Tertiary Education Commission
Te Amorangi Mātauranga Matua

Learning Webinar

Supporting TEOs to create milestones

Agenda

- What are milestones? (5 minutes)
- What makes a good milestone? (15 minutes)
- Examples of good milestones (15 minutes)
- Q&A (25 minutes)

What are milestones?

Milestones for performance

- Mechanism to set and meet performance expectations

- Also referred to as activities, deliverables, and/or incentive payments

- Used to establish a schedule of payments

- Evidence must be submitted to demonstrate completion and achievement

- Submitted by TEO, and agreed to by TEC

When might milestones be required?

Milestones may be required for elements of the UFS:

- Strategic component

- Learner component

Creating good milestones

The 4 components

A good milestone includes 4 components:

- **What:** the activity that will take place
- **Why:** the connection between the activity and your TEO's context and goals
- **When:** the specific and realistic timeline
- **How:** the evidence you will submit

The why: Alignment & context

Good milestones consider the context of your TEO and align to priorities and commitments already in place. For example, alignment to:

- Workforce Development Council initiatives
- Educational performance commitments
- Unique needs of your learners, and/or Learner Success Plan
- The Minister of Education priorities for VET

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Additional tips

- Tailor to your size and/or the funding amount

- Evenly distribute payments for the funding period, 50% in each half of the year

- Double check payments add up to the allocated or requested total dollars/percentage
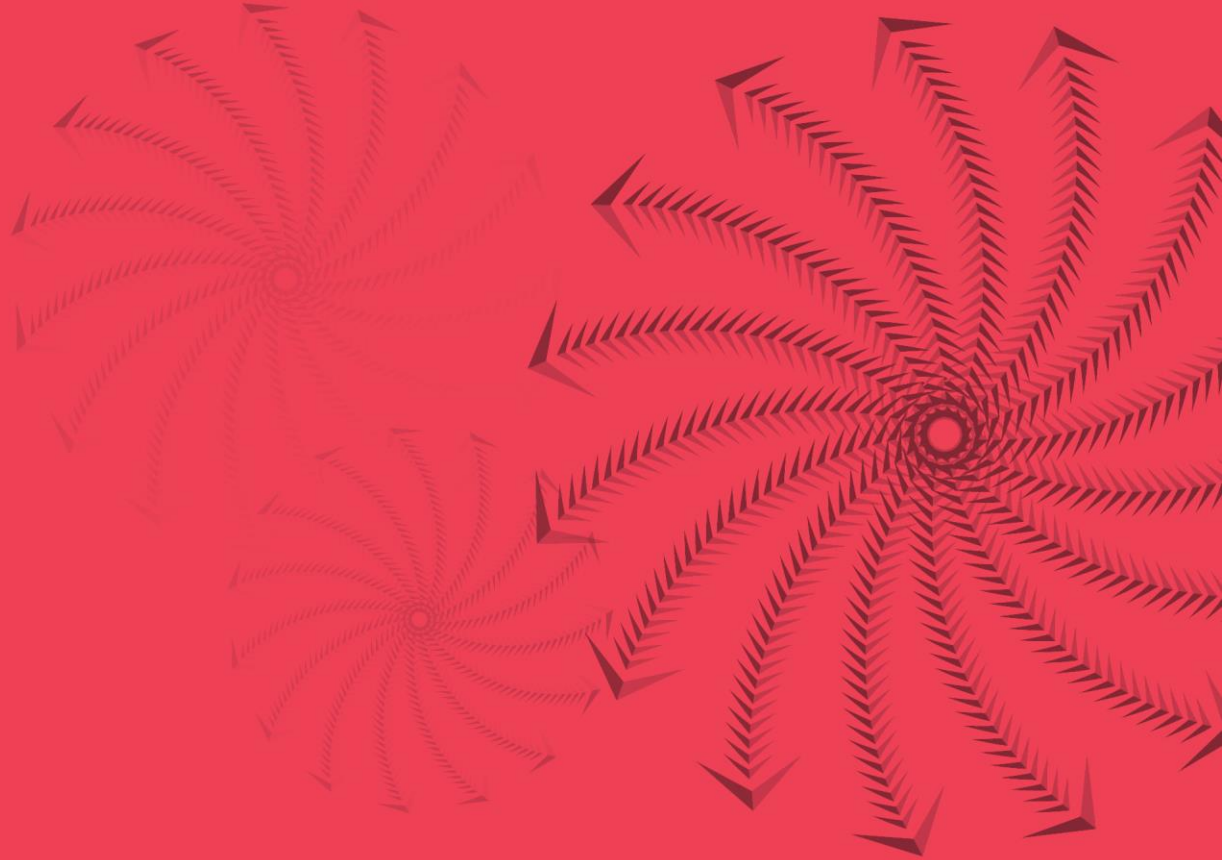
Milestone table

- Summarise for submission into a milestone table

Milestone title	Milestone description	Deliverable date	Proposed payment amount
A few words to summarise the milestone	*A description of the what and why to justify the milestone*	*The deliverable due date*	*The payment amount for the milestone*

Examples

Example: Strategic component

Milestone #	Deliverable	Due date	Proposed payment amount
1 – Progress report	Submission of a satisfactory progress report that provides: • evidence the completion of the capital expenditure required to undertake the initiative • an update on recruitment required to complete the initiative • an update on budget and spend to date	1 March	40% of total
2 – Progress report	Submission of a satisfactory progress report that provides: • evidence that engagement with community groups has been undertaken (could include minutes of the engagement, a summary report etc.) • an update on progress of the programme maintenance (could include summary of activities to date, next steps, etc.)	1 June	20% of total
3 – Final Report	Submission of a satisfactory final report that provides: • evidence of completion of the initiative • final budget update • a report on lessons learned while implementing the initiative	15 December	40% of total

Examples: Learner component

Stakeholder engagement	Organisational performance
Complete X number of focus groups with Y stakeholders for Z purpose.	Complete X research to collect Y data.
Establish and conduct X number of meetings with Y advisory group.	Implement X surveys for Y purpose (eg, learner/student voice, inclusion, removing barriers to learning).
Consult X number of employers to align delivery to learner needs.	Conduct analysis on X problem (eg, poor completion rates), using X data for Y purpose.
Hold X number of learner/student voice meetings.	Develop X strategy to address Y problem (eg, poor completion rates).
Conduct X number of meetings with learner/student representatives for Y purpose.	Update X plan for Y purpose (eg, supporting learner success).
Facilitate X focus groups with Y stakeholders to improve learner/student voice.	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).	Develop X system as a mechanism for learner feedback.
	Implement X technology solution for improved analytics.
	Design reporting tools for Y purpose.
Hire and induct X support staff for Y purpose.	Add X capability into business intelligence reporting and systems.

Questions?

Thank you