

TEC Operational Business Cycle Summary – 2016

January 2016	February 2016	March 2016	April 2016
<p>Organisations:</p> <ul style="list-style-type: none"> December Single Data Return (SDR) submitted 29 January All end-of-year manual reports submitted (including all Literacy funds Adult and Community Education (ACE) in Schools, Gateway, and Trades Academies) 2016 Industry Training Register (ITR) submission starts December 2015 priority engineering reports due 22 January <p>TEC:</p> <ul style="list-style-type: none"> Prior year funding recoveries start Educational Performance Indicators (EPI) timeline published 2016 Investment Plan monitoring and engagement starts Q2 report to Minister on progress made against Statement of Intent and Statement of Performance Expectation 	<p>Organisations:</p> <ul style="list-style-type: none"> TEIs provide three-year financial forecasts to TEC and indicative 2015 financial results and 2016 budget information CEPs provide financial viability attestations <p>TEC:</p> <ul style="list-style-type: none"> Recoveries advice uploaded to Workspace 2: all PTEs, CEPs, Schools and Wānanga Recoveries advice sent to ITPs, Universities, and Wānanga (February/March) 2015 Student Achievement Component (SAC) and Youth Guarantee (YG) EPIs uploaded on Analyse My Performance on Workspace 2 (updated fortnightly until June) Literacy funds, ACE and Gateway data analysis Investment Approach Sector Reference Group meeting 	<p>Organisations:</p> <ul style="list-style-type: none"> TEIs submit indicative enrolment information via Workspace 2 ITR data submission for 2015 closes 31 March ACE in communities and S321 reports submitted Trades Academies progress report submitted YG Secondary-Tertiary Pilot progress report submitted manually ITOs audited 2015 year-end financial results and budget 2016 information submitted Adult Literacy Educator Grants submitted via Workspace 2 Priority Engineering report submitted via Workspace 2 <p>TEC:</p> <ul style="list-style-type: none"> Publication of Supplementary Plan Guidance (March/April) Publication of SDR volume data for previous year Performance-Based Research Fund (PBRF) data on Research Degree Completions (RDC) uploaded to Workspace 2 Funding methodology development work commences Prior year literacy funds, ACE and Gateway data provided to TEOs for review 2017 Investment Plan engagement with TEOs commences PLF adjustments recalculated based on final funding for previous year Provide input to NZQA for PTE EER's Reopen Employer-led Workplace Literacy & Numeracy Fund for applications 	<p>Organisations:</p> <ul style="list-style-type: none"> TEI Annual Reports submitted April SDR submitted (29 April) Submission of updates for inclusion in 2015 published EPIs (29 April) Centres of Research Excellence (CoREs) annual reports submitted (March/April) Priority Engineering report submitted via Workspace 2 <p>TEC:</p> <ul style="list-style-type: none"> ITR snapshot taken (1 April) Updated All Grants Provider Allocations published on our website Industry Training performance information for 2015 finalised for publication and uploaded to Workspace 2 Final 2015 ITO recoveries advice sent out PLF simulation model uploaded to Workspace 2 Q3 report to Minister on progress made against Statement of Intent and Statement of Performance Expectation SAC Levels 1 and 2 Competitive application information available
May 2016	June 2016	July 2016	August 2016
<p>Organisations:</p> <ul style="list-style-type: none"> PBRF prior year external research income (ERI) declarations submitted via Workspace 2 TEIs submit annual audited financial results, updates to forecast financial information and report 10-year Capital Asset spending intentions TEI indicative enrolment information submitted via Workspace 2 <p>TEC:</p> <ul style="list-style-type: none"> TEOs final updated performance against commitments information (SDR) uploaded to Workspace 2 Engagement with PTEs where required regarding under-delivery and low-performing provision Recovery of funding (previous year) completed Investment Approach Sector Reference Group meeting <p>Other:</p> <ul style="list-style-type: none"> Government Budget announced 	<p>Organisations:</p> <ul style="list-style-type: none"> Literacy and Numeracy fund progress reports submitted University draft Investment Plans submitted ITOs submit forecast 2017 budget & updated 2016 budget <p>TEC:</p> <ul style="list-style-type: none"> April SDR interim volume data published PBRF prior year wash-up commences Indicative allocation letters sent to TEOs (For PTEs: June/July) Release of 2015 EPI data on TEC website Mix of Provision (MoP) templates available through Workspace 2 Initial PLF calculations uploaded to Workspace 2 TEC Statement of Performance Expectation published Publication of Supplementary Plan Guidance (if required) to reflect any policy or Budget changes <p>Other:</p> <ul style="list-style-type: none"> OECD's Programme for the International Assessment of Adult Competencies (PIACC) released Annual Maximum Fee Movement (AMFM) Gazette Notice published (TBC) Mid-year SDR Roadshow 	<p>Organisations:</p> <ul style="list-style-type: none"> PTEs not exempt from Investment Plans submit Investment Plans via Workspace 2 Gateway progress reports submitted via Workspace 2 ACE in Schools MoPs due 31 July Trades Academies progress report submitted YG Secondary-Tertiary Pilot progress report submitted manually Priority Engineering report submitted via Workspace 2 <p>TEC:</p> <ul style="list-style-type: none"> TEOs notified of PLF adjustments to December payments via Workspace 2 PBRF data on RDC uploaded to Workspace 2 Input to NZQA PTE EER's scheduled between September-December Six month analysis of Employer-led Workplace Literacy & Numeracy Fund 	<p>Organisations:</p> <ul style="list-style-type: none"> August SDR submitted ICT Graduate Schools progress reports submitted Gateway initial allocation letters released (TBC) Gateway applications for new schools close Higher risk TEIs provide financial update to TEC TEIs submit Investment Plans via Workspace 2 by 31 August TEOs submit updated MoP by 31 August TEI indicative enrolment information submitted via Workspace 2 Priority Engineering report submitted via Workspace 2 Adult Literacy Educator Grant (ALEG) report submitted via Workspace 2 Medical Intern numbers submitted (Otago and Auckland) <p>TEC:</p> <ul style="list-style-type: none"> PBRF RDC data uploaded to Workspace 2 Investment Approach Sector Reference Group meeting Publish 2015 EPIs using current and new methodology National Literacy and Numeracy Symposium (8–9 August)
September 2016	October 2016	November 2016	December 2016
<p>Organisations:</p> <ul style="list-style-type: none"> TEI indicative enrolment information submitted via Workspace 2 <p>TEC:</p> <ul style="list-style-type: none"> TEI Investment Plan assessment starts August SDR analysed (payments reduced or withheld for future months where necessary) 	<p>Organisations:</p> <ul style="list-style-type: none"> Literacy and Numeracy fund progress reports submitted Priority Engineering report submitted via Workspace 2 <p>TEC:</p> <ul style="list-style-type: none"> Publication of Tertiary Education Performance Report (Oct/Nov) Indicative 2017 PBRF funding calculations undertaken PLF threshold scores published (for forthcoming year) August SDR interim volume data published Funding confirmation letters sent to ITOs on 2-year plans Q1 report to Minister on progress made against Statement of Intent and Statement of Performance Expectation 	<p>Organisations:</p> <ul style="list-style-type: none"> Revised MoPs submitted (if applicable) End of-year SDR Roadshow <p>TEC:</p> <ul style="list-style-type: none"> TEC 2015/2016 Annual Report published TEOs notified of final funding decisions via funding approval letters (November/December) TEOs notified of final PLF decisions MACs receive indicative allocations for 2017 PBRF data on RDC uploaded to Workspace 2 for 2017 allocations Investment Approach Sector Reference Group meeting 	<p>Organisations:</p> <ul style="list-style-type: none"> TEIs submit indicative enrolment information via Workspace 2 Gateway reports submitted YG Secondary-Tertiary progress report submitted <p>TEC:</p> <ul style="list-style-type: none"> Publish updated All Grants Provider Funding information PLF adjustments made (based on previous year's performance) MAC 2017 funding approved