

14 February 2024

«first_or_preferred_name» «surname»

«Business_Division»

Te Pūkenga – New Zealand Institute of Skills and Technology

Tēnā koe «first_or_preferred_name»,

In December we received a [Letter of Expectations](#) from our new Minister for Tertiary Education and Skills, Hon. Penny Simmonds. In the letter, the Minister confirmed it is no longer the Government's intention to have a centralised organisation delivering vocational education and training.

We now need to ensure we align our work programme with the Government's intent. We propose to revert to our previous structure by restoring disestablished positions and unwinding or not proceeding with other changes (such as reporting line and title changes). It would also involve halting all recruitment for the Tāraia te anamata | Creating our futures structure.

We consider that, based on the Government's intention, proceeding in this way is the only realistic approach and it will best position the sector for regionally-based institutions. The aim is to minimise disruption for kaimahi.

We have set out below what this would mean for you if we proceeded in this way and are seeking your feedback on this approach.

What would this mean for you?

This letter outlines the options available to you, for your feedback and consideration.

Your position of «position_name», reporting to «supervisor_position_name», in «Business_Division», Te Pūkenga was confirmed as disestablished in the Tāraia te anamata | Creating our futures decision and you were provided with notice that your employment would end unless a suitable redeployment opportunity was agreed with you.

You have accepted a new position «Position_offered», reporting to «New_supervisor» in the «New_Business_Group» group in the new structure.

If we were to proceed as outlined above, we would restore your previous position and offer this to you. However, as you have already accepted the new position, and despite the proposed change in approach, we would also be open to leaving this position in place for you and set out your options below:

1. You could agree to retain your disestablished position («[position_name](#)») reporting to «[supervisor_position_name](#)», in «[Business_Division](#)»). This would be on your previous terms and conditions of employment; or
2. You could continue with the new position you have accepted in the Tāraia te anamata structure, «[Position_offered](#)», on the terms and conditions of your new employment agreement. In relation to this option, it is important to note that as a result of the proposed change in direction:
 - a. there will likely need to be changes to the focus and tasks of the position; and
 - b. the position may be subject to review at a later date, however, we would consult with you at that time in the usual way.

We are also conscious that some kaimahi may have other circumstances that require further kōrero, such as those on secondments or those who have held additional duties for an extended time. If that applies to you or you need more information, please speak with the relevant managers and your local People, Culture and Wellbeing team.

If you think you have received this letter in error, please let People, Culture and Wellbeing know via peopleandculture@tepukenga.ac.nz. Please also note, in the circumstances, Te Pūkenga has decided to withdraw all unaccepted offers of employment to any of the new positions in the Tāraia te anamata structure. If this applies to you, please treat this letter as notice to that effect.

We encourage you to seek independent advice regarding the direction Te Pūkenga proposes to take and what this may mean for you and to provide your feedback as set out below.

Your feedback

We are now seeking your feedback on the proposed approach outlined in this letter. If there's another option you would like us to consider, or if you have any questions about this letter, please share this in your feedback.

How do I share my response?

This consultation is focused on the options available to individual kaimahi. This individual letter shares the options available to you. Please share your feedback with us via email at peopleandculture@tepukenga.ac.nz by 5pm on 28 February. Please include your email, your name, business division and current position in your feedback.

You may wish to share a response that includes:

1. Feedback on the proposed approach outlined in this letter and a return to our previous structure.
2. If we do proceed as outlined above, whether you would prefer to retain your disestablished position, or continue with your new position.
3. Any concerns or other comments you may have and any other options you would like us to consider.

Once consultation closes, we will share our decisions with you in a timely manner. We will also outline the next steps and timing.

We appreciate that this ongoing change and uncertainty has been difficult. If you need any additional support during this time please reach out to your leader, union representative or your People, Culture and Wellbeing team. If you would like to access confidential support this is available to you and your whānau through the Employee Assistance Provider of your division or through [Vitaē](#) on phone 0508 664 981.

Kia manawa nui, kia manawa roa, kia manawa ora

Keri-Anne Tane

Pourangi Tangata | Chief People Officer

RELEASED UNDER THE
OFFICIAL INFORMATION ACT 1982

14 February 2024

«first_or_preferred_name» «surname»

«Business_Division»

Te Pūkenga – New Zealand Institute of Skills and Technology

Tēnā koe «first_or_preferred_name»,

In December we received a [Letter of Expectations](#) from our new Minister for Tertiary Education and Skills, Hon. Penny Simmonds. In the letter, the Minister confirmed it is no longer the Government's intention to have a centralised organisation delivering vocational education and training.

We now need to ensure we align our work programme with the Government's intent. We propose to revert to our previous structure by restoring disestablished positions and unwinding or not proceeding with other changes (such as reporting line and title changes). It would also involve halting all recruitment for the Tāraia te anamata | Creating our futures structure.

We consider that, based on the Government's intention, proceeding in this way is the only realistic approach and it will best position the sector for regionally-based institutions. The aim is to minimise disruption for kaimahi.

We have set out below what this would mean for you if we proceeded in this way and are seeking your feedback on this approach.

What would this mean for you?

This letter outlines the options available to you, for your feedback and consideration.

You have accepted a new position «Position_offered» reporting to «New_supervisor» in the «New_Business_Group» group in the new structure.

As you have already accepted the new position, and despite the proposed change in approach, we would be open to leaving this position in place for you. We would also be open to you returning to your previous position and we set out your options below:

1. You could continue with the new position you have accepted in the Tāraia te anamata structure, «Position_offered», on the terms and conditions of the new employment agreement. In relation to this option, it is important to note that as a result of the proposed change in direction:
 - a. there will likely need to be changes to the focus and tasks of the position; and
 - b. the position may be subject to review at a later date, however, we would consult with you at that time in the usual way.

2. You could agree to retain your position «position_name», reporting to «supervisor_position_name», in «Business_Division» Te Pūkenga. This would be on the applicable terms and conditions of employment.

We are also conscious that some kaimahi may have other circumstances that require further kōrero, such as those on secondments or those who have held additional duties for an extended time. If that applies to you or you need more information, please speak with the relevant managers and your local People, Culture and Wellbeing team.

If you think you have received this letter in error, please let People, Culture and Wellbeing know via peopleandculture@tepukenga.ac.nz. Please also note, in the circumstances, Te Pūkenga has decided to withdraw all unaccepted offers of employment to any of the new positions in the Tāraia te anamata structure. If this applies to you, please treat this letter as notice to that effect.

We encourage you to seek independent advice regarding the direction Te Pūkenga proposes to take and what this may mean for you and to provide your feedback as set out below.

Your feedback

We are now seeking your feedback on the proposed approach outlined in this letter. If there's another option you would like us to consider, or if you have any questions about this letter, please share this in your feedback.

How do I share my response?

This consultation is focused on the options available to individual kaimahi. This individual letter shares the options available to you. Please share your feedback with us via email at peopleandculture@tepukenga.ac.nz by 5pm on 28 February. Please include in your email, your name, business division and current position.

You may wish to share a response that includes:

1. Feedback on the proposed approach outlined in this letter and a return to our previous structure.
2. If we do proceed as outlined above, whether you would prefer to retain your previous position as «position_name», or continue with your new position as «Position_offered».
3. Any concerns or other comments you may have and any other options you would like us to consider.

Once consultation closes, we will share our decisions with you in a timely manner. We will also outline the next steps and timing.

We appreciate that this ongoing change and uncertainty has been difficult. If you need any additional support during this time please reach out to your leader, union representative or your People, Culture and Wellbeing team. If you would like to access confidential support this is available to you and your whānau through the Employee Assistance Provider of your division or through [Vitae](#) on phone 0508 664 981.

Kia manawa nui, kia manawa roa, kia manawa ora

Keri-Anne Tane

Pourangi Tangata | Chief People Officer

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14 February 2024

«first_or_preferred_name» «surname»

«Business_Division»

Te Pūkenga – New Zealand Institute of Skills and Technology

Tēnā koe «first_or_preferred_name»,

We are sending you this letter because you were made an offer for a new position (the «Position_offered») in the Tāraia te anamata structure. We are writing to let you know about a proposed change in direction for Te Pūkenga (explained further below) and about what we intend to do with the offer we have made to you, noting that you have not accepted that offer.

In December we received a [Letter of Expectations](#) from our new Minister for Tertiary Education and Skills, Hon. Penny Simmonds. In the letter, the Minister confirmed it is no longer the Government's intention to have a centralised organisation delivering vocational education and training.

We now need to ensure we align our work programme with the Government's intent. We propose to revert to our previous structure by restoring disestablished positions and unwinding or not proceeding with other changes (such as reporting line and title changes). It would also involve halting all recruitment for the Tāraia te anamata | Creating our futures structure.

We consider that, based on the Government's intention, proceeding in this way is the only realistic approach and it will best position the sector for regionally-based institutions. The aim is to minimise disruption for kaimahi.

If we proceed in this way, the new position of «Position_offered» would be disestablished, however, your current position of «position_name», reporting to «supervisor_position_name» in «Business_Division» would remain.

Withdrawal of offer

In the circumstances, Te Pūkenga has decided to withdraw all unaccepted offers of employment to any of the new positions in the Tāraia te anamata structure. Please treat this letter as notice to that effect.

However, we are conscious that some kaimahi may have other circumstances that require further kōrero, such as those who have accepted a new role within Tāraia te anamata. If you think that you have received this letter in error, please let People, Culture and Wellbeing know via email to peopleandculture@tepukenka.ac.nz.

What happens now?

You will continue in your current position, on the same terms and conditions of employment.

You are also welcome to share any feedback about the proposed approach and a return to our previous structure. If you have any feedback about the proposed approach outlined in this letter, please share your feedback with us peopleandculture@tepukenga.ac.nz, consultation closes at 5pm on 28 February.

You may wish to share a response that includes:

1. Feedback on the proposed approach outlined in this letter and a return to our previous structure.
2. Any concerns or other comments you may have and any other options you would like us to consider.

Once consultation closes, we will review feedback and share our decisions with you in a timely manner. In the meantime, if you have any pātai, please contact your leader or People, Culture and Wellbeing team. If you would like to access confidential support this is available to you and your whānau through the Employee Assistance Provider of your division or through [Vitae](#) on phone 0508 664 981.

Kia manawa nui, kia manawa roa, kia manawa ora

Keri-Anne Tane

Pourangi Tangata | Chief People Officer

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14 February 2024

«first_or_preferred_name» «surname»

«Business_Division»

Te Pūkenga – New Zealand Institute of Skills and Technology

Via email: «email_address»

Tēnā koe «first_or_preferred_name»,

In December we received a [Letter of Expectations](#) from our new Minister for Tertiary Education and Skills, Hon. Penny Simmonds. In the letter, the Minister confirmed it is no longer the Government's intention to have a centralised organisation delivering vocational education and training.

We now need to ensure we align our work programme with the Government's intent. We propose to revert to our previous structure by restoring disestablished positions and unwinding or not proceeding with other changes (such as reporting line and title changes). It would also involve halting all recruitment for the Tāraia te anamata | Creating our futures structure.

We consider that, based on the Government's intention, proceeding in this way is the only realistic approach and it will best position the sector for regionally-based institutions. The aim is to minimise disruption for kaimahi.

We have set out below what this would mean for you if we proceeded in this way and are seeking your feedback on this approach.

What would this mean for you?

This letter outlines the options available to you, for your feedback and consideration.

As you know, your current position of «position_name», reporting to «supervisor_position_name» in «Business_Division», Te Pūkenga was confirmed as disestablished in the Tāraia te anamata | Creating our futures decision and you were provided with notice that your employment would end on the date advised unless a suitable redeployment opportunity was agreed to with you. With the Minister's change in direction, we propose to restore your position in our structure.

The most straightforward way to achieve this outcome is to agree with you that the notice you were provided in September 2023 is withdrawn. This would mean that you would remain in your current position on your existing terms and conditions of employment.

If you do not agree to this, then we propose to offer you redeployment, back into your current position. If for some reason this is not reasonable or practicable, we would try and identify another existing and

suitable vacancy. If you are offered your current position or other suitable redeployment, you would not be entitled to redundancy compensation if you declined the offer, and your employment would end in accordance with the notice you have been given.

If you do not consider your current position is suitable for redeployment, please let us know as part of your feedback and we can discuss your situation in more detail.

In the circumstances, Te Pūkenga has also decided to withdraw all unaccepted offers of employment to any of the new positions in the Tāraia te anamata structure. If this applies to you, please treat this letter as notice to that effect.

We are also conscious that some kaimahi may have other circumstances that require further kōrero, such as those who have accepted a new position within Tāraia te anamata (either verbally or in writing), those on secondments, and those who have held extended duties for a period of time. If that applies to you, or if you think you have received this letter in error, please let People, Culture and Wellbeing know via email to peopleandculture@tepukenga.ac.nz.

We encourage you to seek independent advice regarding the direction Te Pūkenga proposes to take and what this may mean for you and to provide your feedback as set out below.

Your feedback

We are now seeking your feedback on the proposed approach outlined in this letter. If there's another option you would like us to consider, or if you have any questions about this letter, please share this in your feedback.

How do I share my response?

This consultation is focused on the options available to individual kaimahi. This individual letter shares the options available to you. Please share your feedback with us via email at: peopleandculture@tepukenga.ac.nz by 5pm on 28 February. Please include your email, your name, business division and current position in your feedback.

You may wish to share a response that includes:

1. Feedback on the proposed approach outlined in this letter and a return to our previous structure.
2. Whether you would agree to Te Pūkenga withdrawing your notice of termination.
3. Any concerns you have about the proposal to restore your current position and offer to redeploy you back to it.
4. Any concerns or other comments you may have and any other options you would like us to consider.

Once consultation closes, we will share our decisions with you in a timely manner. We will also outline the next steps and timing.

We appreciate that this ongoing change and uncertainty has been difficult. If you need any additional support during this time please reach out to your leader, union representative or your People, Culture and Wellbeing team. If you would like to access confidential support this is available to you and your whānau through the Employee Assistance Provider of your division or through [Vitae](#) on phone 0508 664 981.

Kia manawa nui, kia manawa roa, kia manawa ora

Keri-Anne Tane

Pourangi Tangata | Chief People Officer

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14 February 2024

«first_or_preferred_name» «surname»

«Business_Division»

Te Pūkenga – New Zealand Institute of Skills and Technology

Via email: «email_address»

Tēnā koe «first_or_preferred_name»,

In December we received a [Letter of Expectations](#) from our new Minister for Tertiary Education and Skills, Hon. Penny Simmonds. In the letter, the Minister confirmed it is no longer the Government's intention to have a centralised organisation delivering vocational education and training.

We now need to ensure we align our work programme with the Government's intent. We propose to revert to our previous structure by restoring disestablished positions and unwinding or not proceeding with other changes (such as reporting line and title changes). It would also involve halting all recruitment for the Tāraia te anamata | Creating our futures structure.

We consider that, based on the Government's intention, proceeding in this way is the only realistic approach and it will best position the sector for regionally-based institutions. The aim is to minimise disruption for kaimahi.

We have set out below what this would mean for you if we proceeded in this way and are seeking your feedback on this approach.

What would this mean for you?

With the change in direction, we propose to no longer proceed with the changes to your position.

You would remain in your current position of «position_name» at «Business_Division», reporting to «supervisor_position_name».

Your feedback

Please share your feedback with us via email at peopleandculture@tepukenga.ac.nz by 5pm on 28 February. Please include your email, your name, business division and current position in your feedback.

Your feedback may include:

1. Your response to the proposed approach outlined in this letter i.e. to revert to our previous structure.
2. Any concerns or other comments you may have and any other options you would like us to consider.

Once consultation closes, we will share our decisions with you in a timely manner. We will also outline the next steps and timing.

We appreciate that this ongoing change and uncertainty has been difficult. If you need any additional support during this time please reach out to your leader, union representative or your People, Culture and Wellbeing team. We welcome you seeking independent advice regarding this letter. If you would like to access confidential support, this is available to you and your whānau through the Employee Assistance Provider of your division or through [Vitae](#) on phone 0508 664 981.

Kia manawa nui, kia manawa roa, kia manawa ora,

Keri-Anne Tane

Pourangi Tangata | Chief People Officer

RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982



DATE

«first_or_preferred_name» «surname»

«Business_Division»

Te Pūkenga – New Zealand Institute of Skills and Technology

Via email: «email_address»

Tēnā koe «first_or_preferred_name»,

In February, we started consultation with you about reversing the changes confirmed in the Tāraia te anamata | Creating our futures structure. We appreciate the feedback received from kaimahi across the motu, and you can find a summary of the feedback and themes here on Te Whare [add link].

After considering the feedback, we can confirm that Te Pūkenga is returning to the structure in place before the Tāraia te anamata | Creating our future – decision was confirmed in September 2023. This will involve restoring most disestablished positions for affected kaimahi and not proceeding with other changes, like reporting line and title changes.

Decisions will be shared in stages as we work through this important kōrero with some kaimahi at a different pace from others. Today we share the final decision about your position with you.

On the basis set out in our earlier letter to you, you have decided to continue with the role you have accepted within the Tāraia te anamata | Creating our futures structure.

What does this mean for you?

Your position is confirmed as «CoF_New_position_offered_new_job_title», reporting to «CoF_Supervisor_position_title_of_new_pos» in the «CoF_Business_group_for_new_position_offe» group, effective from «CoF_position_Start_Date».

As advised in our earlier letter, it is important to note that there will likely be changes to the focus and tasks of the position and in time the position will likely be subject to formal review. We will discuss these changes with you, and if the proposed changes are significant, we will consult formally with you.

Your division and national office leaders will meet and work with you to support your transition into the new position if you haven't started already.

Because you have accepted the new position of «CoF_New_position_offered_new_job_title», «Business_Division» will now consider whether they need to recruit to replace your division role. Division leaders will follow the usual review and approval process and will recruit if necessary.

I want to take this opportunity to say congratulations to you again on your successful appointment to the role. I know that applying for a new role takes vulnerability and energy, and the excitement of

being successful in a recruitment process has been impacted by the uncertainty of another consultation process. «First_Name», thank you again for your continued commitment to vocational education and training.

If you think there are any errors in this letter or if you have questions, please email PeopleAndCulture@tepukenka.ac.nz or see your division's People, Culture and Wellbeing team.

If you need any additional support please reach out to your leader, union representative or your People, Culture and Wellbeing team. You are welcome to seek independent advice and if you would like to access confidential support, it is available to you and your whānau through your division's Employee Assistance Provider or through [Vitae](#) on phone 0508 664 981.

Kia manawa nui, kia manawa roa, kia manawa ora



Gus Gilmore

Tumuaki | Chief Executive

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[DATE]

[NAME]

[BUSINESS DIVISION]

Te Pūkenga – New Zealand Institute of Skills and Technology

Via email: [email]

Tēnā koe [NAME],

In February, we started consultation with you about reversing the changes confirmed in the Tāraia te anamata | Creating our futures structure. We appreciate the feedback received from kaimahi across the motu, and you can find a summary of the feedback and themes [here on Te Whare](#).

After considering the feedback, we can confirm that Te Pūkenga is returning as best we can to the structure in place before the Tāraia te anamata | Creating our futures decision was confirmed in September 2023. This will involve restoring most disestablished positions for affected kaimahi and not proceeding with other changes, like reporting line and title changes.

Decisions will be shared in stages as we work through this important kōrero with some kaimahi at a different pace from others. Today we share the final decision about your position with you.

What does this mean for you?

This letter confirms that following consultation, you will retain your position of [ORIGINAL ROLE TITLE], reporting to [LINE MANAGER], in [BUSINESS DIVISION]. You will continue on the same terms and conditions that were applicable to you before you accepted the Tāraia te anamata | Creating our futures position.

For completeness, the notice of disestablishment, and the end date of your employment as issued to you in September 2023 no longer applies.

Although you will not continue with the [NEW ROLE TITLE APPOINTED DURING TARAIA TE ANAMATA] reporting to the [LINE MANAGER] in the [GROUP CREATED BY TARAIA TE ANAMATA] group in the new structure, I'd like to acknowledge your achievement in being offered this role. I know that applying for a new role takes courage and energy, and I congratulate you on your success in this recruitment process. [NAME], thank you again for your continued commitment to vocational education and training.

How do I confirm I want to retain my position?

To formally acknowledge that you want to retain your position [ORIGINAL ROLE TITLE], reporting to [LINE MANAGER], in [BUSINESS DIVISION] Te Pūkenga, please email [BUSINESS DIVISION CONTACT EMAIL ADDRESS] by [DATE]. You can confirm your agreement by signing and returning this letter, or by detailing your agreement in your email. These details are at the end of this letter.

If you think there are any errors in this letter or if you have questions, please email [BUSINESS DIVISION CONTACT EMAIL ADDRESS] or see your division's People, Culture and Wellbeing team.

If you need any additional support please reach out to your leader, union representative or your People, Culture and Wellbeing team. You are welcome to seek independent advice and if you would like to access confidential support, it is available to you and your whānau through your division's Employee Assistance Provider or through Vitae on phone 0508 664 981.

Kia manawa nui, kia manawa roa, kia manawa ora



Gus Gilmore

Tumuaki | Chief Executive

Confirmation

I[NAME] confirm that I do not wish to proceed with the new position [NEW ROLE TITLE APPOINTED DURING TARAIA TE ANAMATA] and that I agree to remain in my position of [ORIGINAL ROLE TITLE] reporting to [LINE MANAGER], in [BUSINESS DIVISION] Te Pūkenga. This will be on the same terms and conditions currently applicable to me in that position. I also confirm that I have had time to seek independent advice prior to signing this letter.

Name:

Date:

Signature:

RELEASED UNDER THE
OFFICIAL INFORMATION ACT 1982



[DATE]

[NAME]

[BUSINESS DIVISION]

Te Pūkenga – New Zealand Institute of Skills and Technology

Via email: [email]

Tēnā koe [NAME],

In February, we started consultation with you about reversing the changes confirmed in the Tāraia te anamata | Creating our futures structure. We appreciate the feedback received from kaimahi across the motu, and you can find a summary of the feedback and themes [here on Te Whare](#).

After considering the feedback, we can confirm that Te Pūkenga is returning as best we can to the structure in place before the Tāraia te anamata | Creating our futures decision was confirmed in September 2023. This will involve restoring most disestablished positions for affected kaimahi and not proceeding with other changes, like reporting line and title changes.

Decisions will be shared in stages as we work through this important kōrero with some kaimahi at a different pace from others. Today we share the final decision about your position with you.

What does this mean for you?

This letter confirms that following consultation, you will be redeployed into the position of [NEW JOB TITLE], reporting to [NEW LINE MANAGER], in [BUSINESS DIVISION]. The terms and conditions of employment are attached.

Although you will not continue with the [NEW ROLE TITLE APPOINTED DURING TARAIA TE ANAMATA] in the [GROUP CREATED BY TARAIA TE ANAMATA] group in the new structure, I'd like to acknowledge your achievement in being offered this role. I know that applying for a new role takes courage and energy, and I congratulate you on your success in this recruitment process. [NAME], thank you again for your continued commitment to vocational education and training.

How do I confirm I want to retain my position?

To formally acknowledge that you want to retain your position [NEW JOB TITLE], reporting to [NEW LINE MANAGER], in [BUSINESS DIVISION] Te Pūkenga, please email [BUSINESS DIVISION CONTACT EMAIL ADDRESS] by [DATE]. You can confirm your agreement by signing and returning this letter, or by detailing your agreement in your email. These details are at the end of this letter.

If you think there are any errors in this letter or if you have questions, please email [BUSINESS DIVISION CONTACT EMAIL ADDRESS] or see your division's People, Culture and Wellbeing team.

If you need any additional support please reach out to your leader, union representative or your People, Culture and Wellbeing team. You are welcome to seek independent advice and if you would like to access confidential support, it is available to you and your whānau through your division's Employee Assistance Provider or through Vitae on phone 0508 664 981.

Kia manawa nui, kia manawa roa, kia manawa ora



Gus Gilmore

Tumuaki | Chief Executive

Confirmation

I [NAME] confirm that I do not wish to proceed with the new position [NEW ROLE TITLE APPOINTED DURING TARAIA TE ANAMATA] and that I agree to remain in my position of [NEW JOB TITLE], reporting to [NEW LINE MANAGER], in [BUSINESS DIVISION] Te Pūkenga. This will be on the same terms and conditions currently applicable to me in that position. I also confirm that I have had time to seek independent advice prior to signing this letter.

Name:

Date:

Signature:

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DD March 2024

NAME

Te Pūkenga – Manukau Institute of Technology

Via EMAIL

Tēnā koe NAME,

RE: Confirmation of disestablishment and redundancy

Further to our recent discussions, this letter confirms our approval of your request not to participate in the redeployment process and to progress with redundancy from your position of POSITION at DIVISION | Te Pūkenga.

In September 2023 we confirmed your position as disestablished and issued you with notice through to 5 April 2024. In December we received a Letter of Expectations from our new Minister for Tertiary Education and Skills, Hon. Penny Simmonds, indicating that it is no longer the Government's intention to have a centralised organisation delivering vocational education and training. More recently, in February, we consulted on the best way to halt the changes confirmed in the Tāraia te anamata | Creating our futures structure.

Throughout this process, we have sought to ensure that all kaimahi understand the options that are available to them. We have endeavoured to partner with affected kaimahi to engage in this conversation and understand their needs and preferences to support full participation in the redeployment process.

As part of the consultation process, you requested we reconsider the approach of offering you redeployment on the basis that [ADD REASON HERE]. Having considered your individual situation, we are able to confirm that there are no suitable redeployment options for you in all the circumstances. Accordingly, we confirm your employment will end by reason of redundancy on [END DATE], and we will cease actively seeking redeployment for you.

We also note you raised concerns about the consultation process that has been followed and the impact on you personally. We appreciate that the change in direction has impacted all kaimahi as we work through the implications for individual roles. However, we consider that the process followed has been fair and reasonable and we have endeavoured to keep the door open for conversations to work through individual circumstances as you have personally experienced. We trust that this outcome for you demonstrates that commitment.

It is important to note that between now and your final date of employment, we welcome you identifying any new opportunities that may present and that you consider would be reasonable.

Notice Period

We confirm that your notice will end on the last date of your employment, END DATE, and no additional notice will be payable in lieu.

It is important that an appropriate transition plan is confirmed with you to ensure an effective handover of any residual matters. Please work with MANAGER NAME, POSITION to engage in effective transition delivery during this next period, as well as agree and complete any necessary handover activities before your final day.

Should you secure future employment outside of Te Pūkenga and wish to finish with DIVISION |Te Pūkenga ahead of END DATE, please discuss this with MANAGER NAME. We will endeavour to accommodate your request where possible. However, we note that notice will not be paid out for time not worked.

Severance calculation and final pay

Attached to this letter is a calculation of the redundancy compensation payment you are due. Together with any accrued holiday pay and wages owing, you will receive all payments in the pay period following your final day of work.

EAP (Employee Assistance Programme)

We recognise that any process of change is significant, therefore if you would like to access career counselling services or other counselling services, please feel welcome to access our EAP service at any time including up to 3 months following your final working day.

Communications

Together we will agree communications to share with the organisation and arrange a suitable farewell. If requested, we can also provide you with a Certificate of Service.

Confidentiality

This confirmation of redundancy and details of the discussions and communication leading up to this agreement shall remain confidential between you and us and should not be disclosed to any other person or party except where it is required to enact this agreement.

Outplacement

We have an arrangement with Future Path to provide kaimahi with career transition support on a one-to-one basis (at no cost to eligible kaimahi). If you would like to access this support, please contact Future Path at +64 9 218 9855 or futurepathworld.com.

Re-employment

By accepting redundancy, you understand that it is the practice of Te Pūkenga to generally not accept applicants for reemployment within 12 months of your final day. If you were to be determined as the preferred candidate for a position, it is important that you declare that your POSITION position ended by reason of redundancy in your application process, and that you agree you may be required to repay a portion of your redundancy compensation to accept the position.

Exit Procedures

Please complete the usual exit processes pertaining to DIVISION | Te Pūkenga including the return of equipment on or before your final day of employment.

NAME, I would like to use this opportunity to personally thank you for both your mahi and the contribution you have made to DIVISION. I acknowledge the professionalism you have shown throughout this changing time and genuinely wish you well in your future endeavours.

Nāku noa, nā

Keri-Anne Tane

Pourangi Tangata | Chief People Officer

I, NAME, have read the above information and agree to comply with these terms and conditions. I also confirm I have had the opportunity to seek independent advice.

SIGNATURE

DATE

RELEASED UNDER THE
OFFICIAL INFORMATION ACT 1982



REMINDER LETTER

21 March 2024

«Business_Division»

Te Pūkenga – New Zealand Institute of Skills and Technology

Via email: «email_address»

Tēnā koe «first_or_preferred_name»,

In February, we started consultation with you about reversing the changes confirmed in the Tāraia te anamata | Creating our futures structure.

On **DATE OF DECISION LETTER** we shared the final decision about your position with you. That letter confirmed that following consultation you were being offered redeployment into «position_name», reporting to «supervisor_position_name» in «Business_Division».

This offer was made on your existing terms and conditions of employment. If any changes to your terms and conditions of employment or position description were proposed, your division's People, Culture and Wellbeing Team would discuss the details with you.

This letter is a reminder that we are now waiting for you to confirm your acceptance of the offer for redeployment.

How do I confirm my acceptance?

Please email PeopleAndCulture@tepukenga.ac.nz by **DUE DATE from decision letter**. You can confirm your acceptance by signing and returning the offer of redeployment letter, or by detailing your acceptance in the email. These details are at the end of this letter.

As advised in the offer of redeployment letter, you are also entitled to seek independent legal advice. If you have any questions please speak to your leader or your People, Culture and Wellbeing team.

What happens if I do not confirm my acceptance?

If you choose not to accept the offer of redeployment, you will be deemed to have resigned. Your notice period will continue and your last day of employment will be **5 April 2024** unless we are able to redeploy you to another position. In accordance with your employment agreement, you would not be entitled to redundancy compensation if you decline the offer of redeployment.

If you think there are any errors in this letter or if you have questions, please email PeopleAndCulture@tepukenga.ac.nz or see your division's People, Culture and Wellbeing team.

If you need any additional support please reach out to your leader, union representative or your People, Culture and Wellbeing team. You are welcome to seek independent advice and if you would like to access confidential support, it is available to you and your whānau through your division's Employee Assistance Provider or through [Vitae](#) on phone 0508 664 981.

Kia manawa nui, kia manawa roa, kia manawa ora



Gus Gilmore

Tumuaki | Chief Executive

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CONFIRMATION OF END OF EMPLOYMENT

DD March 2024

«first_or_preferred_name» «surname»

«Business_Division»

Te Pūkenga – New Zealand Institute of Skills and Technology

Via email: «email_address»

Tēnā koe «first_or_preferred_name»,

In February, we started consultation with you about reversing the changes confirmed in the Tāraia te anamata | Creating our futures structure. Through this consultation we offered you the option to withdraw the notice of disestablishment, or redeployment into a suitable role.

On **DATE OF DECISION LETTER** we shared the final decision about your position with you. That letter confirmed that following consultation you were being offered redeployment into «position_name», reporting to «supervisor_position_name» in «Business_Division».

Since then, we also shared a reminder for you to confirm your acceptance of the offer for redeployment.

Confirmation of resignation

As we have not heard back from you, this letter now confirms that your employment will end on **5 April 2024** by reason of resignation. In accordance with your employment agreement, you are not entitled to redundancy compensation.

If you think there are any errors in this letter or if you have questions, please email PeopleAndCulture@tepukenga.ac.nz or see your division's People, Culture and Wellbeing team.

If you need any additional support please reach out to your leader, union representative or your People, Culture and Wellbeing team. You are welcome to seek independent advice and if you would like to access confidential support, it is available to you and your whānau through your division's Employee Assistance Provider or through [Vitae](#) on phone 0508 664 981.

Kia manawa nui, kia manawa roa, kia manawa ora



Gus Gilmore

Tumuaki | Chief Executive



DD March 2024

NAME

Te Pūkenga – Manukau Institute of Technology

Via EMAIL

Tēnā koe NAME,

RE: Confirmation of disestablishment and redundancy

Further to our recent discussions, this letter confirms our approval of your request not to participate in the redeployment process and to progress with redundancy from your position of POSITION at DIVISION | Te Pūkenga.

On 18 September 2023 we confirmed your position as disestablished and issued you with notice through to 5 April 2024. In December we received a Letter of Expectations from our new Minister for Tertiary Education and Skills, Hon. Penny Simmonds confirming that it is no longer the Government's intention to have a centralised organisation delivering vocational education and training. More recently, in February, we consulted on the best way to halt the changes confirmed in the Tāraia te anamata | Creating our futures structure.

Throughout this process, we have sought to ensure that all kaimahi understand the options that are available to them. We have endeavoured to partner with affected kaimahi to engage in this conversation and understand their needs and preferences to support full participation in the redeployment process.

As part of the consultation process, you requested we reconsider the approach of offering you redeployment on the basis that [ADD REASON HERE]. Having considered your specific circumstances, we are able to confirm that there are no suitable redeployment options for you in all the circumstances. Accordingly, we confirm your employment will end by reason of redundancy on [END DATE], and we will cease actively seeking redeployment for you.

We also note you raised concerns about the consultation process that has been followed and the impact on you personally. We appreciate that the change in direction has impacted all kaimahi as we work through the implications for individual roles. However, in the circumstances, we consider that the process followed has been fair and reasonable and we have endeavoured to keep the door open for conversations to work through individual circumstances as you have personally experienced. We trust that this outcome for you demonstrates that commitment.

It is important to note that between now and your final date of employment, we welcome you identifying any new opportunities that may present and that you consider would be reasonable.

Notice Period

We confirm that your notice will end on the last date of your employment, END DATE, and no additional notice will be payable in lieu.

It is important that an appropriate transition plan is confirmed with you to ensure an effective handover of any residual matters. Please work with MANAGER NAME, POSITION to engage in effective transition delivery during this next period, as well as agree and complete any necessary handover activities before your final day.

Should you secure future employment outside of Te Pūkenga and wish to finish with DIVISION | Te Pūkenga ahead of END DATE, please discuss this with MANAGER NAME. We will endeavour to accommodate your request where possible. However, we note that notice will not be paid out for time not worked.

Severance calculation and final pay

Attached to the letter is a calculation of the redundancy compensation payment you are due. Together with any accrued holiday pay and wages owing, you will receive all payments in the pay period following your final day of work.

EAP (Employee Assistance Programme)

We recognise that any process of change is significant, therefore if you would like to access career counselling services or other counselling services, please feel welcome to access our EAP service at any time including up to 3 months following your final working day.

Communications

Together we will agree communications to share with the organisation and arrange a suitable farewell. If requested, we can also provide you with a Certificate of Service.

Confidentiality

This confirmation of redundancy and details of the discussions and communication leading up to this agreement shall remain confidential between you and us and should not be disclosed to any other person or party except where it is required to enact this agreement.

Outplacement

We have an arrangement with Future Path to provide kaimahi with career transition support on a one-to-one basis (at no cost to eligible kaimahi). If you would like to access this support, please contact Future Path at +64 9 218 9855 or futurepathworld.com.

Re-employment

By accepting redundancy, you understand that it is the practice of Te Pūkenga to generally not accept applicants for reemployment within 12 months of your final day. If you were to be determined as the preferred candidate for a position, it is important that you declare that your POSITION position ended by reason of redundancy in your application process, and that you agree you may be required to repay a portion of your redundancy compensation to accept the position.

Exit Procedures

Please complete the usual exit processes pertaining to DIVISION | Te Pūkenga including the return of equipment on or before your final day of employment.

NAME, I would like to use this opportunity to personally thank you for both your mahi and the contribution you have made to DIVISION. I acknowledge the professionalism you have shown throughout this changing time and genuinely wish you well in your future endeavours.

Nāku noa, nā

Keri-Anne Tane
Pourangi Tangata | Chief People Officer

I, NAME, have read the above information and agree to comply with these terms and conditions. I also confirm I have had opportunity to seek independent advice.

SIGNATURE

DATE

RELEASED UNDER THE
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DATE

«first_or_preferred_name» «surname»

«Business_Division»

Te Pūkenga – New Zealand Institute of Skills and Technology

Via email: «email_address»

Tēnā koe «first_or_preferred_name»,

In February, we started consultation with you about reversing the changes confirmed in the Tāraia te anamata | Creating our futures structure. We appreciate the feedback received from kaimahi across the motu, and you can find a summary of the feedback and themes here on Te Whare [add link].

After considering the feedback, we can confirm that Te Pūkenga is returning to the structure in place before the Tāraia te anamata | Creating our futures decision was confirmed in September 2023. This will involve restoring most disestablished positions for affected kaimahi and not proceeding with other changes, like reporting line and title changes.

Decisions will be shared in stages as we work through this important kōrero with some kaimahi at a different pace from others. Today we share the final decision about your position with you.

What does this mean for you?

This letter confirms that through consultation you shared that you agree to Te Pūkenga withdrawing the notice of disestablishment issued to you in September 2023 and remaining in your current position.

We are now formally confirming the withdrawal of your notice of disestablishment, effective at the date of this letter. This means:

- You will continue in your current position of «position_name», reporting to «supervisor_position_name» in «Business_Division», Te Pūkenga.
- Your existing terms and conditions of employment will continue to apply. If there are any changes to your terms and conditions of employment or position description, your leader and division's People, Culture and Wellbeing Team will discuss these with you.

You do not need to take any action, though if you have questions or think there are any errors in this letter, please email your division's People, Culture and Wellbeing team, «PCW_email_address_for_letter».

If you need any additional support please reach out to your leader, union representative or your People, Culture and Wellbeing team. You are welcome to seek independent advice and if you would like to access confidential support, it is available to you and your whānau through your division's Employee Assistance Provider or through [Vitae](#) on phone 0508 664 981.

Kia manawa nui, kia manawa roa, kia manawa ora



Gus Gilmore

Tumuaki | Chief Executive

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18 July 2024

«first_or_preferred_name» «surname»

«Business_Division»

Te Pūkenga – New Zealand Institute of Skills and Technology

Via email: «email_address»

Tēnā koe «first_or_preferred_name»,

In February, we started consultation with you about reversing the changes confirmed in the Tāraia te anamata | Creating our futures structure. We appreciate the feedback received from kaimahi across the motu, and you can find a summary of the feedback and themes here on Te Whare [add link].

After considering the feedback, we can confirm that Te Pūkenga is returning to the structure in place before the Tāraia te anamata | Creating our futures decision was confirmed in September 2023. This will involve restoring most disestablished positions for affected kaimahi and not proceeding with other changes, like reporting line and title changes.

Decisions will be shared in stages as we work through this important kōrero with some kaimahi at a different pace from others. Today we share the final decision about your position with you.

What does this mean for you?

This letter confirms that following consultation we are now formally offering you redeployment. The details of the redeployment offered are as follows:

- Based on the fact that notice of disestablishment had been given to you and you have not agreed that we can withdraw that notice, we offer to redeploy you to your current position of «position_name», reporting to «supervisor_position_name» in «Business_Division» effective 5 April 2024.
- This offer is made on your existing terms and conditions of employment. If there are any proposed changes to your terms and conditions of employment or position description, your leader and your division's People, Culture and Wellbeing Team will discuss the details with you.

Please take time to review this offer. You are also entitled to seek independent legal advice. If you have any questions please speak to your leader or your People, Culture and Wellbeing team.

How do I confirm my acceptance?

Please email «PCW_email_address_for_letter» by «Date_plus_7». You can confirm your acceptance by signing and returning this letter, or by detailing your acceptance in the email. These details are at the end of this letter.

What happens if I do not confirm my acceptance?

If you choose not to accept this offer of redeployment, your notice period will continue and your last day of employment will be 5 April 2024 unless we are able to redeploy you to another position. In accordance with your employment agreement, you would not be entitled to redundancy compensation if you decline this offer of redeployment.

If you think there are any errors in this letter or if you have questions, please email «PCW_email_address_for_letter» or see your division’s People, Culture and Wellbeing team.

If you need any additional support please reach out to your leader, union representative or your People, Culture and Wellbeing team. You are welcome to seek independent advice and if you would like to access confidential support, it is available to you and your whānau through your division’s Employee Assistance Provider or through Vitae on phone 0508 664 981.

Kia manawa nui, kia manawa roa, kia manawa ora



Gus Gilmore

Tumuaki | Chief Executive

Confirmation

I «first_or_preferred_name» «surname» confirm that I accept the offer for redeployment as set out in this letter, for the position «position_name», reporting to «supervisor_position_name» in «Business_Division», Te Pūkenga.

I confirm that I have had time to seek independent advice prior to signing this offer.

Name:

Date:

Signature:

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18 July 2024

«first_or_preferred_name» «surname»

«Business_Division»

Te Pūkenga – New Zealand Institute of Skills and Technology

Via email: «email_address»

Tēnā koe «first_or_preferred_name»,

In February, we started consultation with you about reversing the changes confirmed in the Tāraia te anamata | Creating our futures structure. We appreciate the feedback received from kaimahi across the motu, and you can find a summary of the feedback and themes here on Te Whare [add link].

After considering the feedback, we can confirm that Te Pūkenga is returning to the structure in place before the Tāraia te anamata | Creating our futures decision was confirmed in September 2023. This will involve restoring most disestablished positions for affected kaimahi and not proceeding with other changes, like reporting line and title changes.

Decisions will be shared in stages as we work through this important kōrero with some kaimahi at a different pace from others. Today we share the final decision about your position with you.

What does this mean for you?

This letter confirms that following consultation we are now formally offering you redeployment. The details of the redeployment offered are as follows:

- Based on the fact that notice of disestablishment had been given to you and you have not agreed that we can withdraw that notice, we offer to redeploy you to the position of «position_name», reporting to «supervisor_position_name» in «Business_Division» effective «Alt_Position_Start_Date». The terms and conditions of employment are attached.

Please take time to review this offer. You are also entitled to seek independent legal advice. If you have any questions please speak to your leader or your People, Culture and Wellbeing team.

How do I confirm my acceptance?

Please email «PCW_email_address_for_letter» by «Date_plus_7». You can confirm your acceptance by signing and returning this letter, or by detailing your acceptance in the email. These details are at the end of this letter.

What happens if I do not confirm my acceptance?

If you choose not to accept this offer of redeployment, your notice period will continue and your last day of employment will be 5 April 2024 unless we are able to redeploy you to another position. In accordance with your employment agreement, you would not be entitled to redundancy compensation if you decline this offer of redeployment.

If you think there are any errors in this letter or if you have questions, please email «PCW_email_address_for_letter» or see your division's People, Culture and Wellbeing team.

If you need any additional support please reach out to your leader, union representative or your People, Culture and Wellbeing team. You are welcome to seek independent advice and if you would like to access confidential support, it is available to you and your whānau through your division's Employee Assistance Provider or through Vitae on phone 0508 664 981.

Kia manawa nui, kia manawa roa, kia manawa ora



Gus Gilmore

Tumuaki | Chief Executive

Confirmation

I «first_or_preferred_name» «surname» confirm that I accept the offer for redeployment as set out in this letter, for the position «position_name», reporting to «supervisor_position_name» in «Business_Division», Te Pūkenga

I confirm that I have had time to seek independent advice prior to signing this offer.

Name:

Date:

Signature:

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18 July 2024

«first_or_preferred_name» «surname»

«Business_Division»

Te Pūkenga – New Zealand Institute of Skills and Technology

Via email: «email_address»

Tēnā koe «first_or_preferred_name»,

RE: Confirmation of disestablishment and redundancy

Further to our recent discussions, this letter confirms our approval of your request not to participate in the redeployment process and to progress with redundancy from your position of POSITION at DIVISION | Te Pūkenga.

On 18 September 2023 we confirmed your position as disestablished and issued you with notice through to 5 April 2024. In December we received a Letter of Expectations from our new Minister for Tertiary Education and Skills, Hon. Penny Simmonds confirming that it is no longer the Government's intention to have a centralised organisation delivering vocational education and training. More recently, in February, we consulted on the best way to halt the changes confirmed in the Tāraia te anamata | Creating our futures structure.

Throughout this process, we have sought to ensure that all kaimahi understand the options that are available to them. We have endeavoured to partner with affected kaimahi to engage in this conversation and understand their needs and preferences to support full participation in the redeployment process.

Through conversations with you, we have determined that there are no suitable redeployment options for you in all of the circumstances. Therefore, we confirm that your employment will end by reason of redundancy, and we will cease actively seeking redeployment for you.

To assist us with continuing leadership for our remaining kaimahi and their transition into our new structure, we welcome your continued employment through to the END DATE.

It is important to note that between now and your final date of employment, we welcome you identifying any new opportunities that may present and that you consider would be reasonable.

Notice Period

We confirm that your notice will end on the last date of your employment, END DATE, and no additional notice will be payable in lieu.

It is important that an appropriate transition plan is confirmed with you to ensure an effective handover of any residual matters. Please work with MANAGER NAME, POSITION to engage in effective transition

delivery during this next period, as well as agree and complete any necessary handover activities before your final day.

Should you secure future employment and wish to finish with **DIVISION** | Te Pūkenga ahead of **END DATE**, please discuss this with **MANAGER NAME**. We will endeavour to accommodate your request where possible. However, we note that notice will not be paid out for time not worked.

Severance calculation and final pay

Attached to the letter is a calculation of the redundancy compensation payment you are due. Together with any accrued holiday pay and wages owing, you will receive all payments in the pay period following your final day of work.

EAP (Employee Assistance Programme)

We recognise that any process of change is significant, therefore if you would like to access career counselling services or other counselling services, please feel welcome to access our EAP service at any time including up to 3 months following your final working day.

Communications

Together we will agree communications to share with the organisation and arrange a suitable farewell. If requested, we can also provide you with a Certificate of Service.

Confidentiality

This confirmation of redundancy and details of the discussions and communication leading up to this agreement shall remain confidential between you and us and should not be disclosed to any other person or party except where it is required to enact this agreement.

Outplacement

We have an arrangement with Future Path to provide kaimahi with career transition support on a one-to-one basis (at no cost to eligible kaimahi). If you would like to access this support, please contact Future Path at +64 9 218 9855 or futurepathworld.com.

Re-employment

By accepting redundancy, you understand that that it is the practice of Te Pūkenga to generally not accept applicants for reemployment within 12 months of your final day. If you were to be determined as the preferred candidate for a position, it is important that you declare that your POSITION position ended by reason of redundancy in your application process, and that you agree that you may be required to repay a portion of your redundancy compensation to accept the position.

Exit Procedures

Please complete the usual exit processes pertaining to «Business_Division» | Te Pūkenga including the return of equipment on or before your final day of employment.

NAME, I would like to use this opportunity to personally thank you for both your mahi and the contribution you have made to **DIVISION**. I acknowledge the professionalism you have shown throughout this changing time and genuinely wish you well in your future endeavours.

Nāku noa, nā

s 9(2)(a)



Keri-Anne Tane

Pourangi Tangata | Chief People Officer

I, **«first_or_preferred_name»**, have read the above information and agree to comply with these terms and conditions. I also confirm I have had opportunity to seek independent advice.

SIGNATURE

DATE

RELEASED UNDER THE
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18 July 2024

«first_or_preferred_name» «surname»

«Business_Division»

Te Pūkenga – New Zealand Institute of Skills and Technology

Via email: «email_address»

Tēnā koe «first_or_preferred_name»,

In February, we started consultation with you about reversing the changes confirmed in the Tāraia te anamata | Creating our futures structure. We appreciate the feedback received from kaimahi across the motu, and you can find a summary of the feedback and themes here on Te Whare [add link].

After considering the feedback, we can confirm that Te Pūkenga is returning to the structure in place before the Tāraia te anamata | Creating our futures decision was confirmed in September 2023. This will involve restoring most disestablished positions for affected kaimahi and not proceeding with other changes, like reporting line and title changes.

Decisions will be shared in stages as we work through this important kōrero with some kaimahi at a different pace from others. Today we share the final decision about your position with you.

What does this mean for you?

Following consultation, I can confirm that the reporting line for your position of «position_name» at «Business_Division», is unchanged.

If your reporting line position is vacant, our usual practice is that you would report to the manager of the vacant position. We recognise some divisions have interim leadership structures forming; if you have any questions about your reporting line or interim leadership, please see your division's People, Culture and Wellbeing team.

If you think there are any errors in this letter or if you have questions, please email «PCW_email_address_for_letter» or see your division's People, Culture and Wellbeing team. Otherwise, you do not need to do anything in response to this letter.

If you need any additional support please reach out to your leader, union representative or your People, Culture and Wellbeing team. You are welcome to seek independent advice and if you would like to access confidential support, it is available to you and your whānau through your division's Employee Assistance Provider or through [Vitae](#) on phone 0508 664 981.

Kia manawa nui, kia manawa roa, kia manawa ora,



Gus Gilmore

Tumuaki | Chief Executive

RELEASED UNDER THE
OFFICIAL INFORMATION ACT 1982



18 July 2024

«first_or_preferred_name» «surname»

«Business_Division»

Te Pūkenga – New Zealand Institute of Skills and Technology

Via email: «email_address»

Tēnā koe «first_or_preferred_name»,

In February, we started consultation with you about reversing the changes confirmed in the Tāraia te anamata | Creating our futures structure.

Consultation closed 28 February and this week we are sharing decisions with most kaimahi, however, we also recognise that for some kaimahi, they have individual circumstances that mean they need more time in conversation with us.

This letter confirms that following recent discussions with you, we are continuing to work through the details and options with you before we confirm your position. It is our intention to resolve these pātai (questions) with you as soon as possible and before 5 April.

If you think there are any errors in this letter or if you have questions, please email «PCW_email_address_for_letter» or see your division's People, Culture and Wellbeing team. Otherwise, you do not need to do anything in response to this letter.

If you need any additional support please reach out to your leader, union representative or your People, Culture and Wellbeing team. You are welcome to seek independent advice and if you would like to access confidential support, it is available to you and your whānau through your division's Employee Assistance Provider or through [Vitaē](#) on phone 0508 664 981.

Kia manawa nui, kia manawa roa, kia manawa ora,

A handwritten signature in black ink, appearing to read "Gus Gilmore".

Gus Gilmore

Tumuaki | Chief Executive



DD March 2024

NAME

Te Pūkenga – Manukau Institute of Technology

Via EMAIL

Tēnā koe NAME,

RE: Outcome of Review Process and Offer of Redeployment

Further to our recent discussions, this letter confirms our decision regarding your request to not be included in the redeployment process.

In February, we started consultation with you about reversing the changes confirmed in the Tāraia te anamata | Creating our futures structure. We appreciate the feedback received from kaimahi across the motu, and you can find a summary of the feedback and themes here on Te Whare [add link].

After considering the feedback, we can confirm that Te Pūkenga is returning to the structure in place before the Tāraia te anamata | Creating our futures decision was confirmed in September 2023. This will involve restoring most disestablished positions for affected kaimahi and not proceeding with other changes, like reporting line and title changes.

Decisions will be shared in stages as we work through this important kōrero with some kaimahi at a different pace from others. Today we share the final decision about your position with you.

Outcome of Review Process

As part of the consultation process, you requested we reconsider the approach of offering you redeployment on the basis that [ADD REASON HERE]. Although we have considered your specific circumstances and preference, we have determined that these do not give us reason to alter our legal and good employer obligations, therefore, we intend to proceed with an offer of redeployment. [In particular, we note that...]

What does this mean for you?

This letter confirms that following consultation we are now formally offering you redeployment. The details of the redeployment offered are as follows:

- Based on the fact that notice of disestablishment had been given to you and you have not agreed that we can withdraw that notice, we offer to redeploy you to your current position of «position_name», reporting to «supervisor_position_name» in «Business_Division» effective 5 April 2024.
- This offer is made on your existing terms and conditions of employment. If there are any proposed changes to your terms and conditions of employment or position description, your division's People, Culture and Wellbeing Team will discuss the details with you.

- We consider that this redeployment offer meets our obligations to redeploy you in a comparable position if redundancy is advised. For you to decline, would, therefore, be resignation from this position.

Please take time to review this offer. You are also entitled to seek independent legal advice. If you have any questions please speak to your leader or your People, Culture and Wellbeing team.

How do I confirm my acceptance?

Please email PeopleAndCulture@tepukenza.ac.nz by DUE DATE (Date + 5 business days). You can confirm your acceptance by signing and returning this letter, or by detailing your acceptance in the email. These details are at the end of this letter.

What happens if I do not confirm my acceptance?

If you choose not to accept this offer of redeployment, your notice period will continue and your last day of employment will be 5 April 2024. In accordance with your employment agreement, you would not be entitled to redundancy compensation if you decline this offer of redeployment.

If you consider that our offer of redeployment remains unreasonable then we recognise your right to raise your concerns as an employment relationship problem. We would prefer that we meet to discuss this to agree a resolution without additional stress on either party. You can do this directly through to your manager, or to People Culture and Wellbeing; and with the support of a representative, such as your union.

If you think there are any errors in this letter or if you have questions, please email PeopleAndCulture@tepukenza.ac.nz or see your division's People, Culture and Wellbeing team.

If you need any additional support please reach out to your leader, union representative or your People, Culture and Wellbeing team. You are welcome to seek independent advice and if you would like to access confidential support, it is available to you and your whānau through your division's Employee Assistance Provider or through Vitae on phone 0508 664 981.

Kia manawa nui, kia manawa roa, kia manawa ora



Gus Gilmore

Tumuaki | Chief Executive

Confirmation

I «first_or_preferred_name» «surname» confirm that I accept the offer for redeployment as set out in this letter, for the position «position_name», reporting to «supervisor_position_name» in «Business_Division», Te Pūkenga.

I confirm that I have had time to seek independent advice prior to signing this offer.

Name:

Date:

Signature:

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DATE

Name

Te Pūkenga – New Zealand Institute of Skills and Technology

By email: xxxxx

Tēnā koe xxxx,

Private and Confidential

RE: Request for voluntary redundancy

Further to our recent discussions, this letter confirms our conditional approval of your request for voluntary redundancy from your position of POSITION at Te Pūkenga.

In December we received a Letter of Expectations from our new Minister for Tertiary Education and Skills, Hon. Penny Simmonds, indicating that it is no longer the Government's intention to have a centralised organisation delivering vocational education and training. Although we have not yet been through a review of our national office structure, we recognise that our workplan is changing and the devolving of responsibilities back to divisions and regions has a substantial, immediate impact on roles such as your own. Therefore, we can now acknowledge that your request for voluntary redundancy is approved, subject to the conditions detailed within this letter.

Your voluntary redundancy request has been conditionally approved on the following terms:

- Your employment will end by reason of resignation on 24 May 2024.

USE FOR 8-12 week notice period

- We will not seek to actively redeploy you during your notice period which will end on 24 May 2024.
- Should you identify any new permanent opportunities that you consider would be reasonable redeployment opportunities for you, and then be successful in redeployment to another role at Te Pūkenga, then approval of your voluntary redundancy request will not proceed, and no severance will be paid. Your employment would be deemed continuous within your new role.

OR (use for an extended notice period)

- We will seek to redeploy you during your notice period which will end on 24 May 2024.
- Should we identify any new permanent opportunities that we consider would be reasonable redeployment opportunities for you, then we will offer you redeployment to that role, in that

situation approval of your voluntary redundancy request will not proceed, and no severance will be paid. Your employment would be deemed continuous within your new role.

Re-employment

By accepting this approval of your voluntary redundancy request, you understand that it is the practice of Te Pūkenga to generally not accept applicants for reemployment within 12 months of their final day of employment. If you were to be determined as the preferred candidate for a position within this timeframe, you may be required to repay a portion of your redundancy compensation to accept the position.

Notice Period

We confirm that your notice will end on the last date of your employment, namely 24 May 2024, and no additional notice will be payable in lieu.

It is important that an appropriate transition plan is confirmed with you to ensure an effective handover of any residual matters. Please work with your manager, to engage in effective transition delivery during this next period, as well as agree and complete any necessary handover activities before your final day.

Should you secure future employment and wish to finish with Te Pūkenga ahead of 24 May, please discuss this with your manager. You will need to give your contracted notice period of four weeks' notice to leave earlier, and any notice not worked would not be paid out to you.

Severance calculation and final pay

Should you wish to get a copy of your draft redundancy compensation, please contact Nicola Conley and she will arrange this. Please note this will be an estimate only. Together with any accrued holiday pay and wages owing, you will receive all payments in the pay period following your final day of work.

EAP (Employee Assistance Programme)

We recognise that any process of change is significant, therefore if you would like to access career counselling services or other counselling services, please feel welcome to access our EAP service at any time including up to 3 months following your final working day.

Communications

Together we will agree communications to share with the organisation your resignation, and arrange a suitable farewell. If requested, we can also provide you with a Certificate of Service.

Confidentiality

This confirmation of your voluntary redundancy request and details of the discussions and communication leading up to this agreement shall remain confidential between you and us and should not be disclosed to any other person or party except where it is required to enact this agreement.

Exit Procedures

Please complete the usual exit processes pertaining to Te Pūkenga, including the return of equipment on or before your final day of employment.

Xxx (name), I would like to use this opportunity to personally thank you for both your mahi and the contribution you have made to Te Pūkenga. I acknowledge the professionalism you have shown throughout this changing time and wish you well in your future endeavours.

Nāku noa, nā

Keri-Anne Tane
Pourangi Tangata | Chief People Officer
Te Pūkenga

I, xxx (Name) have read and agree with the terms and conditions set out in this letter. I also confirm I have had opportunity to seek independent advice.

SIGNATURE

DATE

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Tāraia te anamata - Te ahunga ki mua |

Creating our futures – next steps

Decisions following consultation

March 2024

Tāraia te anamata - Te ahunga ki mua | Creating our futures – next steps

- Steps are underway to disestablish Te Pūkenga, as required by the new Government in the Minister's Letter of Expectations received in December.
- The Executive Leadership Team (ELT) is implementing a transition plan to align with the Minister's expectations and to guide transitional decision-making.
- In February we consulted on reverting to previous structures and halting the changes confirmed in the Tāraia te anamata | Creating our futures structure in September 2023.
- These decisions now confirm the employment status for kaimahi who were most impacted by the Tāraia te anamata structure changes.

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Consultation closed

- Consultation closed for feedback **on 28 February**. Thank you to kaimahi for sharing feedback.
- We received more than 490 pieces of feedback from kaimahi during consultation.
- Most feedback related to people's individual employment situations including kaimahi who withdraw notice of disestablishment.
- Most pātai (questions) or errors in letters were responded to or corrected during the consultation.
- Feedback considered out of scope for this consultation, like local structure suggestions or division operations, has been shared with the division's PCW team.

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Feedback summary

The following key themes summarise the categories of feedback received:

- individual clarity: queries about individual details needing correction or clarity
- consultation process: mixed views on the purpose of the consultation
- local operational feedback: concern for impact on change locally
- future structure: concern on the return to previous structures and the uncertainty of future structures
- work based learning: concern about the Government's intent and the potential for regional structures
- impact of preparation for transition into Te Pūkenga: a return back to division is no longer relevant or engaging
- remuneration and benefits: outstanding or evident remuneration and benefit issues highlighted
- culture and identity: morale and organisational culture are low.

More details on feedback follows

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Feedback

Key themes included:

Individual clarity

- Reporting line queries, feedback on preferences, or corrections of errors.
- Queries about secondments becoming permanent, continuing or ending.
- Queries on suitability of substantive position as a redeployment option and whether an alternative position could be considered.
- Some kaimahi sought more information about roles that they had accepted in the new structure.
- Requests for reviews around terms and conditions, or feedback that positions responsibilities have changed/increased.

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Feedback

Key themes included:

Consultation process

- Some kaimahi expressed relief that disestablished roles could be restored, some wanted to continue with new roles as accepted and some wanted redundancy.
- Some said it was difficult to consider options when the future structure is not known.
- Feedback from affected kaimahi that agreement to withdraw notice or redeployment had the same outcome.

Local operational feedback

- Local naming conventions (Academic Integrity vs. Quality Team).
- Suggestions for specific programme or leadership structures.
- Feedback that equity or Tiriti roles within divisions should continue.

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Feedback

Key themes included:

Future structure

- Some kaimahi supported centralisation and some thought a return to regional and local autonomy was necessary to support delivery.
- Support for continuing to collaborate and view that curriculum unification would benefit all (ākonga, industries and kaimahi).
- Concerns about returning to a competitive model.
- Suggestions to continue with Tiriti roles in leadership.

Work-based learning

- Feedback that work-based learning is not currently in regional structures and we should not suggest that it will be arranged regionally in the future.
- Questions around the Government's intentions for Work Based Learning.

Feedback

Key themes included:

Impact of preparation for transition into Te Pūkenga

- Some kaimahi had significant career growth in recent years and want to retain a role that reflects their growth.
- Feedback that division leadership is gone, and some functions have no senior leaders left and this needs to be rebuilt.
- Turnover and holding vacancies has created knowledge loss and workload pressures, recruitment is needed.
- Higher Duties Allowances (HDAs) or secondments rolled over multiple times in some instances, feedback that these should be made permanent now or reconsidered
- Concern that it is difficult to be ākonga-focused when we are at the whim of different government or policy changes.
- There has been an extended period of structural change, creating work stress and wellbeing concerns.

Feedback

Key themes included:

Remuneration and benefits

- Request that additional responsibilities that have been taken on are acknowledged with remuneration increases.
- Feedback that Tāraia te anamata positions and/or market rates are higher than current sector pay rates and request for consideration of this.
- Request for acknowledgement to affected kaimahi (e.g. additional leave days).
- More benefits and appreciation for kaimahi, more activities to support wellbeing including for kaimahi priority groups (including neurodiverse kaimahi).

Culture and identity

- Need to rebuild local identity, leadership, and workplace connection.

Decision process

- This decision confirms that Te Pūkenga is returning, as best we can, people into positions as before the Tāraia te anamata | Creating our futures structure was confirmed in September 2023.
- This will involve restoring most disestablished positions and not proceeding with other changes, like reporting line changes.
- Kaimahi will be informed individually on what the decision means for them and their role, including:
 - reporting line confirmed within division (previous change in Tāraia te anamata reversed)
 - agreement to withdraw notice of disestablishment
 - offer of redeployment provided to affected kaimahi to accept
 - redundancy confirmed when suitable redeployment not found
 - agreement to retain new creating our futures role (or retain division-based role)
 - any changes to individual terms and conditions will be addressed within divisions.

Decision – What this means for kaimahi

- Kaimahi will now receive an individual decision letter which confirms what the decisions mean for them.
- Letters will be shared by each division's People, Culture and Wellbeing (PCW) team between 12- 15 March.
- Some kaimahi **must confirm the letter within a set timeframe**, the letter tells them how to do this.
- For kaimahi on secondment, the outcome letter is based on the substantive or main role, and their secondment continues unless otherwise advised. Fixed term kaimahi continue with their fixed term roles unless otherwise advised.
- If you haven't received a letter, and you think you should have, please connect with your division's PCW team.

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Next steps – timeline

Milestone	Date
Decisions are confirmed with kaimahi we consulted with via an individual letter which includes either: <ul style="list-style-type: none">• agreement to withdraw notice• offer for redeployment• confirmation of redundancy• reporting line confirmation.	12 March - 15 March
Any other employment terms and conditions updates are confirmed by divisions.	March
1:1 hui with kaimahi as needed.	From 12 March

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Ngā rauemi me ngā tautoko | Resources and support

- There is more information available through the Tāraia te anamata page on [Te Whare](#), contact support@tepukenga.ac.nz if you have issues accessing Te Whare.
- If you have questions about these decisions, please discuss them with your manager or your People, Culture and Wellbeing team.
- You are welcome to discuss this decision with your legal advisor, union representative or whānau and to have your representative or support person present at any meeting.
- Please remember you can access your Employee Assistance Provider and details are provided in your letter. If you don't know who to contact, you can access the national office provider Vitae, www.vitae.co.nz (0508 664 981), www.vitae.co.nz (0508 664 981) and additional resources are available on Taumauri and Te Whare.
- There may be additional support systems available to you at your local campus such as chaplaincy, cultural support or pastoral care support services.
- If there's support you'd like to access that's not listed here, please feel free to discuss this with your People, Culture and Wellbeing team.

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Kia manawa nui, manawa roa, manawa ora

Our destination may be unclear at the moment, but our commitment to ākonga, employers and our communities remains enduring – regardless of the structure and the brand we operate under. Thank you for your ongoing demonstration of this.

So let us stay connected, look after each other, and keep the kōrero going, so we can uphold vocational education and training for Aotearoa.

Waiho i te toipoto, kua i te toiroa

Let us keep close together, not wide apart

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Te Pūkenga

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Tāraia te anamata - Te ahunga ki mua

Decisions: Creating our futures – next steps

March 2024

Leaders' Guide: Confirmation of employment status following consultation

In the coming weeks, we will confirm the employment status for kaimahi most impacted by the Tāraia te anamata | Creating our futures structure changes.

Kaimahi who we consulted with will receive a decision letter via email sometime between 12 and 21 March. Divisions can determine their own timing and communication method within the guidelines in this Leaders' Guide.

While the situation for many kaimahi will be simple to reverse, some kaimahi will need further time in kōrero and additional paperwork (such as changes to terms or conditions of employment). Any additional paperwork can be managed by the People, Culture and Wellbeing (PCW) team in a division, following the current delegated authorities.

As we move through these next steps, our PCW team is here to support you. Please:

- be available to kaimahi as a team and individually
- check in on kaimahi working remotely or who are on leave
- when engaging with kaimahi Māori, think about the appropriateness of having a cultural advisor there to support you with tikanga protocols
- ensure that kaimahi can bring a support person, such as a union or other representative, with them to kōrero about their job
- take notes in employment conversations so that you have a record of what was discussed.

Thank you for your ongoing leadership through this process. Your help in ensuring kaimahi receive any support they might need is appreciated. Please do reach out if you have questions or need further support.

Keri-Anne Tane

Pourangi Tangata | Chief People Officer

Rārangi wā | Timeline and actions

This table outlines activities and communications.

When	Audience	Activity
From consultation close, 5pm 28 February	PCW community	<p>Continue to check employee data, prepare any variations or new employment agreements needed for decisions and prepare to mail merge individual letters.</p> <p>Confirm which employees need a proactive hui (this is a Division based decision)</p> <p>Confirm which managers should attend these hui – hold the time in managers’ calendars without sending invites to kaimahi yet.</p> <p>Note responsibility for kaimahi sits with division where the future role sits:</p> <ul style="list-style-type: none"> • Kaimahi who have accepted a new position and want to stay with the new CoF role – national office PCW and the National office manager lead the conversation. (This includes those who have started and those yet to start the new role.) • Kaimahi who have started a new position in national office and want to return to the division-based position – the division PCW team member and division manager will lead the conversation, with their previous manager in attendance. • Kaimahi in Ako Delivery regional roles, the regionally based PCW team and regional executive directors lead the conversation. • Where ‘ownership’ of a conversation is not clear – PCW regional directors should clarify this in the data. <p>PCW should update impacted kaimahi to make sure they know a decision letter is coming and to understand the process (you will get a letter, we will/will not invite you to meet – we can meet if you would like to).</p> <p>Affected kaimahi need to sign and return their letter or respond via email.</p>
4 March	PCW	Data handed back to PCW teams from project team.

4 March – 8 March	PCW	PCW validate data, confirming which category kaimahi are in (to support mail merge). Hold 1:1 conversations as needed to clarify. Identify if kaimahi need further time in consultation.
5 March	Senior leaders	ELT (Executive Leadership Team) and PCW brief senior leaders, provide Leaders' guide with key messages, FAQs, and PowerPoint (may be in draft form following ELT)
6 March	Senior leaders	PCW Regional Directors work with REDS/WBL Directors to brief Division Leads on the process for confirming decisions.
6 March	PCW community	PCWRD brief their teams on the process to support them to confidently answer pātai.
7 March	Unions	CPO emails unions, offers to meet, though understands that they are supportive of decisions approach, and notes we can meet on any individual matters as needed. (Attach all kaimahi comms to go via Marketo).
11 March	All kaimahi	<p>Marketo email outlining the dates and process for confirming decisions following consultation and the support options available.</p> <ul style="list-style-type: none"> • Decisions will be shared 12 – 15 March • Kaimahi being consulted with may hear decisions at different times depending on their situation. • Some kaimahi will need to accept and acknowledge what is in the letter (they can do this by signing and returning their letter or emailing to note that they accept).
From 12 March	PCW	<p>PCW teams send invites to kaimahi they're proactively meeting with, noting there are only a few in this category for each division.</p> <p>PCW provide letters to relevant managers before these hui.</p> <p>Relevant managers and kaimahi are invited to hui, with at least 24 hours' notice.</p>
From 12 Mar	PCW	<p>Letters are distributed by local PCW teams to kaimahi most impacted by the Tāraia te anamata Creating our futures structure changes.</p> <p>Letters shared in an appropriate timeframe, as needed within division. Most letters will be distributed before Friday 15 March.</p>
From 12 Mar	Division leaders	<p>Leaders hold team or individual hui as needed; PowerPoint presentation is available to support.</p> <p>Leaders should set aside availability for individual hui, particularly in the first week.</p>

By 21 March	Division leaders and PCW	Individual hui continue as needed with kaimahi whose employment status has been confirmed following consultation.
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Ngā kōrero matua | Key messages

Te horopaki | Situation

- We are now taking steps to disestablish Te Pūkenga, as required by the new Government in the Letter of Expectations received in December.
- The Executive Leadership Team (ELT) is preparing a transition plan to align with the Minister’s expectations and to guide transitional decision-making.
- As an initial step, in February we consulted on reverting to previous structures and halting the changes confirmed in the Tāraia te anamata | Creating our futures structure shared in September 2023.
- These decisions now confirm the employment status for kaimahi who were most impacted by the Tāraia te anamata structure changes.

Ngā mahi ā muri atu | Next steps

- In the week beginning 11 March 2024 we will confirm employment status for kaimahi most impacted by Tāraia te anamata | Creating our futures.
- Confirmation will be shared by letter with:
 - Kaimahi in disestablished roles (affected kaimahi)
 - Kaimahi who were offered new roles
 - Kaimahi who were advised of a reporting line change (sometimes called ‘lift and shift’ or ‘mapped in’).
- Some kaimahi will need to take action to confirm what is in their letter. This is detailed in individual letters:
 - Affected kaimahi must sign and return or accept via email
 - Some kaimahi who were offered new roles will need to sign and return or accept via email.
- Managers, supported by PCW, will then meet proactively with kaimahi who have accepted offers and other kaimahi when needed.
- Other kaimahi can request a hui with their leaders or PCW to discuss their confirmed employment status.
- For kaimahi comfortable with the outcome, it’s okay if they don’t want an individual hui, though it may be helpful for leaders to set time aside in case a hui is requested.

- Information about what confirmation of employment status means for individual kaimahi, including a link to Frequently Asked Questions (FAQs) will be provided in the letters.
- Kaimahi can seek support from union representatives or external advisors.

Throughout these next steps

- We will ensure:
 - we engage openly with kaimahi and their representatives as a good employer who is fair and reasonable and ensure all legal obligations are met.
 - we uphold our obligations (i.e. Charter, Te Tiriti o Waitangi) and values of Te Pūkenga in our approach and engagements.
 - communications are timely, accurate and informative.
 - regional and local leaders are engaged with resetting division structures in response to direction from the Minister.

In your conversations with kaimahi

- Use the letter provided to kaimahi to support you in the conversation; your local PCW team can provide you with the letter.
- Use the FAQs and the talking points provided
- Reiterate your support, that kaimahi can take time to process the information and the importance of staying connected with their support network.
- Recognise that although this decision clarifies their employment status, there may be further matters that we need to work through with kaimahi
- If kaimahi think there may be an error in their letter, encourage them to seek clarification immediately from their local PCW team or peopleandculture@tepukeenga.ac.nz.
- Remind kaimahi that they can get independent support and advice if needed, including from union representatives or external advisors.
- Signal that external support is available (details of employee support services is provided below if needed).
- Ask if there is anything that you can support them with right now and over the next few days.
- Offer to reconnect once they have had a chance to review the information.

Ngā tino kōrero mā ngā kaiārahi | Talking points for leaders

These talking points are provided to support you to have 1:1 conversation with kaimahi where we have proactively arranged a hui (such as those who have accepted an offer), they may also be useful in kōrero with affected kaimahi in disestablished roles who request a 1:1 after receiving their decision letter. They are not relevant for kaimahi who have a change in reporting line.

Welcome

- Welcome the person (and their support person if in attendance). If they have not brought support, check if they want to pause to be able to arrange to have someone with them.
- Acknowledge the situation for the kaimahi and our understanding this is challenging for them.

Decisions

- Confirm they have received a letter confirming their employment status.
- For clarity, summarise the outcome for them, or read from the letter.
- Indicate that this is an opportunity for them to share any concerns or pātai (questions) they may have about the outcome.
- Note: If needed, any changes to terms and conditions will be provided by the division's PCW team.

Process

- Please ask PCW for support if you need help in sharing responses to questions and confirming next steps.
- If kaimahi think there has been an error in their letter, discuss this and then advise PeopleAndCulture@tepukenza.ac.nz
- Indicate that if they have any questions to raise these with you or your PCW lead and that they can get independent support and advice if needed.

Closing

- Encourage kaimahi to take time for themselves and lean on those around them for support.
- Additional support is available – please just ask us. (Details of employee support services provided below if needed).
- Ask if there is anything that you can support them with right now and over the next few days.
- Thank kaimahi for coming.

Ngā pātai auau | Frequently asked questions

A full list of FAQs for kaimahi will be available on [Te Whare](#).

Ngā tātauira | Templates

Invitation to decision hui

Release date and time	From 12 March
Subject	Invitation to decision hui
Recipients	Affected kaimahi as identified in data
Attachments	NA
Sent by	Regional People and Culture teams

Kia ora <NAME>

Decisions for kaimahi most impacted by Tāraia te anamata | Creating our futures will be communicated from 11 March, as we work to realign with the Minister's expectations.

I invite you to meet with LEADER NAME on <DAY FEBRUARY at TIME, in ROOM> OR I invite you to meet with me online on <DAY FEBRUARY at TIME>. A calendar appointment will be forwarded to you shortly.

<OTHER LEADER NAME> will also attend this hui and <PCW NAME> will be in attendance to provide support from our People, Culture and Wellbeing (PCW) team. You're welcome to bring a support person or representative with you.

At this hui, we will discuss how the decision affects your role and the next steps. You will also receive an individual letter via email from us confirming the specific changes to your role.

Thank you for rearranging your calendar if necessary to enable our hui to take place. If you're not available at the time suggested or if you have any requests that will help support you at this hui, please let me know.

Please remember that you can also reach out to our employee assistance provider for confidential external support if you wish to, you can find their contact details here [ADD LOCAL EAP CONTACT DETAILS](#).

Thank you for your patience, your ongoing dedication to our ākongā, employers, Māori and iwi partners, and for the way you continue to support your colleagues.

Ngā manaakitanga,

<NAME>

Email to accompany decision letter

Release date and time	From 12 March
Subject	Confidential: Decision Letter
Recipients	Affected kaimahi as identified in data
Attachments	Individual letter
Sent by	Regional People and Culture teams

Kia ora **NAME**,

Please find attached your individual decision letter as part of our decision to reverse Tāraia te anamata | Creating our futures.

I have attached a letter confirming the changes specific to your role.

Please take time to review your letter and if you have any pātai (questions) reach out to your leader or People, Culture and Wellbeing (PCW) team.

You can also reach out to our employee assistance provider for confidential external support if you wish to, you can find their contact details here **ADD LOCAL EAP CONTACT DETAILS**.

Ngā manaakitanga,

<NAME>

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Ngā rauemi me ngā tautoko | Resources and support

There are support services and resources available to help with navigating through change. These are listed below with information on how to access them including documents, guides, webinars, courses, counselling, and support services. If you want further support, please reach out to your People, Culture and Wellbeing team.

Tari Whakapakari Ngākau | Counselling services

EAP (Employee Assistance Programme) free confidential counselling for all kaimahi. Please contact your Safety and Wellbeing team if you require further information.

Provider	Division	Snapshot of services	How to access
Telus Health (previously <u>Benestar</u>)	Wintec Otago Polytechnic MIT	<ul style="list-style-type: none"> Counselling Coaching for all aspects of your life: physical, mental, social, financial My coach for leaders Manager referral Career coaching 	Log in or register here Or Call 0800 360 364 Company codes <i>Wintec:</i> s 9(2)(b)(ii) <i>Otago Poly:</i> <i>MIT:</i>
<u>EAP (Employee Assistance Programme)</u>	BCITO, HITO, MITO, EIT, SIT, WITT, UCOL, Unitec, NorthTec, Connexis, Earnlearn, Service IQ, Tai Poutini, Toi Ohomai	<ul style="list-style-type: none"> Counselling Legal and financial advice Manager advice Manager referral 	<u>Request an appointment</u> Or Call 0800 327 669
<u>OCP</u>	ARA Competenz NMIT	<ul style="list-style-type: none"> Counselling Legal and financial advice Managers assist line 	<u>Request an appointment</u>

Vitae

Open Polytechnic
Te Pūkenga national office
Whitireia and WelTec

- Counselling
- Career assistance
- Dispute resolution
- Outplacement and onsite support
- Legal and financial advice
- Managers assist line

Call 0508 664 981

Instep

Careerforce
Primary ITO

- Counselling
- Coaching for all aspects of your life: physical, mental, social, financial
- Manager support

Log in or register [here](#)

Unions

Below is a list of unions who can provide support to their members throughout this process.

- Tertiary Education Union (TEU) | <https://teu.ac.nz>
- Ara Academic Staff of Canterbury (AASC) | <https://aasc.ac.nz>
- Tertiary Institutes Allied Staff Association (TIASA) | <https://tiasa.org.nz>
- Public Service Association (PSA) | <https://www.psa.org.nz>
- E tū | <https://etu.nz>
- New Zealand Educational Institute | <https://www.nzeiteriuroa.org.nz>

Te Whare

- [Your career journey](#): Encourages you to reflect on your personal values, your career and next steps.
- [Moving through change and common reactions](#): This document will help you to understand what people experience when going through any change.
- Fact sheets on: [Building resilience \(PDF\)](#) [Looking after yourself \(PDF\)](#) [Integrating body and mind in everyday life \(PDF\)](#)
- Career support from an external provider is available to kaimahi who have had their role disestablished and have not been able to obtain redeployment. The details for this will be provided by People, Culture and Wellbeing to kaimahi in this situation.

Taumauri

Our wellbeing platform Taumauri contains information to support you with the challenges of change.

- [Navigating change](#): This three-part module will help you identify your values, provide insight into why they matter, and how they can help you navigate change.
- A selection of articles to help you [navigate change](#), [build resilience](#) and [manage stress](#)