



# Investment Guidance Supplement

Public administration requirements for tertiary education institutions - universities, institutes of technology and polytechnics, and wānanga

August 2007

## Introduction

1. This supplement to the Tertiary Education Commission's (TEC) Investment Guidance explains the public administration requirements to be addressed in the Investment Plans (Profiles) of Tertiary Education Institutions (TEIs).
2. The new investment approach set out in the Investment Guidance balances the need to ensure that Plans focus on strategically important issues relating to the government's interests in the tertiary sector, with the requirement on TEIs to report against a wider, more detailed range of objectives and performance targets to meet other legislative and reporting requirements.
3. The Plan should:
  - be a high level document focused on achieving the outcomes required of the reforms, and
  - reflect a high trust, high accountability, low compliance cost environment where this is possible.
4. Whereas planning documentation should align more broadly with the relevant legislation (Education Act, Public Finance Act, and Crown Entities Act).
5. This year the gazetted content and criteria for Plans (Profiles) set out in the Investment Guidance have been framed to support the transition to the Investing in a Plan system.

## Public administration requirements

6. The Plan is a single document that can, amongst other things, enable TEIs to meet their public administration requirements. While the content of Plans is prescribed, the design and presentation of these documents is left to individual institutions. This allows a great deal of flexibility in how Plans are developed and how they fit with other institutional processes and planning documentation.
7. The Statement of Objectives (or Profile) must provide sufficient coverage of the entire breadth of the TEI's activities (a complete picture of non-financial performance, not just those activities funded by the TEC). It must be clearly identifiable within the planning documentation submitted to the TEC.
8. Planning documentation for this planning round must be developed under the current legislation and therefore, TEIs must meet the requirements currently set out in the Education Act 1989. Section 220(2A)(f) of the Education Act 1989 requires each institution to include a Statement of Service Performance in its annual report. The Statement of Service Performance reports on the institution's performance compared with its objectives and performance targets specified in the institution's Profile for that financial year.

## Preparing Plans

9. TEIs have processes and documentation that are, in many instances, unique to each organisation. Although the gazetted criteria sets out the Plan (Profile) requirements, each institution can present the required information in its Plan document in the way that best suits the institution.
10. For clarity, it is suggested that TEIs include all the objectives and indicators that will form part of the institution's Statement of Service Performance in one part of the Plan (Profile). Alternatively, some institutions may wish to supply these objectives and indicators as an annex to their Plan (Profile). The Commission will consider those indicators that relate to TEC funded activity and approve these with the Plan (Profile). Indicators that relate to non-TEC-funded activity will be noted.

