approval from NZQA, where you are quality assured by NZQA.

16.2 You must:

- (a) comply with any Conditions imposed by us on a consent to subcontract; and
- (b) ensure that the subcontracted party does not further subcontract any functions; and
- (c) remain accountable to us for the use of the DQ3-7 Fund Funding.

17. Conditions for DQ3-7 Fund Learner Component Funding

17.1 Minimum Requirements for Learner Component Funding

You must:

- (a) identify the unique needs of all learners (including through engagement with learners and their communities); and
- (b) decide how to support learners; and
- (c) allocate Funding from the DQ3-7 Fund accordingly.

17.2 Performance expectations for Learner Component Funding

- (a) For the purposes of this condition, you are required to meet performance expectations for Learner Component Funding if:
 - (i) you will receive more than \$100,000 of DQ3-7 Learner Component Funding in a calendar year;
 - (ii) you will receive more than \$50,000 but less than \$100,000 of DQ3-7 Learner Component Funding, and you were required to submit a new Investment Plan for the Funding;
 - (iii) you will receive more than \$50,000 but less than \$100,000 of DQ3-7 Learner Component Funding, and we have set performance expectations for you based on the funding priorities for the DQ3-7 Learning Component Funding; or
 - (iv) you have otherwise been notified by us that you must meet performance expectations.
- (b) If you are required to meet performance expectations, you must demonstrate how you will deliver results for learners and commit to:
 - (i) addressing racism, bias and low expectations that impact vocational education and training (VET) learners and their whānau; and
 - (ii) strengthening mechanisms to hear and act on VET learner voice, and to understand the views of whānau and communities about VET; and
 - (iii) reducing barriers for VET learners, particularly in accessing work-based learning and supporting learners to be successful in VET; and
 - (iv) ensuring VET teaching and learning meets learner, employer and industry needs, and delivers skills relevant for the workplace.

- (c) If you are required to meet performance expectations, you must provide any information specified by us within the timeframes specified by us to enable us to monitor your progress towards meeting your performance expectations.
- (d) If you are required to meet performance expectations because you fall into one of the categories in condition 17.2(a)(i) or (ii), for each year for which you receive Funding, you must:
 - (i) consider whether changes to your performance expectations are required; and
 - (ii) take one of the following actions:
 - A. submit amended performance expectations for approval by us; or
 - B. advise us that you have completed your review and no changes to your performance expectations are required.

18. Repayment of DQ3-7 Fund Funding

- (a) If you receive Delivery Component DQ3-7 Fund Funding that is greater than it should have been, or that you were not entitled to receive, you must treat the amount of the over-Funding as a debt due to the Crown that:
 - (i) is repayable on demand; and
 - (ii) may be set-off against all or any Funding, or any sum of money payable by us to you.
- (b) For the purposes of this Condition, you will have received DQ3-7 Fund Funding that was “greater than it should have been” if the total dollar value of the provision that was delivered by you within the Funding Period is less than 99% of the total dollar value for provision paid to you from DQ3-7 Fund Funding. In that situation, the percentage of Funding that is repayable is equal to the difference between the bottom of the tolerance band (99%) and the percentage value of the provision that was delivered.

19. Repayment of DQ3-7 Fund Funding in case of deviation from Funding approval

If we notify you that we consider that you have deviated materially and substantially from your commitments to deliver specific subject areas, programme or Micro-credential levels, or modes of delivery for which Funding is approved, you must treat the amount of the over-Funding as a debt due to the Crown that:

- (a) is repayable on demand; and
- (b) may be set-off against all or any Funding, or any sum of money payable by us to you.

20. Suspension, revocation or withdrawal of DQ3-7 Fund Funding

Condition 2.5 of the Base Funding Conditions applies to DQ3-7 Fund Funding.

Māori and Pasifika Trades Training Fund (Fees Top-ups Fund and Brokerage Services Fund)

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Māori and Pasifika Trades Training Fund (Fees Top-ups Fund and Brokerage Services Fund)

Purpose of Fund

The purpose of the *Māori and Pasifika Trades Training* (MPTT) Fund is to support Māori and Pacific learners aged 16 to 40 years of age (inclusive) to enter and achieve in pre-trades training, and progress to relevant trades-related employment, or work-based vocational training, including New Zealand Apprenticeships on the New Zealand Qualifications and Credentials Framework (NZQCF). Progression to further provider-based vocational training on the NZQCF that has strong employment outcomes is also a positive outcome.

Funding through the MPTT Fund is for fees top-ups, brokerage services, and consortium activities. The following Conditions are for Fees Top-ups and Brokerage Services:

- (a) MPTT Fees Top-ups to make provider-based delivery of pre-trades training programmes or Micro-credentials funded through the following, fees-free for MPTT learners:
 - (i) Delivery at Levels 1 and 2 on the New Zealand Qualifications and Credentials Framework (DQ1-2) Fund; and
 - (ii) Delivery at Levels 3–7 (non-degree) on the New Zealand Qualifications and Credentials Framework and all industry training (DQ3-7) Fund; and
- (b) MPTT Brokerage Services to:
 - (i) match learner talents and aspirations with employer skill requirements and career pathways; and
 - (ii) tailor pre-employment trades educational provision to the needs and aspirations of MPTT learners, communities and potential employers; and
 - (iii) facilitate relationships between MPTT learners, providers and potential employers; and
 - (iv) transition learners into relevant employment.

The government contribution towards the costs of teaching and learning services is funded through the DQ1-2 Fund and/or DQ3-7 Fund. An Organisation delivering trades training under the MPTT initiative must meet the teaching and learning costs through its existing approved DQ1-2 Fund and/or DQ3-7 Fund allocation funded as part of its Investment Plan. If an organisation does not receive DQ1-2 Fund and DQ3-7 Fund Funding, it must have a written agreement with an Organisation that has a DQ1-2 Fund and/or DQ3-7 Fund allocation that is approved by us.

Funding for MPTT Fees Top-ups

- (a) We will provide MPTT Fees Top-ups Funding calculated at the rate of \$5,529 per equivalent full-time student (EFTS)¹ for programmes and Micro-credentials at Level 3 or Level 4 on the NZQCF, and \$0 for programmes and Micro-credentials at Level 1 or 2 on the NZQCF.²
- (b) We will pay you the Funding of the MPTT Fees Top-ups in monthly instalments as outlined in your payment schedule.

Funding for MPTT Brokerage Services

- (a) Funding for Brokerage Services is calculated at a rate of \$1,274 per individual learner up to the total number of learners agreed by us. This amount is only allocated once in respect of the same individual learner.
- (b) We will pay 50% of MPTT Brokerage Services Funding in monthly instalments as outlined in your payment schedule.
50% of the Brokerage Services Funding is reserved for the payment of a performance incentive that is payable on the basis of sufficient evidence of individual learners achieving a successful outcome, in accordance with subparagraph (c), from a programme supported by MPTT within 18 months of the learner ceasing to be enrolled in the programme.
- (c) The outcomes that result in the payment of the performance incentive are:
 - (i) entry into a New Zealand Apprenticeship; or
 - (ii) entry to work-based vocational training at Level 3 or higher on the NZQCF.

The following Conditions apply, under section 429 of the Education and Training Act 2020 (the Act), to the MPTT Fund Funding you receive for MPTT Fees Top-ups (MPTT Fees Top-ups Fund Funding) and MPTT Brokerage Services (MPTT Brokerage Services Fund Funding) for the Funding Period, in addition to the Base Funding Conditions set out in this Funding Conditions Catalogue, and the Conditions in the Act.

1 One (1.0) EFTS unit is defined as the learner workload that would normally be carried out by a student enrolled full-time in a single academic calendar year.

2 All DQ1-2 Funding provision is fees-free for eligible learners.

1. Organisation eligibility

- 1.1** To receive MPTT Fund Funding for MPTT Fees Top-ups and Brokerage Services you must remain part of the same approved consortium or consortia, where applicable, for the length of the Funding Period, except as agreed by us, for the purpose of continuing to support enrolled learners.
- 1.2** If we cease to fund the consortium or consortia you are part of, through MPTT, then Fees Top-ups and Brokerage Services for new learners will also cease.
- 1.3** To be an eligible organisation to receive MPTT Fees Top-ups Fund Funding and MPTT Brokerage Services Fund Funding you must be:
- (a) a Tertiary Education Organisation (TEO) that:
 - (i) is part of a consortium approved by us; and
 - (ii) is a Wānanga, Te Pūkenga, a registered Private Training Establishment (PTE) or a University; and
 - (iii) is quality assured as follows:
 - A. if you are Te Pūkenga, a Wānanga or a registered PTE, you must be quality assured by the New Zealand Qualifications Authority (NZQA); or
 - B. if you are a University, you must be quality assured by the New Zealand Vice-Chancellors' Committee (Universities NZ); and
 - (iv) has been allocated DQ1-2 and/or DQ3-7 Funding from us; or
 - (b) a consortium, or a member of a consortium, that:
 - (i) is approved by us; and
 - (ii) is a legal entity; and
 - (iii) is a training organisation that is quality assured by NZQA or is a TEO identified under section 10(1) of the Act; and
 - (iv) in the case of MPTT Fees Top-ups Fund Funding, has a contract for DQ1-2 Fund and/or DQ3-7 Fund funded provision with at least one TEO that meets the criteria specified in Condition 1.3(a).

You must continue to be an eligible organisation for the length of the Funding Period.

2. Learner eligibility

2.1 You must ensure that MPTT Fees Top-ups Fund Funding and MPTT Brokerage Services Fund Funding are used only in respect of a learner who meets and continues to meet the following eligibility criteria. To be eligible, a learner must be:

- (a) one of the following:
 - (i) a **Domestic Student**; or
 - (ii) an Australian citizen or Australian permanent resident currently residing in New Zealand;
- (b) Māori or Pacific;
- (c) aged 16 to 40 years of age (inclusive) at the start date of the first course in the programme; and
- (d) enrolled in an eligible programme or Micro-credential as set out in Condition 4.1.

2.2 For the purposes of this Condition:

- (a) “Māori” refers to those with evidence of Māori ancestry, whakapapa, or persons that made an oath, affirmation or declaration that they are Māori before a person recognised and authorised to administer such oaths, attestations, or declarations (eg, a kaumātua affiliated to a recognised Māori hapū, iwi or legal entity, a Justice of the Peace, or other persons empowered to administer oaths and declarations under the Oaths and Declarations Act 1957); and
- (b) “Pacific” refers to those who have evidence of ancestry from the independent and sovereign nations of the South Pacific, including The Republic of Fiji, The Kingdom of Tonga, the Independent State of Sāmoa, the Cook Islands, Solomon Islands, Vanuatu, Tuvalu, Nauru, Niue and Kiribati. It also includes the atolls of Tokelau for which New Zealand is administratively and constitutionally responsible; and
- (c) additionally, on the basis of a request by a consortium, we may grant admission to learners descended from persons from French Polynesia, Wallis and Futuna Islands, New Caledonia, Papua New Guinea and American Sāmoa provided they also meet the other requirements specified in Condition 2.1 and there is spare capacity, but only after prior consideration of admission by Māori and Pacific learners as identified at (a) and (b).

3. Reporting requirements

You must provide us with any information relating to consortium activities and/or performance that we request, in the format we specify.

4. Eligible programmes and Micro-credentials for MPTT Fees Top-ups

You must only use MPTT Fees Top-ups Fund Funding for an eligible learner enrolled in a programme or Micro-credential that is:

- (a) DQ-funded training; and
- (b) either:
 - (i) a programme leading to the award of a Qualification at Levels 1 to 4 on the NZQCF; or
 - (ii) a Micro-credential of between 20 and 40 credits at Levels 1 to 4 on the NZQCF that has been endorsed by a training organisation as a suitable pathway into an apprenticeship or other types of work-based training for learners with a specified set of needs; and
- (c) forms a pathway to entry to:
 - (i) a New Zealand Apprenticeship; or
 - (ii) vocational training at Level 3 or higher on the NZQCF, in a programme identified by us as being likely to lead to relevant employment.
- (d) You must not use MPTT Fees Top-ups Fund Funding for:
 - (i) a New Zealand Apprenticeship; or
 - (ii) learning undertaken in the *work-based: pathway to work, work-based or assessment and verification* modes of delivery as funded under the *Delivery at Levels 3–7 (non-degree) on the New Zealand Qualifications and Credentials Framework and all industry training (DQ3-7) Fund*; or
 - (iii) a programme or Micro-credential if we consider on reasonable grounds that a majority of the programme or Micro-credential relates to health and safety or regulatory compliance learning.

5. Eligible MPTT Brokerage Services

You must use the MPTT Brokerage Services Fund Funding to provide or subcontract brokerage services to eligible learners. MPTT Brokerage Services Fund Funding must be used to achieve the following purposes:

- (a) to match learner talents and aspirations with employer skill requirements and career pathways; and
- (b) to tailor pre-employment trades educational provision to the needs and aspirations of MPTT learners, communities and potential employers; and
- (c) to facilitate relationships between MPTT learners, providers, training organisations and potential employers; and
- (d) to transition learners into relevant employment.

6. Compliance with Conditions that apply to DQ-funded programmes or Micro-credentials

You must, in respect of the programmes and Micro-credentials for which you are receiving DQ Funding, comply with the Conditions imposed on that Funding.

7. Literacy and Numeracy for Adults Assessment Tool

In the case of learners for whom you receive MPTT Fees Top-ups Fund Funding for DQ-funded programmes or Micro-credentials leading to a Qualification at Level 3 or 4 on the NZQCF, you must:

- (a) have in place an effective assessment process for determining the literacy and numeracy needs of eligible learners, such as the Literacy and Numeracy for Adults Assessment Tool (LNAAT); and
- (b) provide support to ensure that those learners progress in line with the [guidelines provided by us](#).

8. Fees and associated course costs

You must not:

- (a) charge a fee to a learner who is enrolled in a Qualification for which you receive MPTT Fees Top-ups Fund Funding; or
- (b) charge a fee to a learner for brokerage services for which you have received Funding from the MPTT Brokerage Services Fund.

9. Performance standards

You must meet any performance standards including any Minimum Requirements specified by us. We will monitor your performance against the performance standards and Minimum Requirements with respect to MPTT learners and your performance may inform future funding decisions.

10. Subcontracting

10.1 You must not subcontract any of the funded activities without prior written:

- (a) consent from us; and
- (b) approval by NZQA, where you are quality assured by NZQA.

10.2 You must:

- (a) comply with any Conditions imposed by us on a consent to subcontract; and
- (b) ensure that the subcontracted party does not further subcontract any functions; and
- (c) remain accountable to us for the use of the MPTT Fees Top-ups or MPTT Brokerage Services Funding.

11. Repayment of MPTT Fees Top-ups Fund Funding or MPTT Brokerage Services Fund Funding

- 11.1** If you receive MPTT Fees Top-ups Fund Funding and/or MPTT Brokerage Services Fund Funding that is greater than it should have been, or that you were not entitled to receive, you must treat the amount of the over-Funding as a debt due to the Crown that:
- (a) is repayable on demand; and
 - (b) may be set-off against all or any Funding, or any sum of money payable by us to you.
- 11.2** If you receive MPTT Fees Top-ups Fund Funding or MPTT Brokerage Services Fund Funding that is less than it should have been, or than you were entitled to receive, we will treat the amount of the under-Funding as a credit and pay the amount as soon as is reasonably practicable.
- 11.3** For the purposes of this Condition, any MPTT Fees Top-ups Fund Funding or MPTT Brokerage Services Fund Funding that remains unspent at 31 December 2024 will be counted as an amount of Funding that is greater than it should have been.

12. Recovery of MPTT Fees Top-ups Fund Funding or MPTT Brokerage Services Fund Funding

- (a) We will recover up to 100% of MPTT Fees Top-ups Fund Funding for any under-delivery by your Organisation. The course level delivery volume data submitted through the December Single Data Return (SDR) will be used to assess any under-delivery.
- (b) We will recover up to 100% of MPTT Brokerage Services Fund Funding for any under-delivery by your Organisation. The data submitted through the December SDR will be used to determine the amount of under-delivery.

13. Suspension, revocation or withdrawal of MPTT Fees Top-ups Fund Funding or MPTT Brokerage Services Fund Funding

Condition 2.5 of the Base Funding Conditions applies to MPTT Fees Top-ups Fund Funding and MPTT Brokerage Services Fund Funding.

Māori and Pasifika Trades Training Fund (Consortium Activities)

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Māori and Pasifika Trades Training Fund (Consortium Activities)

Purpose of Fund

The purpose of the *Māori and Pasifika Trades Training* (MPTT) Fund is to support Māori and Pacific learners aged 16 to 40 years of age (inclusive) to enter and achieve in pre-trades training, and progress to relevant trades-related employment, or work-based vocational training, including New Zealand Apprenticeships on the New Zealand Qualifications and Credentials Framework (NZQCF). Progression to further provider-based vocational training on the NZQCF that has strong employment outcomes is also a positive outcome.

Funding through the MPTT Fund is for fees top-ups, brokerage services, and consortium activities. The following Conditions are for Consortium Activities, which are to:

- (a) increase access to vocational training for Māori and Pacific learners; and
- (b) improve pre-employment trades training (including robust work preparation and learner support) to align this training more closely to the needs of employers and of Māori and Pacific communities.

The following Conditions apply, under section 429 of the Education and Training Act (the Act), to the MPTT Fund Funding that you receive for the MPTT Consortium Activities, in addition to the Base Funding Conditions set out in this Funding Conditions Catalogue, and the Conditions in the Act.

1. Organisation eligibility

- 1.1** To be an eligible organisation to receive MPTT Consortium Activities Fund Funding you must remain part of the same approved consortium or consortia, where applicable, for the length of the Funding Period, except as agreed by us, for the purpose of continuing to support enrolled learners.
- 1.2** To be an eligible organisation to receive MPTT Consortium Activities Fund Funding, you must continue to be the lead consortium member that is:
 - (a) approved by us; and
 - (b) a legal entity; and either:
 - (i) a Tertiary Education Organisation (TEO) that is eligible to receive Funding for MPTT Fees Top-up or MPTT Brokerage Services under the MPTT Fund; or
 - (ii) an individual or body that provides tertiary education-related services, as defined in section 10(1) of the Act.

2. Consortium lead member's responsibilities

- 2.1** As the lead member of the consortium, you must enter into an arrangement, or arrangements, with each other member of the consortium that:
- (a) enables you to meet the Conditions imposed by us on you as the consortium lead member; and
 - (b) imposes on each other member of the consortium obligations owed to you that are similar to your obligations in respect of any MPTT Fund Funding received by you; and
 - (c) imposes on each other member of the consortium obligations to provide information to and fully co-operate with you and us, in order to verify your compliance with the Conditions.
- 2.2** As the lead member of the consortium, you must not, without our prior written approval, enter or end any arrangement with another organisation, or any other member of the consortium, that would have the effect of changing the membership of the consortium.

3. Membership of consortium

A consortium must consist of at least one TEO funded for work-based learning, one TEO funded for provider-based learning (which may be the same TEO), employer representation, and a Māori and/or Pacific entity.

4. Consortium Activities

You may only use MPTT Consortium Activities Fund Funding to undertake MPTT Consortium Activities, including:

- (a) governance and project management; and
- (b) co-ordinating the contributions of consortium members and other services to the development of learner capabilities; and
- (c) employability skills training (MPTT Employability Activities) and licensing (eg, driver licensing) that complement the DQ-funded programmes or Micro-credentials; and
- (d) learner support (activities, equipment or other support that contribute to learner success) in addition to the support ordinarily offered by the tertiary provider.

5. Female participation in MPTT

- 5.1** You must agree with us an aspirational target for female participation in MPTT that:
- (a) reflects the opportunity for the consortium to increase female participation in trades that offer relevant employment and in which females have traditionally been under-represented; and
 - (b) represents a significant but achievable increase on previous female participation in the Consortium, and in similar consortia.
- 5.2** We will monitor your actual overall female learner participation. Your performance against the target may be used to inform future Funding decisions.
- 5.3** This target forms part of your 2024 Funding Confirmation.

6. Participation of learners who may be less likely to participate or achieve in vocational training without MPTT

- 6.1 You must agree with us an aspirational target(s) for the participation of learners less likely to participate or achieve in vocational training without MPTT, such as those with low prior achievement and recent beneficiaries.
- 6.2 The target(s) should reflect local/regional needs and aspirations, including those identified by Workforce Development Councils and Regional Skills Leadership Groups, and can relate to an industry need and/or specific Qualifications and/or be in response to regional economic development strategies.
- 6.3 The target(s) form(s) part of your 2024 Funding Confirmation.
- 6.4 Your performance against the target(s) may be used to inform future Funding allocations.
- 6.5 You must work with your consortium partners to ensure that the requirements below are met, and documented:
 - (a) learners enrolling in MPTT Qualifications at Levels 3 and 4 on the NZQCF hold Qualifications no higher than Level 3 at the time of their enrolment; and
 - (b) prior achievement requirements for learners enrolling in Level 1 and 2 Qualifications are met in accordance with the Funding Conditions for DQ Level 1 and 2 provision.

7. Employment outcomes performance measure for consortia

- 7.1 You must report employment outcomes in the form that we specify.
- 7.2 The purpose of the MPTT Fund Consortia is to support learners by providing training and pastoral care, and transitioning them into relevant trades-related employment. You must have a strong role in achieving learner progression to:
 - (a) New Zealand Apprenticeships; or
 - (b) other work-based vocational training programmes or Micro-credentials at Level 3 and above; or
 - (c) trades-related employment; or
 - (d) further education at Level 4 or above; or
 - (e) other employment.
- 7.3 We will analyse employment outcomes data reported by your consortium.
- 7.4 Your performance and reporting may be used to inform future Funding decisions.

8. Performance standards

You must meet any minimum performance standards as specified by us. We will monitor your performance against the minimum performance standards and Minimum Requirements with respect to MPTT learners, and your performance may inform future Funding decisions.

9. Financial reporting

- 9.1** You must, as soon as practicable after the end of any year in which you receive MPTT Consortium Activities Fund Funding, provide us with:
- (a) a financial report for that year, including a statement of financial performance, a statement of financial position, a statement of movements in equity, a statement of cash flows, and a statement of service performance that compares your performance with the outcomes agreed with us as measured by any performance indicators agreed with us; and
 - (b) any financial reports, or statistical or other information, required by us; and
 - (c) any information we may require to demonstrate your compliance with the Conditions.
- 9.2** The reports described in Condition 9.1(a) must be prepared in accordance with appropriate accounting practice and audited by an independent chartered accountant.

10. Subcontracting

- 10.1** You must not subcontract any of the funded activities without prior written consent from us.
- 10.2** You must:
- (a) comply with any Conditions imposed by us on a consent to subcontract; and
 - (b) ensure that the subcontracted party does not further subcontract any functions; and
 - (c) remain accountable to us for the use of the MPTT Consortium Activities Fund Funding.

11. Repayment of MPTT Consortium Activities Fund Funding

- 11.1** If you receive MPTT Consortium Activities Fund Funding that is greater than it should have been, or that you were not entitled to receive, you must treat the amount of the over-Funding as a debt due to the Crown that:
- (a) is repayable on demand; and
 - (b) may be set-off against all or any Funding, or any sum of money payable by us to you.
- 11.2** For the purposes of this Condition, any MPTT Consortium Activities Fund Funding that remains unspent at 31 December 2024 will be counted as an amount of Funding that is greater than it should have been.

12. Suspension, revocation or withdrawal of MPTT Consortium Activities Fund Funding

Condition 2.5 of the Base Funding Conditions applies to MPTT Consortium Activities Fund Funding.

Strategic Component of the Unified Funding System for Vocational Education and Training Fund – Te Pūkenga

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Strategic Component of the Unified Funding System for Vocational Education and Training Fund – Te Pūkenga

Purpose of Fund

The *Strategic Component of the Unified Funding System for Vocational Education and Training Fund – Te Pūkenga* provides funding to support the tertiary sector to progress strategic priorities for vocational education and training. The Funding is not linked to learner enrolments.

This Fund comprises two elements:

- (a) **Element 1:** Responding to national and regional skills priorities, informed by advice from Workforce Development Councils (WDCs) and Regional Skills Leadership Groups (RSLGs); and
- (b) **Element 2:** Supporting programme development and maintenance aligned with the Reform of Vocational Education objectives. For 2024, Element 2 includes Funding to support Private Training Establishments (PTEs) to transition and adapt to the new incentives of the Unified Funding System (PTE Transition Support).

The following Conditions apply, under section 426 of the Education and Training Act (the Act), to the Strategic Component of the Unified Funding System for Vocational Education and Training (Strategic Component) Fund Funding you receive for the Funding Period. These Conditions apply in addition to the Base Funding Conditions set out in this Funding Conditions Catalogue, and the Conditions in the Act.

1. Organisation eligibility

To receive Strategic Component Fund Funding, you must be, and continue to be, for the length of the Funding Period, an eligible organisation. Te Pūkenga – New Zealand Institute of Skills and Technology (Te Pūkenga) is an eligible organisation.

2. Use of Strategic Component Fund Funding for Element 1

2.1 You must use Funding for Element 1 to:

- (a) meet your Charter obligations outlined in Schedule 13 of the Act, including meeting the education and training needs of regions throughout New Zealand;
- (b) develop and deliver innovative projects, initiatives and provision that respond to the national and regional skills priorities set by us that have been informed by advice from WDCs and RSLGs; and
- (c) meet any additional assessment and eligibility criteria specified by us.

2.2 You must not use Funding for Element 1 to develop any Qualifications unless previously approved by us.

3. Use of Strategic Component Fund Funding for Element 2

3.1 You must use Funding for Element 2 to:

- (a) either:
 - (i) develop new programmes and Micro-credentials that are innovative and flexible; or
 - (ii) review and maintain existing programmes and Micro-credentials; and
- (b) support the realisation of the Tertiary Education Strategy (TES) and other key education strategic objectives, and ensure its use is aligned with the purpose of the Unified Funding System and the advice of WDCs; and
- (c) meet any additional assessment and eligibility criteria specified by us.

3.2 You must use the Strategic Component Fund Funding to achieve the milestones set out in your Funding Confirmation Letter, by the dates specified in that letter.

4. Reporting

By the date, and in the form, specified by us, you must provide us with:

- (a) an expenditure report relating to the period from 1 January to 30 June for each year that you receive Strategic Component Fund Funding; and
- (b) a final expenditure report that relates to the period from 1 January to 31 December for each year that you receive Strategic Component Fund Funding; and
- (c) progress reports that set out how you have used Element 1 Funding for its intended purpose as outlined in Condition 2.1; and
- (d) progress reports that set out how you have used Element 2 Funding to progress from development and maintenance of programmes to implementation of those programmes, in accordance with the framework set out in your Investment Plan and that has been approved by us; and
- (e) any additional information related to the use of Strategic Component Funding that we see fit.

5. Repayment of Strategic Component Fund Funding

5.1 If you receive Strategic Component Fund Funding that is greater than it should have been, or that you were not entitled to receive, you must treat the amount of the over-Funding as a debt due to the Crown that:

- (a) is repayable on demand; and
- (b) may be set-off against all or any Funding, or any sum of money payable by us to you.

5.2 If you receive Strategic Component Fund Funding that has not been contractually committed towards the purposes for which Funding was provided as at 31 December 2024, you must treat the amount of the over-Funding as a debt due to the Crown that:

- (a) is repayable on demand; and
- (b) may be set-off against all or any Funding, or any sum of money payable by us to you.

6. Suspension, revocation or withdrawal of Strategic Component Fund Funding

- 6.1** Condition 2.5 of the Base Funding Conditions applies to Strategic Component Fund Funding.
- 6.2** We may suspend or revoke some or all of your Strategic Component Fund Funding in accordance with Condition 2.5 of the Base Funding Conditions and the processes in the Act if we are satisfied on reasonable grounds that:
- (a) you have not achieved the milestones set out in your Funding Confirmation Letter (including if you have not achieved the milestones by the date specified), or have not achieved them to our satisfaction; or
 - (b) your expenditure report as referred to in Condition 4(a) indicates significant issues with compliance with these Funding Conditions.

Strategic Component of the Unified Funding System for Vocational Education and Training Fund – Wānanga

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Strategic Component of the Unified Funding System for Vocational Education and Training Fund – Wānanga

Purpose of Fund

The *Strategic Component of the Unified Funding System for Vocational Education and Training Fund – Wānanga* provides funding to support the tertiary sector to progress strategic priorities for vocational education and training. The Funding is not linked to learner enrolments.

This Fund comprises two elements:

- (a) **Element 1:** Responding to national and regional skills priorities, informed by advice from Workforce Development Councils (WDCs) and Regional Skills Leadership Groups (RSLGs); and
- (b) **Element 2:** Supporting programme development and maintenance aligned with the Reform of Vocational Education objectives. For 2024, Element 2 includes Funding to support Private Training Establishments (PTEs) to transition and adapt to the new incentives of the Unified Funding System (PTE Transition Support).

Wānanga are only eligible for Funding under Element 2.

The following Conditions apply, under section 426 of the Education and Training Act (the Act), to the Strategic Component of the Unified Funding System for Vocational Education and Training (Strategic Component) Fund Funding you receive for the Funding Period. These Conditions apply in addition to the Base Funding Conditions set out in this Funding Conditions Catalogue, and the Conditions in the Act.

1. Organisation eligibility

To receive Strategic Component Fund Funding, you must be, and continue to be, for the length of the Funding Period, an eligible organisation. A Wānanga is an eligible organisation.

2. Use of Strategic Component Fund Funding

2.1 You must use the Funding for Element 2 to:

- (a) either:
 - (i) develop new programmes and Micro-credentials that are innovative and flexible; or
 - (ii) review and maintain existing programmes and Micro-credentials; and
- (b) support the realisation of the Tertiary Education Strategy (TES) and other key education strategic objectives, and ensure its use is aligned with the purpose of the Unified Funding System and the advice of WDCs; and
- (c) meet any additional assessment and eligibility criteria specified by us.

- 2.2** You must use the Strategic Component Fund Funding to achieve the milestones set out in your Funding Confirmation Letter, by the dates specified in that letter.

3. Reporting

By the date, and in the form, specified by us, you must provide us with:

- (a) an expenditure report relating to the period from 1 January to 30 June for each year that you receive Strategic Component Fund Funding; and
- (b) a final expenditure report that relates to the period from 1 January to 31 December for each year that you receive Strategic Component Fund Funding; and
- (c) progress reports that set out how you have used Element 2 Funding to progress from development and maintenance of programmes to implementation of those programmes, in accordance with the framework set out in your Investment Plan that has been approved by us; and
- (d) any additional information related to the use of Strategic Component Fund Funding that we see fit.

4. Repayment of Strategic Component Fund Funding

- 4.1** If you receive Strategic Component Fund Funding that is greater than it should have been, or that you were not entitled to receive, you must treat the amount of the over-Funding as a debt due to the Crown that:
- (a) is repayable on demand; and
 - (b) may be set-off against all or any Funding, or any sum of money payable by us to you.
- 4.2** If you receive Strategic Component Fund Funding that has not been contractually committed towards the purposes for which Funding was provided as at 31 December 2024, you must treat the amount of the over-Funding as a debt due to the Crown that:
- (a) is repayable on demand; and
 - (b) may be set-off against all or any Funding, or any sum of money payable by us to you.

5. Suspension, revocation or withdrawal of Strategic Component Fund Funding

- 5.1** Condition 2.5 of the Base Funding Conditions applies to Strategic Component Fund Funding.
- 5.2** We may suspend or revoke some or all of your Strategic Component Fund Funding in accordance with Condition 2.5 of the Base Funding Conditions and the processes in the Act if we are satisfied on reasonable grounds that:
- (a) you have not achieved the milestones set out in your Funding Confirmation Letter (including if you have not achieved the milestones by the date specified), or have not achieved them to our satisfaction; or
 - (b) your expenditure report as referred to in Condition 3(a) indicates significant issues with compliance with these Funding Conditions.

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Delivery at Level 7 (degree) and above on the New Zealand Qualifications and Credentials Framework Fund

Purpose of Fund

Funding from the *Delivery at Level 7 (degree) and above on the New Zealand Qualifications and Credentials Framework* (DQ7+) Fund contributes towards the provision of teaching and learning services for enrolled learners at Tertiary Education Organisations (TEOs).

Flexible Funding

- (a) We will allocate you additional DQ7+ Fund Funding to that specified in your Funding Confirmation Letter if:
 - (i) you are a “qualifying TEO”, which means you:
 - A. are an eligible TEO:
 - I. a University; or
 - II. Te Pūkenga – New Zealand Institute of Skills and Technology (Te Pūkenga); or
 - III. a Wānanga and have a New Zealand Qualifications Authority (NZQA) External Evaluation and Review (EER) status of Category 1 or 2;¹ or
 - IV. a registered Private Training Establishment (PTE) and have an NZQA EER status of Category 1 or 2;¹ and
 - B. are approved by us to deliver a minimum of 20 equivalent full-time students (EFTS) in 2024; and
 - C. have an average 2023 course completion rate of 70% or higher for DQ7+; and
 - (ii) the value of provision you actually deliver (as determined by us), as measured in dollars, is greater than the value of your approved Funding allocation.
- (b) The additional Funding available to be allocated is up to the following limits, either (whichever is greater):
 - (i) 2% of your approved Funding allocation; or
 - (ii) 10 EFTS (we will calculate 10 EFTS of delivery using the average EFTS rate of your total actual delivery as determined by us).
- (c) Any flexible Funding will be calculated using information provided in the December Single Data Return (SDR), with payments made in April of the following year.
- (d) We may establish criteria to allocate Funding above the flexible Funding limits described in (b), if we have assessed that we have sufficient Funding available to provide Funding above those limits.

¹ EER status is determined by the most recently published full EER report relating to you.

The following Conditions apply, under section 426 of the Education and Training Act (the Act), to the DQ7+ Fund Funding you receive for the Funding Period, in addition to the Base Funding Conditions set out in this Funding Conditions Catalogue, any Organisation-specific Conditions set out in your Funding Confirmation Letter, and the Conditions in the Act.

1. Organisation eligibility

1.1 To be an eligible organisation to receive DQ7+ Fund Funding, you must be:

- (a) a Tertiary Education Institution (TEI), namely:
 - (i) a University; or
 - (ii) Te Pūkenga; or
 - (iii) a Wānanga; or
- (b) a registered PTE.

You must continue to be an eligible organisation for the length of the Funding Period.

1.2 If you are Te Pūkenga, a Wānanga or a registered PTE, you must continue to be quality assured by NZQA.

1.3 If you are a University, you must continue to be quality assured by the New Zealand Vice-Chancellors' Committee (Universities NZ).

2. Single Data Return (SDR)

You must:

- (a) supply to us information about each learner enrolled in a course by completing the fields in the SDR (in accordance with the SDR Manual and its appendices);
- (b) submit the information on or before the date we specify through the Services for Tertiary Education Organisations (STEO) application. For more information, please refer to the **[SDR Manual and SDR Appendices](#)**;
- (c) supply to us a forecast of your likely DQ7+ Fund funded equivalent full-time students (EFTS) in accordance with the SDR Manual;
- (d) follow the process set out in Conditions 2(a) and (b) unless we are satisfied that there are special circumstances that justify using an alternative process, and authorise you in writing to follow a different process specified by us.

3. Confirmed learner enrolments

You must ensure that your SDR accurately records all “confirmed learner enrolments” where fees apply. A confirmed learner enrolment occurs where:

- (a) a learner and your Organisation have entered into an enrolment or tuition contract or arrangement and the learner has paid or committed to pay their fees; and
- (b) the period during which the learner is entitled to Withdraw from a course, programme or Micro-credential and receive a full refund of fees (less any applicable administration fee) has passed; and
- (c) the learner has not received a full refund of fees (less any applicable administration fee).

4. Withdrawal of enrolments

4.1 Withdrawal date for TEIs

- (a) If you are a University, Wānanga or Te Pūkenga, you may set a Withdrawal date, being the specified period during which a learner can Withdraw and receive a full refund of fees, course costs and student services fees, provided that date is not earlier than the Withdrawal date in Condition 4.1(b).
- (b) If you do not set a Withdrawal date, the Withdrawal date will be the date on which 10% (rounded up to the nearest whole day) or one month of the course for which a learner is enrolled has passed, whichever is earlier. The Withdrawal date must be determined by calculating the number of sequential calendar whole days (including weekends and public holidays) from the start date of the course.

4.2 Withdrawal date for PTEs

If you are a PTE, you must comply with the Withdrawal dates and refund period entitlements set out in section 357 of the Act.

4.3 Reporting Withdrawals to the Ministry of Social Development (StudyLink)

In addition to any other Conditions requiring you to report Withdrawals of enrolments, you must report the Withdrawal of learners to the Ministry of Social Development (StudyLink) within five working days of each Withdrawal. This is to enable Student Loans and Student Allowances to be cancelled as soon as possible.

4.4 Other obligations to report Withdrawals

For the avoidance of doubt, completing the SDR under Condition 2 does not discharge your other obligations to report Withdrawals. These obligations include reporting (where applicable) to:

- (a) Immigration New Zealand (for international learners); and
- (b) the Ministry of Social Development (StudyLink) (for Student Loan and Student Allowance recipients); and
- (c) Trustees administering fee protection mechanisms (for international learners and all PTE learners).

4.5 Refunding fees for Withdrawals

If fees are to be refunded to a learner on the basis that the learner withdrew before the Withdrawal date, you must, as soon as reasonably practicable, pay the refund:

- (a) to the Ministry of Social Development, if the learner paid the fees using the Student Loan Scheme; or
- (b) directly to the learner.

5. Use of DQ7+ Fund Funding for valid domestic enrolments

5.1 Valid domestic enrolments

- (a) You must ensure that DQ7+ Fund Funding is only used in respect of a learner who is a “valid domestic enrolment”.
- (b) For the purposes of DQ7+ Fund Funding, the term “valid domestic enrolment” refers to the enrolment of a learner who:
 - (i) is one of the following:
 - A. a **Domestic Student**; or
 - B. an Australian citizen or Australian permanent resident currently residing in New Zealand; and
 - (ii) is either:
 - A. aged 16 years and over; or
 - B. aged under 16 years and meets the criteria in Condition 5.1(c); and
 - (iii) is studying in New Zealand, unless the learner meets the criteria in Condition 5.1(d); and
 - (iv) has paid or committed to pay their fees (if fees apply), unless the learner meets the criteria in Condition 5.1(e).
- (c) A learner aged under 16 years old at the time that the programme in which the learner is enrolled begins is a valid domestic enrolment if:
 - (i) you are satisfied that the learner is capable of completing the academic requirements of the programme in which the learner is enrolled; and
 - (ii) the learner:
 - A. is, or will be, enrolled in a secondary school at the time the programme starts, and you have ensured that the learner’s principal has signed a letter that approves the programme, and that either specifies that:
 - I. the learner is not required to be absent from school during school hours; or
 - II. if the learner is required to be absent from school during school hours for more than five hours per week, the school will seek reduced Funding for the learner from the Ministry of Education; or
 - B. is, or will be, home schooled at the time that the programme starts, and you have ensured that the parent or legal guardian of the learner who is primarily responsible for the learner’s home schooling has signed a letter that approves the study or training; or
 - C. has a school exemption certificate from the Ministry of Education.
- (d) A learner studying outside New Zealand is a valid domestic enrolment if:
 - (i) the learner meets the criteria in Conditions 5.1(b)(i), (ii) and (iv); and
 - (ii) the learner is enrolled in a course(s) leading to the award of a recognised Qualification offered by a New Zealand TEO; and

- (iii) if the learner is studying at an overseas campus or delivery site (irrespective of whether they are enrolled at the TEO's New Zealand campus or overseas campus), the learner meets the following criteria:
- A. the learner is enrolled at a New Zealand TEO in a programme leading to the award of a Qualification at Level 7 or above on the New Zealand Qualifications and Credentials Framework (NZQCF); and
 - B. the study outside New Zealand is full time and face-to-face (ie, not an extramural enrolment) in an approved country identified on the Education New Zealand website; and
 - C. the learner is undertaking part (but not all) of the programme outside New Zealand.
- (e) A learner who has not paid their fees (if fees apply) is a valid domestic enrolment, including for the purposes of section 256(5) of the Act (if applicable), if you pay for the learner's fees through a scholarship, or if the learner is eligible for Fees Free tertiary education, and you are prohibited from charging the learner the amount that we have paid you under Condition 8, which may be some or all of the fees.

5.2 Verification of learner eligibility

- (a) You must verify a learner's eligibility for enrolment as a valid domestic enrolment. For the following types of learner who are valid domestic enrolments under Condition 5.1, you must use one of the following verification methods below, and assess whether the learner meets the eligibility criteria as specified in Condition 5.1:

Type of learner	Verification methods
A New Zealand citizen	<p>You must:</p> <ul style="list-style-type: none"> (a) confirm the learner's citizenship status using the learner's National Student Number (NSN); or (b) receive an assertion through RealMe® that the learner was born in New Zealand (prior to 2005); or (c) if the learner is in a correctional facility at the time of enrolment, receive a completed and signed Department of Corrections "Verification of legal name and New Zealand residency status" form relating to the learner; or (d) sight an original or certified copy of one or more of the following documents: <ul style="list-style-type: none"> (i) a New Zealand birth certificate; or (ii) a New Zealand passport; or (iii) a New Zealand certificate of citizenship; or (e) If a learner is unable to obtain a birth certificate for the purposes of (d)(i) above, you may contact us to confirm that a whakapapa statement signed by both the learner and a kaumātua is acceptable evidence of citizenship.

Type of learner	Verification methods
A New Zealand resident	<p>You must sight an original or certified copy of one or more of the following documents:</p> <ul style="list-style-type: none"> (a) a passport with a current residence class visa (a passport with a visa label); or (b) a passport, and letter or email, confirming a current residence class visa (label-less visa, followed by confirmation with Immigration New Zealand, where appropriate); or (c) a certificate of identity from Immigration New Zealand if the learner is a refugee.
An Australian citizen or Australian permanent resident currently residing in New Zealand²	<p>You must sight an original or certified copy of one or more of the following documents:</p> <ul style="list-style-type: none"> (a) an Australian birth certificate issued before 20 August 1986;* or (b) an Australian passport; or (c) a passport with a current Australian Resident Return Visa issued by the Australian government. <p><small>* An Australian birth certificate issued after August 1986 is not an accepted form of verification. You will need to sight the travel document, which is likely to be an Australian passport.</small></p>
A dependant of diplomatic personnel	You must sight the original or certified copy of an authorised form from the Ministry of Foreign Affairs and Trade.
Other types of valid domestic enrolments	You must verify each learner's eligibility in accordance with the requirements specified on our website for how each learner is to be verified. The requirements can be found on the TEC website page Other valid domestic enrolments .
A person who is required to be treated as if they are not an international student within the meaning set out in The Tertiary Education (Domestic Students) Notice 2024 . ³	

- (b) You must follow the process set out in Condition 5.2(a), or, where applicable, the [requirements specified on our website](#). We may authorise you in writing to follow a different process, specified by us, where we are satisfied that there are special circumstances that justify using an alternative process.

² A learner is considered to be currently residing in New Zealand when they are issued an Australian Resident Visa on arrival in New Zealand.

³ From 1 January 2024 to 13 March 2024, learners that may be treated as if they are not international students are defined in the Tertiary Education (Domestic Students) Notice 2022. The Tertiary Education (Domestic Students) Notice 2024 applies from 14 March 2024.

- (c) For the purposes of this Condition, a certified copy is a photocopy, photograph or scanned copy that has been endorsed as a true copy of the original. To be certified, the document must:
- (i) be certified by an official of the issuing authority or a person authorised by section 9(1)(a) to (h) of the Oaths and Declarations Act 1957 to make a statutory declaration, such as a Justice of the Peace, a person who is enrolled as a barrister and solicitor of the High Court, or a court official (Court Registrar or Deputy Registrar); and
 - (ii) have the official's signature on each page, with the name and title of the official shown clearly below their signature.

5.3 Verification of learner identity

- (a) You must verify the identity of each learner enrolled in a programme or Micro-credential of more than 0.03 EFTS and confirm whether the learner is who they say they are by doing one or more of the following:
- (i) confirming that all data fields match the learner's NSN; or
 - (ii) receiving an assertion through the Department of Internal Affairs' RealMe® online identity verification service; or
 - (iii) if the learner is in a correctional facility at the time of enrolment, receiving a completed and signed Department of Corrections "Verification of legal name and New Zealand residency status" form relating to the learner; or
 - (iv) sighting the original or certified copy of a current passport; or
 - (v) sighting the original or certified copy of one or more of the following documents:
 - A. a birth certificate; or
 - B. a certificate of identity; or
 - C. a New Zealand certificate of citizenship; or
 - D. an expired passport that has not been cancelled.
- (b) You must follow the process set out in Condition 5.3(a) unless we are satisfied that there are special circumstances that justify using an alternative process, and authorise you in writing to follow a different process specified by us.
- (c) If a learner is unable to obtain a birth certificate for the purposes of Condition 5.3(a)(v)A, you may contact us to confirm that a whakapapa statement signed by both the learner and a kaumātua is acceptable evidence of identity.
- (d) For the purposes of this Condition, a certified copy is a photocopy, photograph or scanned copy that has been endorsed as a true copy of the original. To be certified, the document must:
- (i) be certified by an official of the issuing authority or a person authorised by section 9(1)(a) to (h) of the Oaths and Declarations Act 1957 to make a statutory declaration, such as a Justice of the Peace, a person who is enrolled as a barrister and solicitor of the High Court or a court official (Court Registrar or Deputy Registrar); and
 - (ii) have the official's signature on each page, with their name and title shown clearly below their signature.

5.4 Enrolment records for valid domestic enrolments

- (a) If a learner, who is a valid domestic enrolment, is enrolled in a programme of more than 0.03 EFTS funded by us, you must keep accurate and up-to-date records specifying:
- (i) the programme (including Qualification(s) and course(s) in which the learner has been admitted or readmitted); and
 - (ii) the learner's identity details, including the learner's name, date of birth, citizenship, domestic or international learner status, and residency status (if relevant); and
 - (iii) if the learner is enrolled in a programme leading to a Qualification or a Micro-credential with an EFTS value of greater than 0.03 EFTS, whether you have verified the learner's identity; and whether you have verified that the learner is a valid domestic enrolment and/or has the appropriate learner visa; and
 - (iv) the learner's NSN; and
 - (v) the learner's previous academic achievement (if relevant) verified by NZQA; and
 - (vi) the receipt verifying that the learner has paid, or has arranged to pay, their fees (if applicable); and
 - (vii) changes (if any) made to an enrolment; and
 - (viii) whether the learner has Withdrawn from part of their programme or Micro-credential, the date of the Withdrawal, and whether the Withdrawal was within the Withdrawal period; and
 - (ix) whether a learner has been expelled from part of their programme or Micro-credential by you due to a breach of your Code of Conduct; and
 - (x) whether a learner is on a discretionary leave of absence greater than leave normally granted under your standard minimum attendance requirements; and
 - (xi) whether the learner is attending the programme or Micro-credential in which they are enrolled, or is actively involved in the programme or Micro-credential (learner attendance record); and
 - (xii) the period for which the learner is enrolled.
- (b) You must retain each learner's records described in Condition 5.4(a) until:
- (i) at least two years after the completion of the education or training in which the learner is enrolled; or
 - (ii) if a learner Withdraws before the learner has completed their education or training, at least two years after the date of Withdrawal.

5.5 No inducing enrolment

- (a) You must not secure or seek to secure an enrolment through offering an inducement.
- (b) Even if a learner meets the criteria specified in Condition 5.1, the enrolment is not a valid domestic enrolment if it has been secured by way of an inducement.

- (c) For the purposes of this Condition, an inducement includes any of the following, where it induces a learner to enrol:
- (i) a financial benefit to the learner; or
 - (ii) a personal advantage to the learner; or
 - (iii) a physical item that a learner retains possession of after the course has ended.
- (d) For the purposes of this Condition, an inducement does not include:
- (i) a scholarship, as defined below; or
 - (ii) a physical item that:
 - A. is essential for a learner to complete the compulsory requirements of their programme or Micro-credential (including printed course notes, an e-reader for course notes, or course-related textbooks); and
 - B. cannot be returned and reused for learners in subsequent intakes (for example, due to health and safety reasons; time-limited materials or materials that will be updated; or if it is not financially feasible); or
 - (iii) an item or arrangement that has been approved by us (for example, we may approve an item that has minimal residual value or useful life in the general marketplace, or items that are needed for a learner's pathway into the vocation for which study or training has been undertaken); or
 - (iv) the guarantee of a job placement on the successful completion of a programme, backed by a partial or total money-back guarantee; or
 - (v) a conditional offer of a partial refund (such as a refund for a timely or electronic enrolment).
- (e) For the purposes of this Condition, a scholarship means:
- (i) a merit scholarship (or prize) that comprises financial aid given to a learner as a result of high academic achievement exceeding that of their fellow learners or cohort; and/or
 - (ii) a needs-based scholarship that comprises financial aid given to a learner who would otherwise be significantly disadvantaged in accessing education, where the need of the learner has been demonstrated through a robust application and assessment process; and/or
 - (iii) any scholarship that:
 - A. has a clear, focused rationale for its existence; and
 - B. has a clearly identified philanthropic aim or supports study in a particular area of importance to the donor.

5.6 No private advantage

You must not restrict enrolment in a DQ7+ Fund funded programme or Micro-credential on the basis of private advantage (for example, restricting enrolment to your employees only).

5.7 Exceeding the total annual EFTS value of the Qualification

You must not seek DQ7+ Fund Funding in respect of a learner enrolled in a course that leads to the award of a Qualification if the result of enrolling the learner in the course is that the total EFTS factors for all of the courses in which the learner is enrolled in that year exceed the total annual EFTS value of the Qualification, unless:

- (a) the learner, in an exceptional circumstance (such as repeating a course that they previously have not passed), has elected to exceed total EFTS value of the Qualification in that year; and
- (b) you can demonstrate that the EFTS factor sought for the course adequately reflects additional teaching input, rather than additional directed study.

5.8 Funding for EFTS factor of a course

You may only seek DQ7+ Fund Funding for the EFTS factor of a course once in cases where a learner's enrolment in the course can lead to the award of two (or more) Qualifications for the learner, unless you can demonstrate that additional EFTS value sought for the learner's enrolment in the course adequately reflects additional teaching input or assessment that the learner would not receive if their enrolment in the course could only lead to the award of one Qualification.

5.9 Recognised prior learning

- (a) You must not seek DQ7+ Fund Funding for recognised prior learning credited to a learner. To ensure that you are able to comply with this Condition, you must:
 - (i) make any fees charged for recognition of prior learning clear to the learner; and
 - (ii) ask the learner to specify prior learning they have undertaken; and
 - (iii) review the information provided by the learner when admitting a learner into a programme or Micro-credential; and
 - (iv) retain documents that confirm that the learner has demonstrated the required knowledge or skill; and
 - (v) reduce the learner's fees accordingly in proportion to the recognised prior learning they have undertaken; and
 - (vi) adjust the course EFTS by month in the SDR enrolment file so that you do not claim DQ7+ Fund Funding for prior learning already credited to the learner; and
 - (vii) where programme or Micro-credential components are credited to the learner for prior learning you must pro-rata the course EFTS factor accordingly and detail your calculations for each enrolment.
- (b) Recognised prior learning does not include repeated learning or training that the applicable quality assurance body requires learners to undertake periodically. If you deliver repeated learning or training for the purpose of meeting quality assurance body requirements you must retain evidence that clearly identifies:
 - (i) the learning or training that the learner was required to repeat to meet quality assurance body requirements; and
 - (ii) the specific quality assurance body requirements; and
 - (iii) that you have advised the learner of the fees that you will charge for the repeated learning or training; and
 - (iv) that the learner has agreed it is necessary to repeat the learning or training.

6. Programmes and Micro-credentials

6.1 Approval of programmes and Micro-credentials

You must only use DQ7+ Fund Funding to deliver programmes or Micro-credentials that have been approved by us. To receive Funding approval for a programme or Micro-credential, you must submit the relevant documents to us in accordance with the information on our website.

6.2 Minimum Requirements

You must ensure that DQ7+ Fund Funding is only used for a course that:

- (a) is part of a programme that:
 - (i) leads to the award of a Qualification at Level 7 (degree) to 10 on the NZQCF; and
 - (ii) has been quality assured by either NZQA or Universities NZ (where appropriate); or
- (b) is part of a Micro-credential that has been quality assured; or
- (c) is part of a Certificate of Proficiency at Level 5 or above on the NZQCF.

6.3 Health-related professional Qualifications or Micro-credentials

- (a) You may use DQ7+ Fund Funding for courses that are part of a programme leading to the award of a post-entry health-related professional Qualification or Micro-credential that:
 - (i) is of an academic or research nature; and
 - (ii) has a clinical component of 30% or less within the total programme or Micro-credential.
- (b) You must not use DQ7+ Fund Funding for courses that are part of a programme leading to the award of a post-entry health-related professional Qualification that has:
 - (i) a clinical component of more than 30% within the total programme or Micro-credential; and
 - (ii) either:
 - A. a requirement for clinical education and training; or
 - B. an emphasis on specialist clinical professional skills.

6.4 Health and safety or regulatory compliance learning

- (a) You must not use DQ7+ Fund Funding to fund a programme or Micro-credential where the majority of the programme or Micro-credential relates to health and safety or regulatory compliance learning that would displace the responsibility of employers to provide training necessary to mitigate health and safety risk to meet their regulatory compliance obligations.
- (b) When determining whether the majority of a programme or Micro-credential relates to health and safety or regulatory compliance, we will:
 - (i) exclude courses from that calculation that are integral to the skills and knowledge recognised through the programme or Micro-credential; and

- (ii) include the following courses in that calculation:
 - A. discrete short packages of health and safety or regulatory compliance learning (usually under 20 credits); and
 - B. courses that contain learning about health and safety and/or regulatory compliance that will only lead to the completion of health and safety and/or regulatory compliance learning, rather than a whole programme or Micro-credential.

6.5 Micro-credentials (including Certificates of Proficiency)

- (a) To use DQ7+ Fund Funding for Micro-credentials (including Certificates of Proficiency (COPs)), you must ensure that:
 - (i) the Micro-credentials have been quality assured by either:
 - A. NZQA, if you are Te Pūkenga, a Wānanga or a registered PTE; or
 - B. Universities NZ, if you are a University; and
 - (ii) the Micro-credentials have been approved by us as eligible for Funding and added to the TEC Qualifications Register; and
 - (iii) the Micro-credential that we have agreed to Fund meets and continues to meet the criteria for Funding that we set⁴ and complies with any requirements that we set.
- (b) You must ensure that the amount of delivery towards Micro-credentials (including COPs) is consistent with the criteria determined by us.

6.6 Making changes to programmes and Micro-credentials

- (a) Before making a minor change to a programme or Micro-credential, you must:
 - (i) obtain approval for the minor change from the relevant quality assurance body (if required), that is:
 - A. NZQA, if you are Te Pūkenga, a Wānanga or a registered PTE; or
 - B. Universities NZ, if you are a University; and
 - (ii) notify us of the change and provide the relevant information; and
 - (iii) obtain approval from us to update the course or TEC Qualification Register.
- (b) Before making a significant change to a programme or Micro-credential, you must:
 - (i) obtain approval from the relevant quality assurance body as set out in Condition 6.6(a)(i); and
 - (ii) provide the relevant information to us (including evidence of approval from the quality assurance body) to enable us to determine whether or not to approve the change; and
 - (iii) obtain approval from us to make the significant change.

⁴ See our website for [the criteria](#).

- (c) For the purposes of this Condition:
- (i) a “minor change” to a programme or Micro-credential is a change that does not change the size, level, core content, or EFTS value; and
 - (ii) a “significant change” to a programme or Micro-credential is a change to:
 - A. the EFTS value; or
 - B. the total number of credits; or
 - C. the timeframe to complete the programme or Micro-credential; or
 - D. the level of the resulting Qualification or Micro-credential on the NZQCF; or
 - E. in relation to Te Pūkenga, Wānanga and PTEs:
 - I. the location or locations at which the programme or Micro-credential is delivered; or
 - II. the delivery mode of the programme or Micro-credential; or
 - III. the number of courses that each learner is expected to undertake to achieve the Qualification or Micro-credential; or
 - IV. prerequisite requirements.

6.7 Assigning EFTS values to programmes and Micro-credentials

- (a) You must:
- (i) use the following three methods to determine the EFTS value of a programme or Micro-credential:
 - A. credits or points; and
 - B. learning hours; and
 - C. full-time teaching weeks; and
 - (ii) ensure that a programme designed to be delivered within a year (being any 12-month period) is limited to a maximum of 1.0 EFTS, even if obtaining the Qualification requires more than 120 credits (1,200 notional hours of learning, over 34 full-time teaching weeks), unless we have approved an exception to this limit; and
 - (iii) provide us with information on the three methods of calculating the EFTS value (being credits or points, learning hours, and full-time teaching weeks) when you enter Qualification or Micro-credential details in the STEO application.
- (b) For the purposes of DQ7+ Fund Funding, 1.0 EFTS equates to a programme that is 120 NZQCF credits (1,200 notional learning hours delivered over 34 teaching weeks).
- (c) If you submit for approval for DQ7+ Fund Funding a Qualification that has two or more strands, you must propose an EFTS value for the Qualification that is based on the strand that contains the highest number of credits that you are approved to deliver for the Qualification. A strand is a specialisation within a Qualification that represents a major component of the Qualification and is at the level of the Qualification. Strands are documented through strand-specific outcomes in the graduate profile.

- (d) For the purposes of this Condition and Condition 6.8, notional learning hours comprises learning activities leading towards achievement of Qualification or Micro-credential learning outcomes (planned by you and communicated by you to the learner). Learning activities include but are not limited to:
- (i) lecturer and tutor contact hours, including workshops and tutorials; or
 - (ii) tests and assignments; or
 - (iii) supervised practical placements; or
 - (iv) study time; or
 - (v) self-directed learning activities that the learner is expected to engage with/participate in; or
 - (vi) examination periods.

6.8 Limit on EFTS values for Qualifications

You must not assign an EFTS value of more than 1.0 EFTS per year to a programme for which you seek approval of DQ7+ Fund Funding, unless you have received approval from us. In approving an exception to this Condition, we will consider additional criteria, including whether you:

- (a) will inform each learner accurately about their higher than normal expected study commitments; and
- (b) have support mechanisms in place for each learner who has difficulty coping with the intensity of the course.

6.9 Assigning delivery classifications

- (a) In accordance with your quality assurance approval from NZQA or Universities NZ, whichever the case may be, you must accurately assign each of your courses:
 - (i) a course EFTS factor; and
 - (ii) to a delivery classification listed in Table 1, “Delivery Classification”, in Appendix 1 of the Funding Mechanism named *Determination of Design of Funding Mechanism: Delivery at Level 7 (degree) and above on the New Zealand Qualifications and Credentials Framework*.
- (b) Further guidance on assigning the correct delivery classification can be found through the **Delivery Classification Guide (DCG)**.

6.10 Assigning a funding category

- (a) You must accurately assign each of your courses to funding categories listed in Table 2 and Table 3 of Appendix 1 of the Funding Mechanism named *Determination of Design of Funding Mechanism: Delivery at Level 7 (degree) and above on the New Zealand Qualifications and Credentials Framework*.
- (b) Further guidance on assigning the correct delivery classification can be found through the **Delivery Classification Guide (DCG)**.

6.11 Over-delivery

You must not deliver provision above 105% of your approved Funding allocation unless you have prior written approval from us.

7. Funding

7.1 Use of DQ7+ Fund Funding

- (a) You must ensure that DQ7+ Fund Funding is only used for the relevant programmes and activities at Level 7 and above on the NZQCF, which are specified in your approved Investment Plan (unless exempt) or equivalent arrangement. For the purposes of calculating the value of your approved DQ7+ Fund funded delivery, we use a metric comprising:
- (i) the number of valid domestic enrolments measured in EFTS; and
 - (ii) the programmes, and their component courses, in which learners are enrolled, and the assigned delivery classifications, funding categories, and funding rates of those programmes and component courses.
- (b) You may only claim DQ7+ Fund Funding for a learner who:
- (i) is and continues to be for the length of the Funding Period a valid domestic enrolment as described in Condition 5.1; and
 - (ii) has completed 10% or one month of the course for which they have enrolled, whichever is the earlier. You must determine whether a learner has completed 10% or one month of a course by calculating the number of sequential calendar whole days (including weekends and public holidays) from the start date of the course, rounding up to the nearest whole day.

7.2 Use of DQ7+ Fund Funding for doctoral study

You must not claim DQ7+ Fund Funding for more than a maximum EFTS value of 4 EFTS per doctorate per learner for doctoral study at NZQCF Level 10. If a learner's doctoral study exceeds the EFTS value of 4 EFTS, you must report the additional EFTS as non-funded delivery.⁵

7.3 Use of DQ7+ Fund Funding for overseas travel

- (a) You must not use DQ7+ Fund Funding to meet the costs of overseas travel for learners, or require learners to meet the cost of the travel by accessing the Student Loan Scheme, unless the overseas travel is academically essential. To determine whether overseas travel is academically essential, you must:
- (i) submit an application to us at least two months before you advertise or publish any information about the course or accept enrolments; and
 - (ii) include a letter from the applicable quality assurance body, endorsing the essential nature of the travel component of the course; and
 - (iii) receive approval from us to include overseas travel as part of a course.
- (b) For the purposes of this Condition, the appropriate quality assurance body is NZQA if you are Te Pūkenga, a Wānanga or a registered PTE, and Universities NZ if you are a University.

⁵ We expect doctorate projects to be scoped for completion within two to three years and no more than four years.

- (c) When determining whether or not overseas travel is academically essential, we will consider whether:
 - (i) the overseas travel is integrally linked to the stated outcomes of a course; and
 - (ii) the course is a compulsory requirement of a Qualification and/or major; and
 - (iii) the academic outcomes for the course cannot be achieved in any other manner in New Zealand; and
 - (iv) the course or Qualification is aligned to the Tertiary Education Strategy.

7.4 Provision of equipment, infrastructure and hardware

- (a) You must pay for the necessary equipment, infrastructure and hardware required to deliver a particular programme, course or Micro-credential.
- (b) When providing essential equipment (including computers, diving hardware, chainsaws, protective overalls, safety helmets, mesh visors, earmuffs, steel-capped boots, safety glasses, hair nets, and other compulsory footwear), you must not:
 - (i) include the costs in any fee, compulsory course cost or student services fee charged to a learner; or
 - (ii) require a learner to meet the costs through the “course-related costs” component of the Student Loan Scheme as a Condition of the learner’s enrolment.
- (c) For the purposes of this Condition, “equipment, infrastructure and hardware”:
 - (i) means items that can be used by successive intakes of learners; and
 - (ii) does not include personal items that are provided for individual learners’ use and that you do not retain for the next intake of learners.

8. Fees Free tertiary education

- (a) You must not charge a learner (that we have determined is eligible for Fees Free tertiary education) an amount of fees otherwise payable by the learner if we have advised you that we will:
 - (i) if you are a PTE, compensate you for that amount in respect of fees forgone as a result of this Condition; or
 - (ii) if you are not a PTE, pay you that amount in respect of fees on behalf of the learner.
- (b) You must work collaboratively with us to give effect to the Fees Free tertiary education initiative. In particular, you must provide information as required by us, to enable us to understand the EFTS and months consumption of eligible learners, and in relation to fees.
- (c) Any fees in excess of the amount payable by us under Condition 8(a) may be charged by you to the learner.

9. Fee limits

- (a) This Condition applies to fees charged by you for DQ7+ Fund funded courses or Micro-credentials.
- (b) The fees charged by you are subject to this Condition if you are the sole source of the item to which the fee relates.
- (c) For the purposes of this Condition, unless the context otherwise requires:
 - (i) **Course** means part of a programme that leads to the award of a Qualification on the NZQCF, including a certificate, diploma or degree. This includes a course that is part of a programme (for example, where a learner is only enrolled in one or more courses but is not intending to complete the entire programme); and
 - (ii) **Micro-credential** means a quality-assured study or training that leads to an award but does not, of itself, lead to a Qualification on the NZQCF; and
 - (iii) **Fees:**
 - A. means tuition fees;
 - B. means compulsory course costs that are charged to all learners enrolled in a course, which includes (but are not limited to) the following: any compulsory costs associated with enrolment, examinations (including reporting of credits to NZQA), field trips, and any compulsory purchase of equipment or books through you; and
 - C. excludes any administrative fees or charges (other than tuition fees of compulsory course costs) for additional services that are payable as a result of the specific circumstances of a learner, which includes (but are not limited to) the following: reassessment or remarking of examination results, examination relocation fees, fees associated with recognition of prior learning or fees associated with an application for Selected Entry Programmes; and
 - D. excludes student services fees; and
 - (iv) **Student services fees** means fees for the provision of student services that are provided by a TEO or another person or body on behalf of the TEO. These fees were previously known as compulsory student services fees (CSSFs); and
 - (v) **TEO** means Tertiary Education Organisation as defined in section 10 of the Act.

9.1 Annual Maximum Fee Movement (AMFM)

- (a) The AMFM sets the maximum percentage that you may increase your domestic tuition fees by each year for all DQ7+ Fund funded courses.
- (b) The AMFM for 2024 is 2.8%. You are therefore permitted to increase fees (GST exclusive) charged in 2023 to domestic learners for DQ7+ Fund funded courses by 2.8%.
- (c) If you reduce fees for a course across one or more calendar years, you can return to the previous fee (from before the reduction was applied), in addition to applying the AMFM rates for the period in which the fees were reduced. This does not apply where fee reductions were in place prior to 2024.

- (d) If a course spans more than one calendar year, the applicable fee is the fee applying to the course in the calendar year in which the course started.
- (e) The fees to be used in calculating the AMFM are the highest fees charged to an intake of learners.

9.2 Substitute courses

The AMFM applies to any new courses established by you in substitution for an existing course dealing with the same or similar subject matter, at a same or similar level on the NZQCF, for which DQ7+ Fund Funding can be used.

9.3 Calculating the AMFM

- (a) For the purposes of determining the fee to be used in calculating the AMFM, you must provide us with information about:
 - (i) the highest fee charged to a learner; and
 - (ii) the usual fee charged to a learner; and
 - (iii) any discounted fees charged to a learner.
- (b) If you discount your course fees for a calendar year, you must supply to us information about each discount.
- (c) You must report, in STEO, accurate information regarding the fees you are charging learners.

9.4 Zero fee or low fee courses

If the fees for a DQ7+ Fund funded course or Micro-credential were less than \$511.11 (incl GST) (or \$444.44 (ex GST)) per EFTS in 2023, then, for 2024, you may increase the fee for the course:

- (a) to up to \$511.11 (incl GST) (or \$444.44 (ex GST)) per EFTS; or
- (b) by 2.8%,

whichever is the greater.

9.5 Exceptions to the AMFM

- (a) You may apply for an exception from the AMFM on the basis of exceptional circumstances. Any exception granted will not exceed an additional 2.8% over and above the permitted 2.8% increase.
- (b) In considering whether there are exceptional circumstances, we must only have regard to the following criteria:
 - (i) you can demonstrate that it is financially unsustainable to deliver the course, in terms of the cost of delivering the course and taking into account the total income that the course would generate (including government funding and tuition fees), and that there are no satisfactory alternatives to limit costs; and
 - (ii) the existing fees for the course are no more than the 75th percentile of the range of fees charged for similar courses; and

- (iii) two of the following three criteria apply:
 - A. where the course is part of a programme at Level 7 (degree) and above on the NZQCF that has been delivered previously, the programme has a cohort-based completion rate that meets or exceeds the median performance benchmark for that NZQCF level in the previous year;
 - B. you can demonstrate that the course is in some way unique or special; for example, that there are no available local alternatives; and
 - C. not allowing an exception will prevent you from making a significant contribution to the achievement of one or more of the Government's priorities, as set out in the current Tertiary Education Strategy.
- (c) We must only grant an exception if we are satisfied that you meet the criteria listed in Condition 9.5(b).
- (d) If you are applying for an exception for multiple courses, each course must individually meet the criteria listed in Condition 9.5(b).
- (e) To apply for an exception, you must use the templates specified on our website and send the application to our Customer Contact Group by the date specified by us on our website. Any submissions from student bodies should be received no later than one week after receipt of your application.
- (f) There is a limit to the number of courses for which you can request an exception. If you have less than 1,000 EFTS, the limit is 4 courses. If you have between 1,000 and 5,000 EFTS, the limit is 8 courses. If you have between 5,000 and 10,000 EFTS, the limit increases by 4 courses per increment of 10,000 EFTS.

9.6 Fee setting limits for new courses or Micro-credentials

- (a) The fees for a new course or Micro-credential established by you and funded under the DQ7+ Fund must be no more than the 75th percentile from the range of fees charged for similar courses or Micro-credentials. We will specify how similar courses or Micro-credentials will be determined.
- (b) Condition 9.6(a) does not apply to a new substitute course or Micro-credential as defined in Condition 9.2.

9.7 Exceptions to fee setting limits for new courses

- (a) You may apply for an exception from Condition 9.6(a) on the basis of exceptional circumstances.
- (b) In considering whether there are exceptional circumstances, we must only have regard to the following criteria:
 - (i) the course would not be financially viable without a higher fee; and
 - (ii) where the course is part of a programme at Level 7 (degree) and above on the NZQCF that has been delivered previously, the programme has a cohort-based completion rate that meets or exceeds the median performance benchmark for that NZQCF level in the previous year; and
 - (iii) you can demonstrate that the course or Micro-credential is in some way unique or special, for example, there are no or very few similar courses or Micro-credentials to compare fees with; and

- (iv) the course or Micro-credential is aligned to Government priorities as set out in the Tertiary Education Strategy.
- (c) We must only grant an exception if we are satisfied that you meet all of the criteria listed in Condition 9.7(b).
- (d) If we grant an exception in respect of a new course or Micro-credential and we specify the fees for that course or Micro-credential that you may charge, you must not charge fees for that course or Micro-credential that are greater than the fees specified by us.

9.8 Fee capping limits for Micro-credentials

- (a) The fees you charge for a Micro-credential must be no more than \$64 (GST inclusive) per credit. This fee cap does not apply to component courses that also lead to the award of a Qualification that is funded through DQ7+.
- (b) Where a Micro-credential wholly or partly comprises courses that also lead to the award of a Qualification that is funded through DQ7+, the fees you charge for these courses must be equal to or less than the maximum fee permitted for the course under the AMFM under Condition 9.1 and the fee setting limits for new courses or Micro-credentials under Condition 9.6. The fees you charge for the components that are not also part of a programme must be no more than \$64 (GST inclusive) per credit.

9.9 Exceptions to fee capping limits for Micro-credentials

- (a) You may apply for an exception from Condition 9.8 on the basis of exceptional circumstances.
- (b) Where a course in a Micro-credential is also a course in a programme, it is subject to AMFM and the relevant exception criteria in Conditions 9.1 to 9.5.
- (c) In considering whether there are exceptional circumstances, we must only have regard to the following criteria:
 - (i) you can demonstrate that the fee cap makes it financially unsustainable to offer the Micro-credential, in terms of the costs of delivering the Micro-credential and taking into account the total income that the Micro-credential would receive (including government funding and fees), and that there are no satisfactory alternatives to limit costs; and
 - (ii) you can provide evidence that there is strong support from industry and/or employers to deliver the Micro-credential and the Micro-credential clearly meets industry and/or employer needs.
- (d) We must only grant an exception if we are satisfied that you meet all of the criteria listed in Condition 9.9(c).
- (e) If we grant an exception in respect of a Micro-credential and we specify the fees for that Micro-credential that you may charge, you must not charge fees for that Micro-credential that are greater than the fees specified by us.

9.10 Refund for breach

If you breach Condition 9.1, 9.2, 9.4, 9.6 or 9.8, you must refund the learner the part of the fee that was overcharged. The refund must be given to the Ministry of Social Development (StudyLink), if the learner paid for the programme or Micro-credential using the Student Loan Scheme, or to the learner.

10. Student services fees

- (a) This Condition applies to all student services fees charged by you to Domestic Students in respect of whom you receive DQ7+ Fund Funding.
- (b) The objective of these requirements is to ensure:
 - (i) accountability in the use of fees for student services;
 - (ii) involvement of learners in decisions in the charging and use of fees for student services; and
 - (iii) fair arrangements for learners in different tertiary education settings (for example, work-based learners or learners in fees-free foundation education programmes).

10.1 Decision-making

You must establish and demonstrate adequate arrangements for decisions to be made jointly, or in consultation with the learners enrolled at your Organisation, or their representatives, on the following matters:

- (a) the maximum amount that learners will be charged for student services;
- (b) the types of services to be delivered (within the permitted categories set out in Condition 10.7);
- (c) the procurement of these services; and
- (d) the method for authorising expenditure on these services.

10.2 Consultation requirements

If you choose to make decisions about student services fees in consultation with learners enrolled at your Organisation or their representatives, instead of undertaking a joint decision-making process, you are required to ensure that:

- (a) the outcome of the consultation is not predetermined;
- (b) proposals are clearly communicated and publicised;
- (c) there is sufficient time for students to consider proposals and provide feedback; and
- (d) due consideration is given to student feedback.

10.3 Accounting for the use of student services fees

You must either hold all student services fees in a separate bank account or ensure that all income and expenditure associated with the provision of such services is separately accounted for in your accounting system.

10.4 Reporting on student services fees

- (a) If your Organisation is:
 - (i) a TEI, you must provide information on all student services fees through your annual report; or
 - (ii) a registered PTE, you must provide information on all student services fees through a written report to learners.
- (b) If Condition 10.4(a) applies, you must include the following information in your annual report or written report to learners (as the case may be):
 - (i) a description of the services funded out of the student services fee;
 - (ii) a statement of the fee income and expenditure for each type of student service;
 - (iii) the student services fee amount charged per EFTS or academic year (or however it is calculated); and
 - (iv) a statement describing how you are complying with the accounting requirements specified above in Condition 10.3.

10.5 PTE written reports to learners

If your Organisation is a registered PTE required to prepare a written report to learners in accordance with Condition 10.4(a)(ii), you must provide us with a copy of the report. The report must be sent to:

Requirements for Student Services Fees Submissions
 Monitoring and Crown Ownership
 The Tertiary Education Commission
 PO Box 27048
 Wellington 6141
 Email: ssf@tec.govt.nz

10.6 Publishing information online

If you are charging student services fees, you must, as soon as reasonably practicable each year, publish the following information on your website:

- (a) a description of the services funded out of the student services fee;
- (b) a statement of the fee income and expenditure for each type of student service;
- (c) the student services fee amount charged per EFTS or academic year (or however it is calculated);
- (d) a description of the current year's student services fee decision-making process, including what decisions were consulted on, how consultation with learners occurred, a summary of learner feedback, what the decisions were, and how learner feedback was incorporated into those decisions; and
- (e) a description of how learners can be involved in student services fee decisions for the following year – ie, how you propose to consult with your learners and what issues might be considered.

10.7 Categories of student services

You may charge student services fees to support the delivery of the following categories of services:

- (a) Advocacy and legal advice – Advocating on behalf of individual learners and groups of learners, and providing independent support to resolve problems, including advocacy and legal advice relating to accommodation;
- (b) Careers information, advice and guidance – Supporting learners’ transition into post-study employment;
- (c) Counselling services – Providing non-academic counselling and pastoral care, such as chaplains;
- (d) Employment information – Providing information about employment opportunities for learners while they are studying;
- (e) Financial support and advice – Providing hardship assistance and advice to learners on financial issues;
- (f) Health services – Providing health care and related welfare services;
- (g) Media – Supporting the production and dissemination of information by learners to learners, including through newspapers, radio, television and internet-based media;
- (h) Childcare services – Providing childcare services while caregivers are studying;
- (i) Clubs and societies – Supporting learner clubs and societies, including through the provision of administrative support and facilities for clubs and societies; and
- (j) Sports, recreation and cultural activities – Providing sports, recreation and cultural activities for learners.

11. Performance standards

You must meet any performance standards specified by us, including any performance standards specified in your Investment Plan.

12. Financial reporting

If your Organisation is a TEI, you must use the TEI Financial Monitoring electronic templates that we provide to you and supply the following information to us:

- (a) your annual report prepared in accordance with section 306 of the Act (including your financial statements and statement of service performance prepared in accordance with the Crown Entities Act 2004); and
- (b) your three-year financial forecast; and
- (c) any other financial reports that we request.

13. Investment Plan learner success and disability action plan sections

If you are required to submit learner success and disability action plan sections in your Investment Plan, in accordance with the **Education (Proposed Investment Plans: Content and Submission; Assessment Criteria; and Plan Summaries) Notice 2023**, or as requested by us, you must submit any subsequent progress reports in the form and on the date specified by us.

Progress against and achievement of the milestones specified in the learner success and disability action plan sections of your Investment Plan will inform future funding decisions.

14. Disclosure of data from Statistics New Zealand's Integrated Data Infrastructure

It is a Condition of Funding that you consent, for the purposes of section 37A(a) of the Statistics Act 1975, to Statistics New Zealand disclosing information to the Ministry of Education and to us from its Integrated Data Infrastructure that identifies or may identify you.

The Statistics Act 1975 does not constrain the ongoing use or sharing of your TEO-level data once it is disclosed.

15. Benchmarking

If you are a TEI, you must participate as appropriate in benchmarking, including:

- (a) providing us, or any vendor contracted by us for benchmarking purposes, with financial and performance information as requested, in a timely manner; and
- (b) engaging with follow-up questions and related quality assurance processes, in a timely manner; and
- (c) contributing to the cost of any vendor contracted by us, at a rate we determine.

16. Subcontracting

- (a) You must not subcontract any of the funded activities without prior written:
 - (i) consent from us; and
 - (ii) approval of NZQA, where you are quality assured by NZQA.
- (b) You must:
 - (i) comply with any Conditions imposed by us on a consent to subcontract; and
 - (ii) ensure that the subcontracted party does not further subcontract any functions; and
 - (iii) remain accountable to us for the use of the DQ7+ Fund Funding.

17. Repayment of DQ7+ Fund Funding

- (a) If you receive DQ7+ Fund Funding that is greater than it should have been, or that you were not entitled to receive, you must treat the amount of the over-Funding as a debt due to the Crown that:
 - (i) is repayable on demand; and
 - (ii) may be set-off against all or any Funding, or any sum of money payable by us to you.
- (b) For the purposes of this Condition, you will have received DQ7+ Fund Funding that was “greater than it should have been” if the total dollar value of the provision that was delivered by you within the Funding Period is less than 99% of the total dollar value for provision paid to you from DQ7+ Fund Funding. In that situation, the percentage of Funding that is repayable is equal to the difference between the bottom of the tolerance band (99%) and the percentage value of the provision that was delivered.

18. Suspension, revocation or withdrawal of DQ7+ Fund Funding

Condition 2.5 of the Base Funding Conditions applies to DQ7+ Fund Funding.

Equity Fund

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Equity Fund

Purpose of Fund

The purpose of *Equity Fund Funding for Māori and Pacific learners* is to improve participation in, and achievement at, the higher levels of the tertiary education system (*Delivery at Level 7 (degree) and above on the New Zealand Qualifications and Credentials Framework*).

The purpose of *Equity Fund Funding for disabled learners* is to improve participation in tertiary education and achievement of Qualifications.

The following Conditions apply, under section 426 of the Education and Training Act (the Act), to the *Equity Fund Funding* you receive for the Funding Period, in addition to the Base Funding Conditions set out in this Funding Conditions Catalogue, and the Conditions in the Act.

1. Organisation eligibility

1.1 Māori and Pacific learners

To be an eligible organisation to receive *Equity Fund Funding for Māori and Pacific learners* you must:

- (a) be a TEO, namely:
 - (i) a Tertiary Education Institution (TEI), namely:
 - A. a University; or
 - B. Te Pūkenga – New Zealand Institute of Skills and Technology (Te Pūkenga); or
 - C. a Wānanga; or
 - (ii) a registered Private Training Establishment (PTE); and
- (b) receive *Delivery at Level 7 (degree) and above on the New Zealand Qualifications and Credentials Framework (DQ7+)* Fund Funding under the *Determination of Design of Funding Mechanism: Delivery at Level 7 (degree) and above on the New Zealand Qualifications and Credentials Framework*.

You must continue to be an eligible organisation for the length of the Funding Period.

1.2 Disabled learners

To be an eligible organisation to receive *Equity Fund Funding for disabled learners*, you must:

- (a) be a TEI, namely:
 - (i) a University; or
 - (ii) Te Pūkenga; or
 - (iii) a Wānanga; and
- (b) receive Funding under the *Delivery at Level 7 (degree) and above on the New Zealand Qualifications and Credentials Framework (DQ7+)* Fund or *Delivery at Levels 1 and 2 on the New Zealand Qualifications and Credentials Framework (DQ1-2)* Fund Funding Mechanisms.

You must continue to be an eligible organisation for the length of the Funding Period.

2. Learner eligibility

2.1 Māori and Pacific learners

If you are an eligible Organisation under Condition 1.1(a) you must ensure that Equity Fund Funding for Māori and Pacific learners is only used in respect of learners who are, and continue to be, valid domestic enrolments as defined in the DQ7+ Fund Funding Conditions.

2.2 Disabled learners

If you are an eligible Organisation under Condition 1.2(a) you must ensure that Equity Fund Funding for disabled learners is only used in respect of learners who are, and continue to be, valid domestic enrolments as defined in the DQ1-2 Fund or DQ7+ Fund Funding Conditions.

3. Use of Equity Fund Funding

You must not use the Equity Fund Funding for:

- (a) funding capital works or items; or
- (b) funding your compliance with statutory requirements, such as health and safety.

4. Performance expectation measures in relation to Māori and Pacific learners

If you receive Equity Fund Funding for Māori and Pacific learners, you must supply to us any information that we require in relation to Equity Fund Funding for Māori and Pacific learners, to measure your performance against any minimum performance standards set by us.

5. Reporting requirements in respect of disabled learners

- 5.1 If you receive Equity Fund Funding for disabled learners, you must comply with any reporting requirements we require in relation to Equity Fund Funding for disabled learners using the reporting template that we will provide to you.
- 5.2 You must submit any reports required under Condition 5.1 for the period 1 January to 31 December within 4 weeks of us notifying you that the template for this report has been uploaded to Workspace 2.

6. Supply of information

- 6.1 You must supply to us information about learners enrolled in a course, programme or Micro-credential for whom you receive Equity Fund Funding, in accordance with the Single Data Return information requirements set out in the DQ1-2 Fund or the DQ7+ Fund Funding Conditions (as applicable).
- 6.2 For more information, please refer to the [SDR Manual and SDR Appendices](#).

7. Repayment of Equity Fund Funding

If you receive Equity Fund Funding that is greater than it should have been, or that you were not entitled to receive, you must treat the amount of the over-Funding as a debt due to the Crown that:

- (a) is repayable on demand; and
- (b) may be set-off against all or any Funding, or any sum of money payable by us to you.

8. Suspension, revocation or withdrawal of Equity Fund Funding

Condition 2.5 of the Base Funding Conditions applies to Equity Fund Funding.

Performance-Based Research Fund

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Performance-Based Research Fund

Purpose of Fund

The purpose of the *Performance-Based Research Fund* (PBRF) is to increase the quality of research by rewarding and encouraging research excellence.

The primary objectives of the PBRF are to:

- (a) increase the quality of basic and applied research at Aotearoa New Zealand's degree-granting Tertiary Education Organisations (TEOs);
- (b) support world leading research-led teaching and learning at degree and postgraduate levels;
- (c) assist Aotearoa New Zealand's TEOs to maintain and lift their competitive rankings relative to their international peers;
- (d) provide robust public information to stakeholders about research performance within and across TEOs; and
- (e) support a robust and inclusive system for developing and sustaining research excellence in Aotearoa New Zealand.

In doing so, the PBRF will also:

- (a) support the development of postgraduate researchers and new and emerging researchers;
- (b) support research activities that provide economic, social, cultural and environmental benefits to Aotearoa New Zealand, including the advancement of mātauranga Māori; and
- (c) support technology and knowledge transfer to Aotearoa New Zealand businesses, iwi and communities.

The following Conditions apply, under section 426 of the Education and Training Act (the Act), to the PBRF Funding you receive for the Funding Period, in addition to the Base Funding Conditions set out in this Funding Conditions Catalogue, and the Conditions in the Act.

1. Organisation eligibility

To be an eligible organisation to receive PBRF Fund Funding, you must be a TEO that:

- (a) is based in Aotearoa New Zealand;
- (b) grants bachelor's degrees, master's degrees, or doctoral degrees;
- (c) has an Investment Plan; and
- (d) receives Delivery at Level 7 (degree) and above on the New Zealand Qualifications and Credentials Framework Fund Funding.

You must continue to be an eligible organisation for the length of the Funding Period.

2. Participation in all components of PBRF Funding

- 2.1 If you participate in the Quality Evaluation (QE) component, and the Quality Categories assigned to the Evidence Portfolios (EPs) result in a PBRF Funding allocation, you must participate in both the Research Degree Completion (RDC) component and External Research Income (ERI) component to receive PBRF Funding, even if the score for one or both of these components is zero, or likely to be zero.
- 2.2 If you participate in the QE component, and the Quality Categories assigned to the EPs you submit when participating in the QE component do not result in a PBRF Funding allocation, you are not eligible to participate in the RDC and ERI components of the PBRF.
- 2.3 In order to receive the PBRF Funding, you must have participated in the latest QE and each of the RDC and ERI components of the PBRF.

Quality Evaluation

Note: Conditions 3, 4 and 5 below are only applicable to years in which a Quality Evaluation takes place. Therefore, those Conditions do not apply for the 2024 academic year. They are included here because of the requirement in section 426(2)(a) of the Act to impose Conditions that the Minister of Education has determined the Tertiary Education Commission (TEC) must attach to Funding in the Funding Mechanism.¹

3. Provision of Evidence Portfolios

You must provide an EP for each staff member at your Organisation that is eligible (as defined in Condition 4) for evaluation in the QE, that:

- (a) sets out information required by us on the eligible staff member’s research performance; and
- (b) comprises an “Examples of Research Excellence” section, including an “Other Examples of Research Excellence” section, and a “Contributions to the Research Environment” section.

¹ We will set out further guidance for 2026 QE in our Quality Evaluation 2026 Guidelines, which will be available on [our website](#).

4. Staff eligibility

- 4.1** You must ensure that each staff member whose EP is included in the QE process is an eligible staff member. A staff member will be an eligible staff member if they are:
- (a) employed by you on the staff census date under a contract of salaried employment with a duration of at least one year; and
 - (b) employed at a minimum of 0.2 full-time equivalent (FTE) during the period of the contract of salaried employment; and
 - (c) required to make a substantive contribution to research and/or teaching degree-level programmes as part of their employment function (in accordance with the criteria specified by us²); and
 - (d) not based overseas (in accordance with the criteria specified by us).
- 4.2** For the avoidance of doubt, you must not submit an EP for a staff member that does not meet the above eligibility criteria.

5. Submitting Evidence Portfolios

- 5.1** You must indicate when an EP is being submitted in respect of an eligible staff member who:
- (a) is a new and emerging researcher (in accordance with the criteria specified by us); and/or
 - (b) identifies as Māori or Pacific (in accordance with the criteria specified by us).
- 5.2** If you consider that an EP is likely to be assigned a quality Category R or Category R(NE), you must not submit that EP.

Research Degree Completion Component

6. Calculating RDC

- 6.1** You must calculate completions of research-based postgraduate degrees in units of equivalent full-time students (EFTS), where one (1.0) EFTS unit is defined as the learner workload that would normally be carried out by a learner enrolled full-time in a single academic year.
- 6.2** You must submit completions of research-based postgraduate degrees through the Single Data Return (SDR) in the manner prescribed in the **PBRF User Manual**.

² The Quality Evaluation 2026 Guidelines, including the criteria referred to in these Funding Conditions, will be made available on [our website](#).

External Research Income

7. Sources of External Research Income

- 7.1** You must, where applicable, report your eligible External Research Income (ERI) to us, broken down into the following sources:
- (a) Aotearoa New Zealand government contestable funds;
 - (b) Aotearoa New Zealand public sector contract research;
 - (c) Aotearoa New Zealand non-government income; and
 - (d) overseas research income.
- 7.2** For the purposes of this Condition, “External Research Income” includes income from public and private sources for research conducted by an eligible TEO (and/or a wholly owned subsidiary) and includes research income from competitive sources from within Vote Tertiary Education (excluding PBRF).
- 7.3** For more information, refer to the [PBRF User Manual](#).

8. Repayment of PBRF Funding

- 8.1** If you receive PBRF Funding that is greater than it should have been, or that you were not entitled to receive, you must treat the amount of the over-Funding as a debt due to the Crown that:
- (a) is repayable on demand; and
 - (b) may be set-off against all or any Funding, or any sum of money payable by us to you.

9. Suspension, revocation or withdrawal of PBRF Funding

Condition 2.5 of the Base Funding Conditions applies to PBRF Fund Funding.

10. Definitions

For the purposes of these PBRF Funding Conditions, the following terms have the following meanings:

Category R represents a quantum of research activity and quality at a level which is insufficient for recognition for Funding purposes according to the QE process categories we use to categorise the quality of Evidence Portfolios.

Category R(NE) represents a quantum of research activity and quality by a new and emerging researcher at a level which is insufficient for recognition for Funding purposes according to the QE process categories we use to categorise the quality of Evidence Portfolios.

External Research Income and **ERI** mean a measure of income received by participating TEOs, including their relevant subsidiaries, for the purposes of conducting research (and in accordance with the criteria specified by us³).

Research is defined as a process of investigation or inquiry leading to new, recovered, or reinterpreted knowledge or understanding which is effectively shared and capable of rigorous assessment by the appropriate experts. In Aotearoa New Zealand our distinctive research cultures and environments draw on diverse ontological, epistemological, and methodological traditions of critical inquiry, experimentation, and knowledge-creation. This definition of research includes Māori ways of knowing, being, and conducting rangahau such as kaupapa Māori and mātauranga Māori; diverse Pacific ways of knowing, being, and conducting research; and work that embodies new insights of direct relevance to the specific needs of iwi, hapū, marae, communities, government, scholarship and teaching, industry, and commerce, which may be developed through collaborative and practice-led processes involving stakeholders from those constituencies. Research can be an individual or collective process and may be embodied in the form of artistic works, performances, designs, policies, or processes that lead to novel or substantially improved insights. For further clarification, research includes:

- » activity that leads to scholarly books, journal articles, and other nationally and internationally published outputs and presentations that offer new, recovered, or reinterpreted knowledge;
- » activity that leads to contributions to the intellectual underpinnings of different ontologies and epistemologies, subjects, and disciplines (for example, dictionaries, scholarly editions, teaching materials that embody original research, or teaching practices or activities that produce original research);
- » applications of existing knowledge to produce new or substantially improved materials, devices, products, designs, policies, granted patents, or creative outputs;
- » re-centering and revitalisation of knowledge (for example, the study of raranga, whakapapa narratives, waiata composition, navigational knowledge, translation studies, historical or literary archival studies, or ecological research); and
- » the synthesis and analysis of previous research to the extent that insights generated are new.

³ This is provided for in the [PBRF User Manual](#).

It does not include:

- » routine testing and data collection lacking analysis, interpretation and/or evaluation;
- » preparation for teaching that does not embody original research (for example, collation of existing research and research outputs into handbooks or textbooks where this does not embody new insights); or
- » the legal and administrative aspects of intellectual property protection and commercialisation activities.

Research includes explicit reference to Māori ways of knowing, being, and conducting rangahau. Rangahau and knowledge of relevance to Māori communities, such as kaupapa Māori and mātauranga Māori, are essential components of Aotearoa New Zealand's distinctive research cultures.

Research includes explicit reference to diverse Pacific ways of knowing, being, and conducting research. Research and knowledge of relevance to Pacific communities are essential components of Aotearoa New Zealand's distinctive research cultures.

Research Degree Completion component means a measure of the number of research-based postgraduate degrees that are completed within participating TEOs.

Research excellence and impact, for the purposes of the Quality Evaluation, will be assessed in terms of originality, rigour, reach, and significance, with reference to the quality standards appropriate to the subject area and to the unique nature of Aotearoa New Zealand's research cultures and needs. Excellence will be assessed across the following areas of activity:

- » the production and creation of knowledge, including ontologies, epistemologies, and methodologies unique to Māori and to Pacific communities;
- » the dissemination and application of that knowledge within academic and/or other communities and its impact outside the research environment; and
- » activity which sustains and develops the research environment, within and across both academic and non-academic domains.

For the purposes of the Quality Evaluation, the impact of research is defined as a positive effect on, change, or benefit to society, culture, the environment, or the economy at any level, outside the research environment. Impacts on scholarship, research, or the advancement of knowledge within the research environment are not included under impact as they already fall within the definition of excellence.

Quality Evaluation means a periodic peer assessment of the research contribution of individual teaching and research staff in participating TEOs.

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Definitions and Interpretation

Definitions

For the purposes of this Conditions Catalogue, unless the context otherwise requires, the following terms have the following meanings:

Application for Funding means the documents submitted by you in relation to Off-Plan Funding or, if you are exempt under clause 9 of Schedule 18 of the Education and Training Act from the requirement to provide an Investment Plan, the documents submitted by you in relation to On-Plan Funding;

Certificate of Proficiency means a certificate awarded to a learner in recognition of achievement through assessment in a single course or a selection of courses from one or more approved Qualifications. This does not include Certificates of Personal Interest;

Community Education Provider (CEP) means a community organisation which is not registered or quality assured by NZQA;

Component Part means part of a programme leading to a Qualification or part of a Micro-credential, and includes single courses, limited credit programmes (LCP), and supplementary credit programmes (SCP);

Conditions means the Funding Conditions that apply to your Funding, including any statutory Funding Conditions set out in the Education and Training Act;

Domestic Student means a Domestic Student as defined in section 10 of the Education and Training Act, being a New Zealand citizen, the holder of a residence class visa granted under the Immigration Act 2009, and the persons to be treated as if they are not an international student under [The Tertiary Education \(Domestic Students\) Notice 2024](#).¹ A learner who holds a residence class visa and is studying overseas will only be a Domestic Student if they also meet the criteria in the [Education \(Tertiary Education – Criteria Permanent Residents Studying Overseas must Satisfy to be Domestic Students\) Regulations 2016](#);

Education and Training Act (the Act) means the Education and Training Act 2020 or its amendments;

EFTS means equivalent full-time student;

ELT means English Language Teaching;

Family means partner or dependent children as defined by [New Zealand Immigration](#);

Fund means any Fund established by the Minister of Education pursuant to a Funding Mechanism;

Funding means any Funding provided by us to you in accordance with your Funding Confirmation Letter, subject to your compliance with the Conditions, and, if applicable, achieving the outcomes anticipated in your Investment Plan;

¹ From 1 January 2024 to 13 March 2024, learners that may be treated as if they are not international students are defined in the Tertiary Education (Domestic Students) Notice 2022. The Tertiary Education (Domestic Students) Notice 2024 applies from 14 March 2024.

Funding Confirmation Letter means the letter we send you that outlines the Funding we will give you on which Conditions are imposed, TEO-specific Conditions imposed on your Funding, and any Minimum Requirements;

Funding Mechanism means a Funding Mechanism determined by the Minister of Education pursuant to section 419 of the Education and Training Act;

Funding Period means the relevant Funding Period for each Fund as set out in your Funding Confirmation Letter;

Group means three or more learners;

GST means tax charged under the Goods and Services Tax Act 1985;

Indicative Funding, Indicative On-Plan Funding and Indicative Off-Plan Funding means Funding outlined in the Key Particulars that we intend to pay you in subsequent years, subject to future separate approval by us;

Investment Plan means a plan submitted by you pursuant to clause 8 of Schedule 18 of the Education and Training Act that has been prepared and assessed in accordance with the requirements set out in clauses 4 to 6 and 10 to 12 of Schedule 18 and sections 424 and 425 of the Education and Training Act;

Key Particulars means the “Key Particulars” table in a Funding Confirmation Letter;

Micro-credential means study or training that:

- (a) leads to an award; but
- (b) does not, in and of itself, lead to an award of a Qualification listed on the New Zealand Qualifications and Credentials Framework; and
- (c) has been quality assured by NZQA or the New Zealand Vice-Chancellors’ Committee (Universities NZ), as appropriate, or in line with the NZQA criteria for the approval of Micro-credentials;

Minimum Requirements means the Minimum Requirements set out in your Funding Confirmation Letter, and any other Performance Commitments specified in your Application for Funding;

NSN means National Student Number;

NZQCF means the New Zealand Qualifications and Credentials Framework;

Off-Plan Funding means Funding paid by us to you under section 428 of the Education and Training Act;

Off-Plan Funds means Funds from a Fund to which section 428 of the Education and Training Act applies;

On-Plan Funding means Funding paid by us to you pursuant to section 425 of the Education and Training Act;

On-Plan Funds means Funds from a Fund to which section 425 of the Education and Training Act applies;

Organisation means the eligible Organisation to which a Funding Confirmation Letter is addressed, and “you” and “your” refer to the Organisation;

Performance Commitments means the Performance Commitments as outlined in your Investment Plan or Application for Funding. For the avoidance of doubt, if you have been exempted from providing an Investment Plan, this means all Minimum Requirements as outlined in your Funding Confirmation Letter;

Private Training Establishment (PTE) means a Private Training Establishment, being an establishment, other than an institution as defined by section 10 of the Education and Training Act, that provides post-school education or training, including vocational education and training. A registered PTE means a PTE that has been registered with the New Zealand Qualifications Authority;

Qualification means a Qualification as defined in section 10 of the Act, being a Qualification listed on the Qualifications and Credentials Framework, which may include Qualifications offered by universities;

REAP Provider means a rural education activities programme provider;

SDR means the Single Data Return, which is the set of data items that are specifically required by the Ministry of Education and TEC for Funding, monitoring performance, publishing performance information, as well as statistical reporting purposes;

SDR Manual means the manual for TEOs and Student Management System Developers setting out the specifications of the Ministry of Education and TEC data requirements for the Single Data Returns for each academic year;

Selected Entry Programme means a programme where:

- » for TEIs only, the council of the TEI has determined that there is a maximum number of learners that may be enrolled in a particular programme in a particular year if the council is satisfied that it is necessary to do so because of insufficiency of staff, accommodation, or equipment; or
- » restrictions on enrolments are set out in a funding mechanism (eg, medicine, dentistry, aviation);

Te Pūkenga means Te Pūkenga – New Zealand Institute of Skills and Technology covered by section 314 of the Education and Training Act;

TEC means the Tertiary Education Commission, and all references to “we”, “our” and “us” are to TEC;

TEC Qualifications Register means the Qualifications Register within the Services for Tertiary Education Organisations (STEO) system;

Tertiary Education Institution (TEI) means an institution as defined in section 10 of the Education and Training Act;

Tertiary Education Organisation (TEO) means a Tertiary Education Organisation as defined in section 10 of the Education and Training Act;

Universities NZ means the New Zealand Vice-Chancellors’ Committee;

University means a University as defined in section 10 of the Education and Training Act;

Wānanga means a Wānanga as defined in section 10 of the Education and Training Act; and

Withdrawal is when a learner ceases to participate in a course, programme or Micro-credential (regardless of whether they have been refunded any fees), either by providing notice to the TEO that they wish to withdraw from participation, study and/or enrolment, or as a result of non-attendance or non-participation for any reason.

Withdraw and **Withdrawn** have corresponding meanings.

Interpretation

Unless the context otherwise requires:

- (a) headings are not to be used for interpretation;
- (b) the singular includes the plural and vice versa;
- (c) a reference to any legislation or policy includes a modification of that legislation or policy or, in the case of legislation, legislation enacted in substitution for that legislation and a regulation, order-in-council and other instrument from time to time issued or made under that legislation;
- (d) a reference to an Appendix is a reference to an appendix to the Funding Confirmation Letter;
- (e) a reference to a Schedule or Attachment is a reference to a schedule or attachment (as applicable) to the Funding Confirmation Letter;
- (f) whenever the words “includes” or “including” are used in a Condition, or in the Funding Confirmation Letter, they are deemed to be followed by the words “without limitation”; and
- (g) if there is any conflict between the terms of the Funding Confirmation Letter and the Conditions Catalogue, and any other documents, including your Investment Plan or Application for Funding, the terms of the Funding Confirmation Letter and the Conditions Catalogue will prevail.