

Intensive Literacy and Numeracy – conditions on funding

ILN001: TEO to supply information to the TEC

This condition is imposed under section 159YC(1) of the Education Act 1989.

As specified in section 159YC(1) of the Education Act 1989, it is a condition of a TEO receiving funding that the TEO will supply to the TEC, from time to time as required by the TEC, and in the form specified by the TEC, any financial, statistical, or other information that a TEO is required by the TEC to supply.

TEO to supply reports

A TEO that receives ILN funding 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.

Each progress report must:

- a) be submitted in accordance with the template; and
- b) relate to the specific delivery commitments outlined in the TEO's Investment Plan; and
- c) include the following information:
 - (i) the number of learners enrolled in each ILN programme of study or training; and
 - (ii) learner enrolment information, including the NSN, tuition hours received and the enrolment start and finish dates for each learner enrolled in each ILN programme of study or training during the period covered by the report.

Each final report must be submitted in accordance with the template and include the following information:

- a) the number of learners in each ILN programme of study or training; and
- b) the number of learner hours delivered; and
- c) the NSN and details of any learners not reported on in the progress reports; and
- d) a summary of learner demographics; and
- e) the regions in which the TEO delivered the provision; and

- f) a declaration that confirms that:
- (i) the TEO has monitored each learner's progress; and
 - (ii) the TEO used the Literacy and Numeracy for Adults Assessment Tool (including Starting Points) to carry out initial and progress assessments of each learner; and
 - (iii) the TEO has met its performance commitments.

TEO to supply financial viability information to the TEC

The TEO must supply to the TEC information relating to the financial viability of the TEO if the TEC requests that information.

TEO to supply information to the TEC in certain situations

The TEO must notify the TEC immediately if:

- a) any record that the TEO is required to keep under the Education Act 1989 has been lost or damaged; or
- b) the TEO is no longer able to comply with a condition of funding.

PTE to supply information to the TEC in certain situations

This condition applies to a private training establishment (PTE).

The PTE must notify the TEC immediately if:

- a) its New Zealand Qualifications Authority registration or accreditation is cancelled; or
- b) it is in liquidation or receivership; or
- c) it has a change of ownership or governance; or
- d) it changes its name; or
- e) it changes the location or locations at which the PTE delivers a course or courses.

For the purposes of this condition, a change of ownership or governance means any of the following:

- a) the merger of a PTE with another company or organisation; or
- b) transfer or sale to a trust; or
- c) transfer or sale of all or part of the business (assets) to a new owner; or
- d) change to the control of a PTE (private company); or
- e) change in a director of the PTE (private company).

ILN002: TEO to continue to meet specified criteria

This condition is imposed under section 159YC(2)(a) of the Education Act 1989.

The TEO must, for the length of the funding period, continue to be:

- a) an institute of technology or polytechnic (ITP); or
- b) a private training establishment (PTE); or
- c) a wānanga; or
- d) a university; or
- e) a state or state-integrated school.

ILN003: TEO to continue to meet quality assurance requirements

This condition is imposed under section 159YC(2)(a) of the Education Act 1989.

The TEO must, for the length of the funding period, continue to be quality assured by:

- a) the New Zealand Qualifications Authority, if the TEO is an ITP, PTE, or wānanga; or
- b) the New Zealand Vice-Chancellors' Committee (trading as Universities NZ), if the TEO is a university; or
- c) the Education Review Office, if the TEO is a state or state-integrated school.

ILN004: TEO to ensure learners meet criteria

This condition is imposed under section 159YC(2)(a) of the Education Act 1989.

The TEO must ensure that each learner that the TEO enrolls in an eligible programme of study or training:

- a) is, and continues to be, a New Zealand citizen or resident; and
- b) has low skill levels in literacy, numeracy, or literacy and numeracy.

Definition of low skill level in literacy, numeracy, or literacy and numeracy

For the purposes of this condition, a learner has a low skill level in literacy, numeracy, or literacy and numeracy:

- a) if the learner has fewer than 80 credits on the New Zealand Qualifications Framework (NZQF); or
- b) if the learner has more than 80 credits on the NZQF, the learner has fewer than 12 credits in literacy and/or numeracy in unit standards and/or achievement standards.

ILN005: TEO to ensure programmes meet criteria

This condition is imposed under section 159YC(2)(a) of the Education Act 1989

The TEO must ensure that a programme of study or training in which an eligible learner is enrolled continues to be a programme that:

- a) provides literacy, numeracy, or literacy and numeracy study or training that is specific, rather than embedded, within the programme; and
- b) contributes to the Government's priority for literacy and numeracy, as set out in the Tertiary Education Strategy 2014-2019; and
- c) is of high quality and comprises value for money; and
- d) enables each learner to use English and numeracy skills to meaningfully engage in New Zealand society; and
- e) is effective in improving each learner's literacy, numeracy, or literacy and numeracy skills; and
- f) has measurable literacy and numeracy outcomes; and
- g) is flexible and able to be tailored to meet the needs of an individual adult learner; and
- h) is provided by a tutor who holds an appropriate qualification (such as the National Certificate in Adult Literacy and Numeracy Education (Vocational)).

ILN006: TEO not to charge fees

This condition is imposed under section 159YC(2)(a) of the Education Act 1989.

The TEO must not charge a fee to a learner who is participating in an eligible programme of study or training for which the TEO receives ILN funding.

ILN007: TEO not to receive other Crown funding

This condition is imposed under section 159YC(2)(a) of the Education Act 1989.

The TEO must:

- a) not (without the TEC's prior written consent) seek or obtain funding from any Crown source other than the TEC to fund a programme of study or training that receives ILN funding; and
- b) notify the TEC immediately if it becomes aware of any circumstances that might result in a breach of paragraph a) of this condition.

ILN008: TEO to use funding responsibly

This condition is imposed under section 159YC(2)(a) of the Education Act 1989.

The TEO must use the funding:

- a) lawfully, responsibly, and for the purposes for which it is provided; and
- b) in a manner consistent with the appropriate use of public funds.

ILN009: TEO to repay excess funding

This condition is imposed under section 159YC(2)(a) of the Education Act 1989.

If the TEO receives ILN funding that is greater than it should have been, or that it was not entitled to receive, the TEO 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 the TEC to the TEO.

Funding that is greater than it should have been

For the purposes of this condition, the TEC will determine whether the TEO received funding that was greater than it should have been by:

- a) multiplying the number of places specified in the TEO's Investment Plan by 100 (the average number of hours required per place); and
- b) subtracting the total number of hours delivered in the calendar year from the figure in (a).

For example:

(Places in Investment Plan x 100 hours) – Total hours delivered = under/over-delivery
(recoverable amount where there is under delivery).

ILN010: TEO to use Literacy and Numeracy for Adults Assessment Tool

This condition is imposed under section 159YC(2)(a) of the Education Act 1989.

The TEO must have in place an effective assessment process for identifying a learner's literacy, numeracy, or literacy and numeracy gains, including the use of the Literacy and Numeracy for Adults Assessment Tool.

In order to comply with this condition, the TEO must:

- a) carry out an initial assessment of each learner at the beginning of the programme of study or training in which the learner is enrolled; and
- b) carry out a progress assessment of each learner at the end of the programme of study or training in which the learner is enrolled.

ILN011: TEO to provide specified amount of provision to learners

This condition is imposed under section 159YC(2)(b) of the Education Act 1989.

The TEO must:

- a) on average, deliver 100 hours of literacy, numeracy, or literacy and numeracy tuition to each learner; and
- b) deliver the tuition within a 5 to 20 week period.

ILN012: TEO to meet benchmarks

This condition is imposed under section 159YC(2)(b) of the Education Act 1989.

The TEO must meet the following delivery benchmarks:

- a) by 31 May, the TEO must have delivered at least 40% of the provision specified in its Investment Plan; and
- b) by 30 September, the TEO must have delivered at least 70% of the provision specified in its Investment Plan.

The TEC will monitor the TEO's compliance with this condition through the progress reports that the TEO must supply to the TEC under condition ILN001.

ILN013: Tertiary Education Institutions to keep enrolment records

This condition is imposed under section 159YC(2)(a) of the Education Act 1989.

This condition applies to a Tertiary Education Institution (TEI) that receives ILN funding via an Investment Plan.

The TEI must keep accurate and up-to-date records of enrolments in accordance with any requirements developed by the TEC.

ILN014: TEO to verify learner identity

This condition is imposed under section 159YC(2)(a) of the Education Act 1989.

The TEO must verify the identity of each learner enrolled in an ILN programme of study or training 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
- e) if a learner is unable to obtain a birth certificate for the purposes of (d)(i) above, contacting the TEC to confirm that a whakapapa statement signed by both the learner and a kaumātua is acceptable evidence of identity.

For the purposes of this condition a certified copy is a photocopy 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 law in New Zealand to certify documents, such as a Justice of the Peace, a lawyer, or a court official (Court Registrar or Deputy Registrar); and
- b) have the signature of the person certifying on each page, with the name and title of the person shown clearly below his or her signature.