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# Learner Component Performance Element – Schedule of Payments 2025

If you receive more than $100k learner component funding, you need to submit tailored milestones to us for the performance element. Please complete the table on the last page and submit it into your [DXP Ngā Kete](https://dxp-ngakete.tec.govt.nz/) by **5pm on 12 November 2024**.

* You must submit milestones to receive learner component performance element funding if you receive equal to or more than $100k in learner component funding.
* If you have a Learner Success Plan (LSP), we expect these milestones will align with this. Otherwise, we expect these milestones to reflect general educational performance commitments.
* TEC will review your milestones, and we may come back to you with questions or suggestions for modification. After this, we will send you the confirmed milestones.

## Minister’s priorities for the learner component

The Minister for Tertiary Education and Skills’ priorities for the learner component are for TEOs to build capability and demonstrate how they will deliver results for all learners (including, where relevant, in supporting employers who deliver work-based learning) by committing to the priorities of the Tertiary Education Strategy.

Over time, the Minister expects TEOs will develop capability and capacity so that learners:

* are well supported by TEOs and employers to enrol in vocational education and training (VET), and
* have increased completion rates across all VET qualifications.

## Guidance on milestone development

We expect you to include milestones to cover 2025 only. Please include no more than two milestones.

The sum of your milestones should equal 50 percent either side of mid-year (January to June, July to end of December).

### What makes a good milestone?

A good milestone has four components:

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

Below are examples of some areas that your milestones could focus on. We expect that your milestones will reflect your learner population and your LSP (if applicable), and build on your milestones from the previous year.

### Examples of milestones

|  |  |
| --- | --- |
| **Stakeholder engagement** | **Organisational performance** |
| * Complete X number of focus groups with Y stakeholders for Z purpose. * Establish and conduct X number of meetings with Y advisory group. * Consult X number of employers to align delivery to learner needs. * Hold X number of learner/student voice meetings. * Conduct X number of meetings with learner/student representatives for Y purpose. * Facilitate X focus groups with Y stakeholders to improve learner/student voice. | * Complete X research to collect Y data. * Implement X surveys for Y purpose (eg, learner/student voice, inclusion, removing barriers to learning). * Conduct analysis on X problem (eg, poor completion rates), using X data for Y purpose. * Develop X strategy to address Y problem (eg, poor completion rates). * Update X plan for Y purpose (eg, supporting learner success). * Design X new programme/service to support learner success in Y way. |
| **Staffing and professional development** | **ICT systems and technology** |
| * X staff complete Y training (eg, training in neurodiversity, disabilities, Te Tiriti o Waitangi, cultural awareness, unconscious bias, inclusion, or supporting learners with low levels of literacy and numeracy). * Hire and induct X support staff for Y purpose. | * Develop X system as a mechanism for learner feedback. * Implement X technology solution for improved analytics. * Design reporting tools for Y purpose. * Add X capability into business intelligence reporting and systems. |

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| --- | --- | --- | --- |
| **TEO Name** |  | **TEO Edumis** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Learner component performance element – milestones** | | | **2025** |
|  | | | |
| **Milestone title**  ***(no more than two milestones per year)*** | **Milestone description** | **Deliverable due date *(these are set dates)*** | **Payment percentage for each milestone *(these are set percentages)*** |
|  |  | **30 June 2025** | **50%** |
|  |  | **14 November 2025** | **50%** |
| **Total** | | | **100%** |

***Please upload your completed template into your DXP Ngā Kete.***

*This template is not a guarantee of funding.* 