

Review of staffing requirement for national office

Property Consultation

May 2024

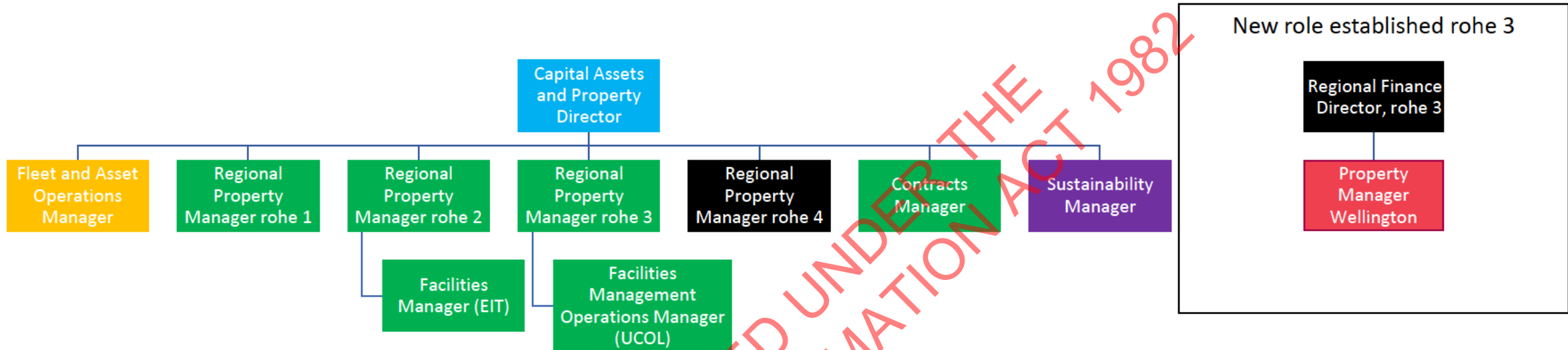
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Background and rationale

- In December 2023, we received and shared the letter of expectations from our 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 have already taken some actions to support the Governments intentions, including:
 - Ceasing all recruitment for Tāraia te anamata | Creating our futures
 - The re-establishment of division or regional structures as best as possible back to prior to Tāraia te anamata | Creating our futures.
 - Ceasing any further change proposals such as Digital.
 - Consulted with Regional Finance Directors and work-based learning Finance Leaders and confirmed that for most they will return to regional leadership.
 - Consulting with other kaimahi in National Office with the intent of devolving positions or responsibilities back to regions/divisions; realigning national office positions to transition work that supports the network until the future state is established or proposing disestablishment for some roles.
- We are now proposing some changes within the property team. More information is on the following pages and have been discussed with the relevant Regional Executive Director to support their division requirements. This includes:
 - For Regional Property Managers, we are proposing a reporting line change back to Divisions.
 - For kaimahi that work within regional property teams there is no change to their role. They will continue to report to their current manager unless specified in this consultation pack.
 - For two roles we are proposing disestablishment.
- The Strategic Property team remains unchanged and continues to report to the CFO.
- We believe this is the best course of action to meet the expectations and devolve responsibility back to regions and divisions.
- We appreciate that it is the intention of the Government to disestablish Te Pūkenga and no longer have a centralised approach to tertiary education. However, there are some teams within Finance and Property where we will continue national mahi for sometime, but it is likely that there will be further changes as we look to meet the Governments intentions for Te Pūkenga.

Current Property Structure and Proposed Impact



- Teams and roles that are not shown on this organisational chart are not impacted by this proposal
- Should a reporting line change be confirmed for a people leader following consultation, the team that reports to that role will follow their leader and also move to report into the regions.
- More information around the proposed changes in on the following page
- The National Strategic Property Team under the Strategic Property Director are not impacted by this proposal

KEY:

■	Proposed Deferred Disestablishment
■	Minor change
■	Disestablished
■	No impact
■	New role
■	Secondment – no impact

Summary of Proposed Impact

Role	Proposed Impact
Capital Assets and Property Director	Proposed to defer disestablishment and proposed reporting line change to the Executive Director, rohe 4 (Darren Mitchell) With the consultation to devolve responsibility back to the regions, and the proposed changes to the property managers positions, the scope of this role should the proposal proceed in its current state would be significant. There are some national projects this role will continue to oversee (sustainability, seismic work, HPB and major projects) and as such there is a proposed deferred disestablishment date of 29 November 2024
Regional Property Manager, rohe 1	Proposed change in reporting line to Interim Director Enrolments & Academic Ops Unitec & MIT (s 9(2)(a)) With the consultation to devolve responsibility back to the regions, this proposal aligns to that intent.
Regional Property Manager, rohe 2	Intent for rohe 2 is to revise the scope for this region. <ul style="list-style-type: none"> Regional Property Manager rohe 2, proposed title change to Regional Property Manager, Wintec/Toi Ohomai. Proposing to report to the Executive Director rohe 2 (Huia Haeata), dotted line to other Executive Director, rohe 2. Oversight for Wintec and Toi Ohomai Facilities Manager (EIT) that currently reports to the Regional Property Manager, rohe 2, is proposed to move to report to the Director Operations (s 9(2)(a)) and will oversee EIT. With the Governments intent to devolve responsibility back to the regions, this proposal aligns to that intent.
Regional Property Manager, rohe 3	Due to complexity and size of this region, it is proposed <ul style="list-style-type: none"> Regional Property Manager, rohe 3 proposed change in title to Regional Property Manager, NMIT/WITT and a proposed reporting line to Director Transition and Support Services (s 9(2)(a)) at NMIT. This proposal will align to the Regional Directorate split and oversee NMIT and WITT. For the Wellington region we are proposing to create a new role - Property Manager, Wellington (see separate line below) For UCOL and the Manawatu, the Facilities Management Operations Manager (UCOL) that currently reports to the Regional Property Manager, rohe 3 is proposed to report to the Interim Operations Director (s 9(2)(a)) With the Governments intent to devolve responsibility back to the regions, this proposal aligns to that intent.
Regional Property Manager, rohe 4	No change. The role will continue to report to the Capital Assets and Property Director until 29 November, but responsibilities will be devolved back to the region, and they will closely with rohe 4. This aligns with the Government intent to devolve responsibility back to the regions and as this role's manager is based in Christchurch.
Fleet and Assets Operations Manager	Disestablish this role. This proposal aligns to the Governments intent. Work based learning divisions will assume responsibilities for their fleet and for Campus Divisions this will return to the relevant Regional Property Manager.
Contracts Manager	Change in reporting line to Procurement Director. We see alignment with this role and the procurement team, and the role will not only support property and lease contracts but general procurement as well.
Property Manager Wellington	Due to the geographic size and number of campuses in rohe 3, the proposal is to create a role dedicated to the campuses in Wellington. This role will report to the Regional Finance Director, rohe 3 (s 9(2)(a)) and oversee property matters for Open Poly, Weltec & Whitireia.

Our timeline & next steps

When	What	What to expect
Between 10 May & 14 May 2024	Consultation begins	<ul style="list-style-type: none">Direct reports of the CFO and the property team will meet with CFO and receive individual letters outlining proposed options Reports with proposed changes reporting to regional property will meet with Capital Assets and Property Director and people leader.
From 24 May 2024	Consultation closes	<ul style="list-style-type: none">Consultation closes between 24 May and 28 May.
	Feedback	<ul style="list-style-type: none">CFO review feedback, engage with Executive Directors as necessary and prepare decisions.
	Support	<ul style="list-style-type: none">Employee assistance details will be provided in their letter. You can also contact Te Pūkenga employee assistance, they can access Vitae, www.vitae.co.nz (0508 664 981).
Between 28 May & 30 May 2024	Decisions	<ul style="list-style-type: none">CFO shares decisions and impacted kaimahi provided with letters. Please note depending on individual circumstance and impact there may be instances that consultation can conclude early. If this is the case we will work individually with impacted kaimahi

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Te Pūkenga

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Review of staffing requirement for national office

Finance Consultation

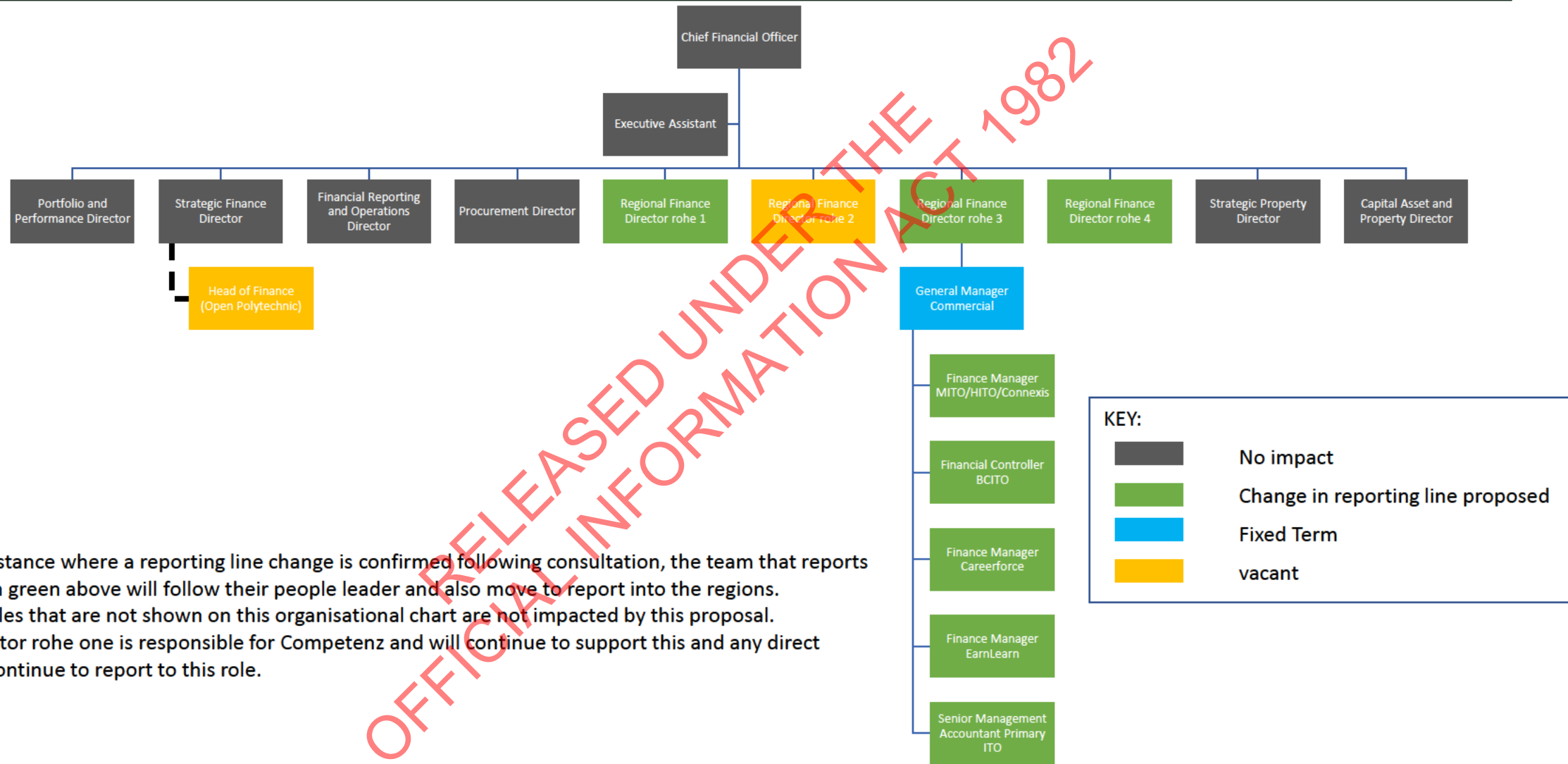
April 2024

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Background and rationale

- In December 2023, we received and shared the [Letter of Expectations](#) from our 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 have already taken some actions to support this letter, including
 - Ceasing all recruitment for Tāraia te anamata | Creating our futures
 - The re-establishment of division or regional structures as best as possible back to prior to Tāraia te anamata | Creating our futures.
 - Ceasing any further change proposals such as Digital.
- We are now looking at the National Office with the intent of either devolving positions or responsibilities back to regions or divisions; or realigning national office positions to transition work that supports the network until the future state is established or proposing disestablishment for some roles.
- For Finance and Property, we are now looking to see how we organize the teams to meet the intentions signaled by the Minister. This includes:
 - For most roles there is no immediate impact and are out of scope of this process.
 - For Regional Finance Teams, we are proposing a reporting line change (there is more detailed information on the following slides).
 - For the Regional Finance Directors, it is proposed they will report into the Regional Executive Director at the location they are based at.
 - For the workbased learning, we currently have a General Manager Commercial, which is fixed term. This role will end in accordance with its fixed term. All roles reporting to this role will report to the identified workbased learning Executive Director.
 - We are currently recruiting a Head of Finance Open Polytechnic and this will report to the Executive Director Open Polytechnic
 - The mahi these roles do is not expected to change.
 - For kaimahi that work within regional finance teams there is no change to your role. You will continue to report to your current manager.
- We believe this is the best course of action to meet the expectations and devolve responsibility back to regions and divisions. It will enable more local leadership and for Regional Finance to work closely with the Regions/Divisions to ensure national and strategic development, and facilitation of collaboration with colleagues.
- We appreciate that it is the intention of the Minister to disestablish Te Pūkenga and no longer have a centralised approach to tertiary education. There are some teams that will need to continue the mahi for sometime, but it is likely that there will be further changes for the National teams within Finance and Property over time.

Current Finance and Property Structure and Proposed Impact



- In the circumstance where a reporting line change is confirmed following consultation, the team that reports to the roles in green above will follow their people leader and also move to report into the regions.
- Teams and roles that are not shown on this organisational chart are not impacted by this proposal.
- Finance Director rohe one is responsible for Competenz and will continue to support this and any direct reports will continue to report to this role.

Summary of Proposed Impact

Role	Proposed Impact
Regional Finance Director Rohe One	Change in reporting line to the Regional Executive Director rohe one – Peseta Sam Lotu-Iiga (continued to support NorthTec and Competenz and accountability to the other Executive Director rohe one)
Regional Finance Director Rohe Two	This role is vacant and we are currently recruiting Will report to the Regional Executive Director rohe two – Kieran Hewitson (will continue to support the full rohe in regards to Finance and have accountability to the other Executive Director rohe 2)
Regional Finance Director Rohe Three	Change in reporting line to the Regional Executive Directors rohe three – Mark Oldershaw (will continue to support the full rohe in regards to Finance and have accountability to the other Executive Director rohe 3)
Regional Finance Director Rohe Four	Change in reporting line to the Regional Executive Director rohe four – Darren Mitchell (will continue to support the full rohe in regards to Finance and have accountability to the other Executive Director rohe 4)
General Manager Commercial	Is fixed term and will end as scheduled
Financial Controller BCITO	Change in reporting line to Director BCITO with a dotted line to Regional Finance Director rohe 3.
Senior Management Accountant Primary ITO	Change in reporting line to Executive Director Primary ITO with a dotted line to Regional Finance Director rohe 3.
Finance Manager EarnLearn	Change in reporting line to Executive Director Connexis with a dotted line to Regional Finance Director rohe 3.
Finance Manager Careerforce	Change in reporting line to Executive Director Careerforce with a dotted line to Regional Finance Director rohe 3 and also supporting Service IQ.
Finance Manager MITO/HITO/Connexis	Change in reporting line to Executive Director MITO. But will continue to support the financial requirements for HITO and Connexis as well and have a dotted line to Regional Finance Director rohe 3.
Head of Finance Open Polytechnic	This is a new role and we are currently recruiting. It is intended once recruited to report to Executive Director Open Polytechnic and a dotted line for functional activities to Strategic Finance Director

Our timeline & next steps

When	What	What to expect
From 10 April 2024	Consultation begins	<ul style="list-style-type: none">• Kaimahi will meet with CFO and receive individual letters outlining proposed options
24 April 2024	Consultation closes	<ul style="list-style-type: none">• Consultation closes.
	Feedback	<ul style="list-style-type: none">• CFO review feedback, engage with senior leaders and then prepare decisions.
	Support	<ul style="list-style-type: none">• Employee assistance details will be provided in their letter. You can also contact Te Pūkenga employee assistance, they can access Vitae, www.vitae.co.nz (0508 664 981).
From 29 April 2024	Decisions	<ul style="list-style-type: none">• CFO shares decisions and impacted kaimahi provided with letters.• Please note depending on individual circumstance and impact there may be instances that consultation can conclude early. If this is the case we will work individually with impacted kaimahi

NEXT STEPS

- We ask that you please take your teams through the talking points on slide one.
- s 9(2)(a) will send you this presentation and the leaders guide to help with those conversations.
- We would like those conversations to occur over the coming few days next week.



Te Pūkenga

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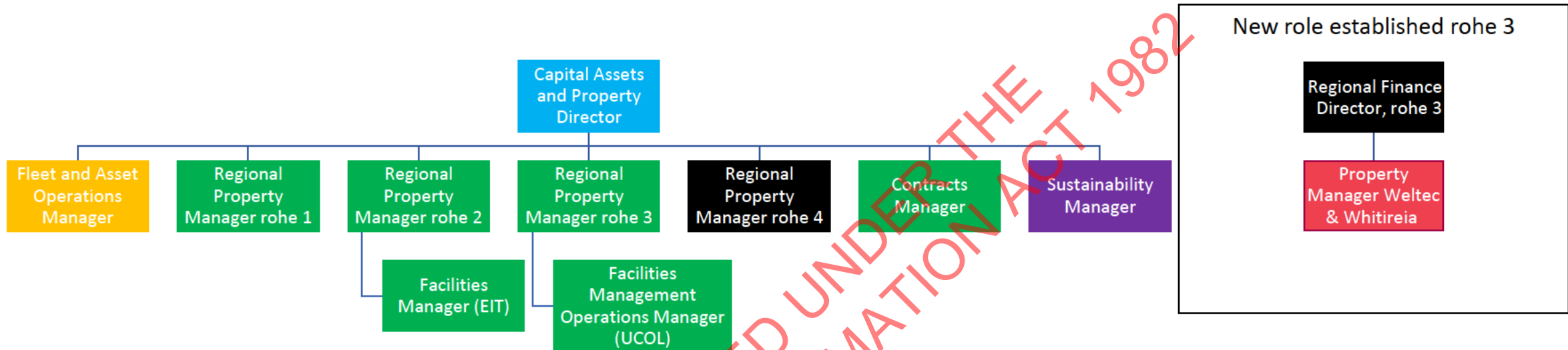
Property Decision following Consultation

May 2024

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Confirmed Property Structure



- Teams and roles that are not shown on this organisational chart are not impacted by this proposal
- For those with confirmed reporting line changes, the team that reports to that role will follow their leader and now report regionally.
- More information around the confirmed changes in on the following page
- Soft facilities are out of scope of this change proposal (unless currently reporting to a Regional Property Manager). This sits within the regions and responsibility will fall to the relevant Executive Directors for consideration.

KEY:

	Confirmed Deferred Disestablishment
	Confirmed minor change
	Confirmed Disestablished
	Confirmed No impact
	Confirmed new role
	Secondment – no impact

Summary of Confirmed Impacts

Role	Confirmed Impact
Capital Assets and Property Director	Confirmed that this role will have a deferred disestablishment date of 29 November 2024 with a reporting line change to the Executive Director, rohe 4 (Darren Mitchell) National projects such as sustainability, seismic work, HPB and other major projects will remain with this role as will the rohe 4 Property Managers reporting line.
Regional Property Manager, rohe 1	Confirmed reporting line change to Interim Director Enrolments & Academic Ops Unitec & MIT (s 9(2)(a)). With clarification that there is a dotted reporting line to Executive Director, rohe 1 (Toa Faneva) for NorthTec. The role continues to support Competenz.
Regional Property Manager, rohe 2	Confirmed outcome for rohe 2 - <ul style="list-style-type: none"> Confirmed change in title to Regional Property Manager, Wintec/Toi Ohomai and confirmed reporting line change to Executive Director rohe 2 (Huia Haeata), dotted line to other Executive Director, rohe 2 (Kieran Hewitson). Will have oversight for Wintec and Toi Ohomai Change in reporting line for Facilities Manager EIT.
Regional Property Manager, rohe 3	Confirmed outcome for rohe 3 - <ul style="list-style-type: none"> Regional Property Manager, rohe 3 will have a title change to Regional Property Manager, NMIT/WITT and report to Executive Director, rohe 3 (Olivia Hall) Change in reporting line for Open Polytechnic property, UCOL and confirmation of the newly created Property Manager WelTec & Whitireia.
Regional Property Manager, rohe 4	No change. The role will continue to report to the Capital Assets and Property Director until 29 November.
Fleet and Assets Operations Manager	Confirmed disestablish this role. Duties for this role will devolve back to the regions and the work-based learning divisions.
Contracts Manager	Confirmed change in reporting line to Head of Procurement (s 9(2)(a)).
Property Manager Weltec & Whitireia	New role confirmed We will ONLY be recruiting this role internally via an EOI process, open for five days. Timeline over the page. The role will be now only be for Weltec/Whitireia and report to Regional Finance Director, rohe 3 (s 9(2)(a)). For the Open Polytechnic, these responsibilities will devolve back to the Open Polytechnic along with any reporting lines. Now we have confirmed these changes, further consultation will be needed with rohe 3 kaimahi in regard to changes in reporting lines.
Facilities Manager (EIT)	Role is confirmed to have a change in reporting line to Director Operations (s 9(2)(a)) and oversee EIT.
Facilities Management Operations Manager (UCOL)	Role is confirmed to have a change in reporting line to Interim Operations Director (s 9(2)(a)) and oversee the 4 campuses (Manawatu, Whanganui, Wairarapa and Horowhenua). There is an additional escalation reporting line to Regional Finance Director, rohe 3 (s 9(2)(a)).

Timeline & next steps

When	What	What to expect
Between 28 May & 30 May 2024	Decisions	<ul style="list-style-type: none">• CFO shares decisions and impacted kaimahi provided with letters.• Where necessary, redeployment conversations occur.
Early June	EOI for Property Manager Weltec & Whitireia	<ul style="list-style-type: none">• EOI process overseen by People, Culture and Wellbeing.• Applications will be open to internal kaimahi between 6 June to 14 June.
17 June 2024 to 24 June 2024	Move in reporting lines and Payroll systems	<ul style="list-style-type: none">• For those that are moving to a regional reporting line, this will take effect 17 June 2024.• The Contracts Manager reporting line change will take effect on 24 June 2024.• For those moving to a regional reporting line will also move to the relevant payroll system – this will occur early July.

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Te Pūkenga

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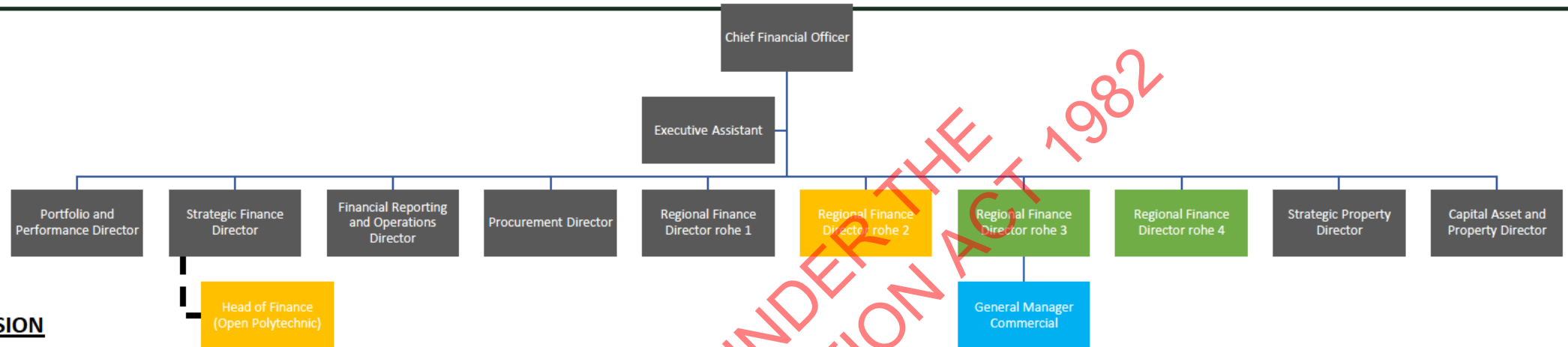
Finance and Property Decision Document

May 2024

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Confirmed changes to the regional finance teams



NOTES FOR DECISION

- Now that we are confirming decisions to change reporting lines, we can also confirm that teams reporting to a role that has had a change in reporting line will follow their leader.
- Teams and roles that are not shown on this organisational chart are not impacted by this proposal.
- **ROHE ONE**
 - Finance Director rohe 1 remains responsible for Competenz and will continue to support this and any direct reports will continue to report to this role. Due to the work cross over with work based learning and ITP's, this role remains reporting to CFO for the current time.
- **ROHE TWO**
 - We will establish a Head of Finance for EIT which will be fixed term.
 - We will continue with the recruitment for the vacant Regional Finance Director, rohe 3 but this will be changed to only over see Toi Ohomai and Wintec – report to Kieran Hewitson Executive Director rohe 2
- **ROHE THREE**
 - The General Manager Commercial will not be replaced.
 - With the exception of the Finance Manager HITO/MITO/Connexis, and Senior Management Accountant, Primary ITO all other roles are confirmed to have a reporting line change to the Executive Director, dotted line to Regional Finance Director, rohe 3

KEY:

	No impact
	Change in reporting line confirmed
	Fixed Term - this has now ended
	vacant and being recruited for

Confirmed changes to reporting line for Regional Finance Teams

Role	Confirmed change
Regional Finance Director Rohe One	Will remain reporting to the CFO for the current time. Due to responsibilities covering ITP's and work based learning the decision was made to leave the reporting line to the CFO. The role will have a dotted line report to the two Regional Executive Directors rohe one (Peseta Sam Loto Ilga and Toa Faneva) and the Executive Director Competenz (Amanda Wheeler).
Regional Finance Director Rohe Two	We will continue to recruit this role – it will have oversight for Wintec and Toi Ohomai. Role will report to the Regional Executive Director rohe two – Kieran Hewitson with dotted line to other Executive Director rohe 2. For EIT we will recruit a fixed term 12 month Finance Manager, reporting to Kieran Hewitson, Regional Executive Director, rohe 2 The rationale for splitting out the role is due to Rohe 2 having 3 divisions as material components for audit purposes and geographic spread. Roles will have dotted line reporting to the other Executive Director rohe 2, Huia Haeata
Regional Finance Director Rohe Three	Change in reporting line to the Regional Executive Directors rohe three – Mark Oldershaw Will continue to support the full rohe 3 for all finance matters and will have dotted line report to other Executive Director rohe 3, Olivia Hall In addition the WBL Senior Finance kaimahi who used to report to the GM Commercial will have a dotted line to report to Regional Finance Director rohe 3 Finance Manager for MITO/HITO/Connexis will report to the Regional Finance Director rohe 3
Regional Finance Director Rohe Four	Change in reporting line to the Regional Executive Director rohe four – Darren Mitchell. Will continue to support the full rohe with dotted line to other Executive Director rohe 4, Megan Pōtiki
General Manager Commercial	Is fixed term and will end as scheduled – will not be replaced
Financial Controller BCITO	Change in reporting line to Interim Executive Director BCITO (Greg Durkin) with a dotted line to Regional Finance Director rohe 3.
Senior Management Accountant Primary ITO	Change in reporting line to Executive General Manager, Business and Quality, Primary ITO s 9(2)(a)) with a dotted line to Regional Finance Director rohe 3.
Finance Manager EarnLearn	Change in reporting line to Executive Director Connexis (Karin Gaukodger) with a dotted line to Regional Finance Director rohe 3.
Finance Manager Careerforce	Change in reporting line to Executive Director Careerforce (Rod Bentham) with a dotted line to Regional Finance Director rohe 3 and also supporting Service IQ.
Finance Manager MITO/HITO/Connexis	Will report to the Regional Finance Director rohe 3. Due to the three requirements for different work based learning groups, this role will report to the Regional Finance Director, rohe 3 and with dotted lines to the Executive Directors for HITO/MITO and Connexis, (Kay, Verna and Karin) supporting their financial requirements.
Head of Finance Open Polytechnic	Currently recruiting. Will report to Executive Director Open Polytechnic (Alan Cadwallader) and a dotted line for functional activities to Strategic Finance Director

Next Steps, key notes and support

- It is expected the changes in this proposal will take effect in most instances on 20th May 2024
- As we look to meet the ministers expectations, there is likely to be more change and should this occur we will meet with those individuals to talk through any proposals
- The National Office review allows for a number of different proposals as we look to devolve responsibility back to regions. For some this does include disestablishment, but we are looking at changing reporting lines and also deferred disestablishment.
- This is not a reflection on the mahi that has been done by our kaimahi in National Office
- If you have questions or concerns, please reach out to your manager, myself or s 9(2)(a).
- We appreciate that change can be unsettling, please remember you can access the National Office external counselling provider, Vitae, on www.vitae.co.nz (0508 664 981). Additional external counselling resources are available on Taumauri and Te Whare.
- There may be other support systems available to you at your local campus, such as chaplaincy, cultural support or pastoral care support services.
- All kaimahi significantly impacted by this proposal have access to Futurepath, a career outplacement provider. For more details, go to Te Whare, which provides details on additional support resources.
- The pack is not for distribution, but as a guide as you talk with your teams
- THANK YOU. I want to pass on my thanks to this leadership team for the continued mahi you are doing, for supporting me and for the professionalism you show daily.

National Office – April Review

Senior Leaders Hui

09 April 2024

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Key messages: National Office Consultation

- Following Minister's Letters of Expectation's, we are now in the process of aligning our work programme with the Government's intent.
- We are now commencing a review of all positions within national office with the intent of either devolving positions or responsibilities back to regions or divisions, or realigning national office positions to transition work that supports the network until our future organisations are established. This proposed approach may lead to the disestablishment of positions, which is what we are now consulting about.
- The disestablishment process of Te Pūkenga is in no way a reflection of our individual kaimahi or their performance.
- For kaimahi in scope of the consultation, they will have either already received an invite to a meeting or will do so shortly. For those kaimahi that have not received invites, they are out of scope of this process.
- No matter what the future organisational structure is, we remain committed to continue our good mahi and empowering our customers in their success.

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Timeline

Date	Key Activity
8-9 April	Stakeholder engagement
10-12 April	Individual Consultation commences 10 days* for most IEA kaimahi; 20 days* for CEA kaimahi
24-29 April	Consultation finishes for most kaimahi
From 29 April	Decisions released to kaimahi Support and transition processes commence implementation

*Any kaimahi wishing to progress decision ahead of their contractual consultation period may do so but will not be asked to do so by the employer

Summary of Proposed Impact for Kaimahi - April Review

Group	Dis-established	Dis-established. Deferred redundancy	Dis-established. Deferred redundancy. Change in Reporting line	Change in Reporting line	No Change/ No Impact	Total kaimahi
Tiriti Outcomes	s 9(2)(a)					7
OCE+					22	25
LEEA						5
Ako Delivery					11	16
ACLS	13	5				18
Finance				12	32	44
Digital	s 9(2)(a)					5
PCW	s 9(2)(a)	15	5	6	16	43
TOTAL	30	25	5	21	81	162

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Questions?

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National office consultation, April 2024

Ngā pātai auau | Frequently asked questions

Why are you consulting with Te Pūkenga national office kaimahi?

In December last year, we received a [Letter of Expectations](#) from our Minister for Tertiary Education and Skills, Hon. Penny Simmonds. In the letter, the Minister confirmed that the Government no longer intends to have a centralised organisation delivering vocational education and training. Work is now underway to align our work programme with the Government's intent. Reviewing the staffing requirements for the national office is part of the wider work to disestablish Te Pūkenga.

How can you consult without knowing what the future network is going to look like?

While we do not yet know what the future shape of the network is, or exactly when we will be moving to the future state, it is important that we align our workplan with the Minister's expectations.

What are you consulting on?

We are commencing a review of all positions within national office with the intent of either devolving positions or responsibilities back to regions or divisions, or realigning national office positions to transition work that supports the network until future entities are established. This proposed approach may lead to the disestablishment of positions or changes to positions, which is what we are now consulting about.

Am I part of the consultation if I am in a national office seconded or temporary role?

Seconded and fixed-term kaimahi who are undertaking transitional and disestablishment mahi are not included in this round of consultation and we have communicated with them prior to this process. Thank you to these kaimahi for continuing to support Te Pūkenga through this time.

What does this consultation mean for me?

Your manager or people leader will meet with you to discuss the impact and process for you personally. This is an individual consultation process and, following the conversation with your manager or people leader, you will receive a letter that sets out our proposal for you to consider and provide feedback on.

How long will I have to provide feedback?

Kaimahi who are employed on an Individual Employment Agreement (IEA) will have ten working days to provide feedback. For kaimahi on a Collective Employment Agreement (CEA), we will comply with the timeframe required as per your agreement.

What are you seeking feedback on?

We are seeking your feedback on the approach proposed in your letter. Once you receive your consultation 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. You may wish to share feedback that includes:

- your thoughts on the proposed approach outlined in your letter
- any concerns you have about the proposal
- any other comments you may have and any other options you would like us to consider.

How do I share my feedback?

We welcome your whakaaro (feedback) or commentary in response to the proposal. You can provide this in writing, through a representative, or directly in the hui you have with your manager. We want this process to reflect our Te Pūkenga values so please do not hesitate to share your concerns or suggestions for alternative approaches. You can also provide whakaaro (feedback) via email at: PeopleAndCulture@TePukenga.ac.nz.

Is a consultation document available?

No, each person consulted will receive an individual consultation letter.

I'd like more discussion around my options. Can I do this?

We are conscious that some kaimahi may have circumstances that require further kōrero. Please discuss this with your manager or people leader, or email People, Culture and Wellbeing at PeopleAndCulture@TePukenga.ac.nz.

Can I seek external advice about the options you've presented to me?

Yes. We encourage you to seek independent advice regarding the direction Te Pūkenga proposes to take and what this may mean for you.

What should I do if I haven't received a letter?

Managers will meet with affected kaimahi and share information at different times. Most affected kaimahi will receive letters between 10 and 12 April. If you haven't received a letter and think you should have, please speak with the People and Culture team at your division or email PeopleAndCulture@TePukenga.ac.nz.

How will you communicate a decision?

Affected kaimahi will receive an individual letter which sets out the decision for their role. We will share a decision with you including an outline of the next steps and timing, as soon as we can once the consultation has closed.

Who can I talk to if I need support or have questions?

If you need support during this time, please contact your leader, union representative or your People and Culture team. If you want to access confidential support, it's available to you and your whānau through [Vitae](#) at 0508 664 981. Ngā rauemi me ngā tautoko | Resources and support section below has information on the services available. If you are unsure who to speak to for support, you can email PeopleAndCulture@TePukenga.ac.nz.

What is suitable redeployment?

The redeployment process is about ensuring that every reasonable effort is made to retain kaimahi within the network. A redeployment is considered suitable if it matches the skills and experience of kaimahi, or is a redeployment that a kaimahi accepts. The applicable employment agreement may also provide additional detail regarding the redeployment process. If you have questions related to your individual circumstances, please speak with your manager or email PeopleAndCulture@TePukenga.ac.nz.

Can I apply for voluntary redundancy?

We are not offering a voluntary redundancy process.

If my role is disestablished, will I be required to work out my redundancy notice period, or would Te Pūkenga consider a payment in lieu instead?

You will be required to work out your notice period unless agreed with Te Pūkenga.

What if I wish to leave Te Pūkenga before my confirmed disestablishment date?

You will need to provide notice as required by your employment agreement. In this circumstance, you would not be entitled to redundancy compensation unless otherwise agreed with Te Pūkenga.

If I accept redeployment at a business division, will I keep my current terms and conditions, or will I be offered a new business division employment agreement?

You'll be offered a new business division employment agreement, or if you are a union member, you will continue on the applicable collective agreement, provided your new role is within the coverage clause. Any change to your terms and conditions will be negotiated with you to ensure they are no less favourable than your Te Pūkenga employment agreement, or alternatively, appropriate compensation will be provided.

What happens if I'm offered a position at a lower salary than my current salary?

You will be eligible for partial redundancy. Kaimahi covered by a collective employment agreement may be entitled to salary protection instead of partial redundancy.

How do I find out what redeployment opportunities are available in the network?

The national office People and Culture team will work with business division People and Culture teams and Executive Directors to understand the available opportunities and vacancies across Te Pūkenga network. We will share this list with all national office kaimahi who advise they would like to seek redeployment.

If my reporting line is changing and I'm keeping my current salary, will it be permanent, or will there be conditions or changes in future?

If your reporting line is confirmed to change, unless otherwise outlined, your position description and terms and conditions of employment will not change. However, as we continue to align our mahi with the Minister's intention to disestablish Te Pūkenga, changes may occur in the future. If any future changes impact your position, we will discuss them with you.

How can I be sure that there will be a fair and transparent recruitment and redeployment process?

To ensure we meet our redeployment obligations for impacted kaimahi, we will, where possible, identify vacancies comparable to the position the kaimahi has been disestablished from. Impacted kaimahi will have priority for these redeployment opportunities.

If there are no impacted kaimahi with the comparable skills and experience required for a vacant role, then vacancies will be open to all kaimahi and as necessary, external applicants.

There may be limited circumstances where it has been identified that an impacted kaimahi is the only kaimahi within the organisation with the skills and experience for a particular role. In this situation, a direct appointment may occur.

He aratohu mā te hunga hautū i ngā tāngata

People leaders' guide to consultation

April 2024

Kia ora koutou katoa,

This document provides you, as a people leader, guidance and assistance as you step kaimahi through the consultation process. Consultation occurs with kaimahi to allow us to present to them different options for their consideration and feedback. Once feedback has been received and reviewed, a decision letter will be issued. This process does take time to complete, but it is important that all steps are followed to ensure a fair and robust process occurs.

This consultation process is slightly different from the one we did for Tāraia te anamata | Creating our futures. We will be undertaking individualised conversations and as such impacts with our kaimahi may differ. It also means that at times we may be able to move to decision within different timeframes depending on the impact, the feedback and the options discussed with kaimahi. We have allowed for this flexibility within the process, the letters and your conversations.

The consultation and decision process can be unsettling for kaimahi, but also for you as a people leader. Our People, Culture and Wellbeing (PCW) team is here to support you and your kaimahi. Please reach out if you have any pātai (questions) or need support.

Finally, a sincere note to you all, thank you for your commitment, and ongoing leadership through this process, especially when you too may be affected by a change in your own role.

Keri-Anne Tane

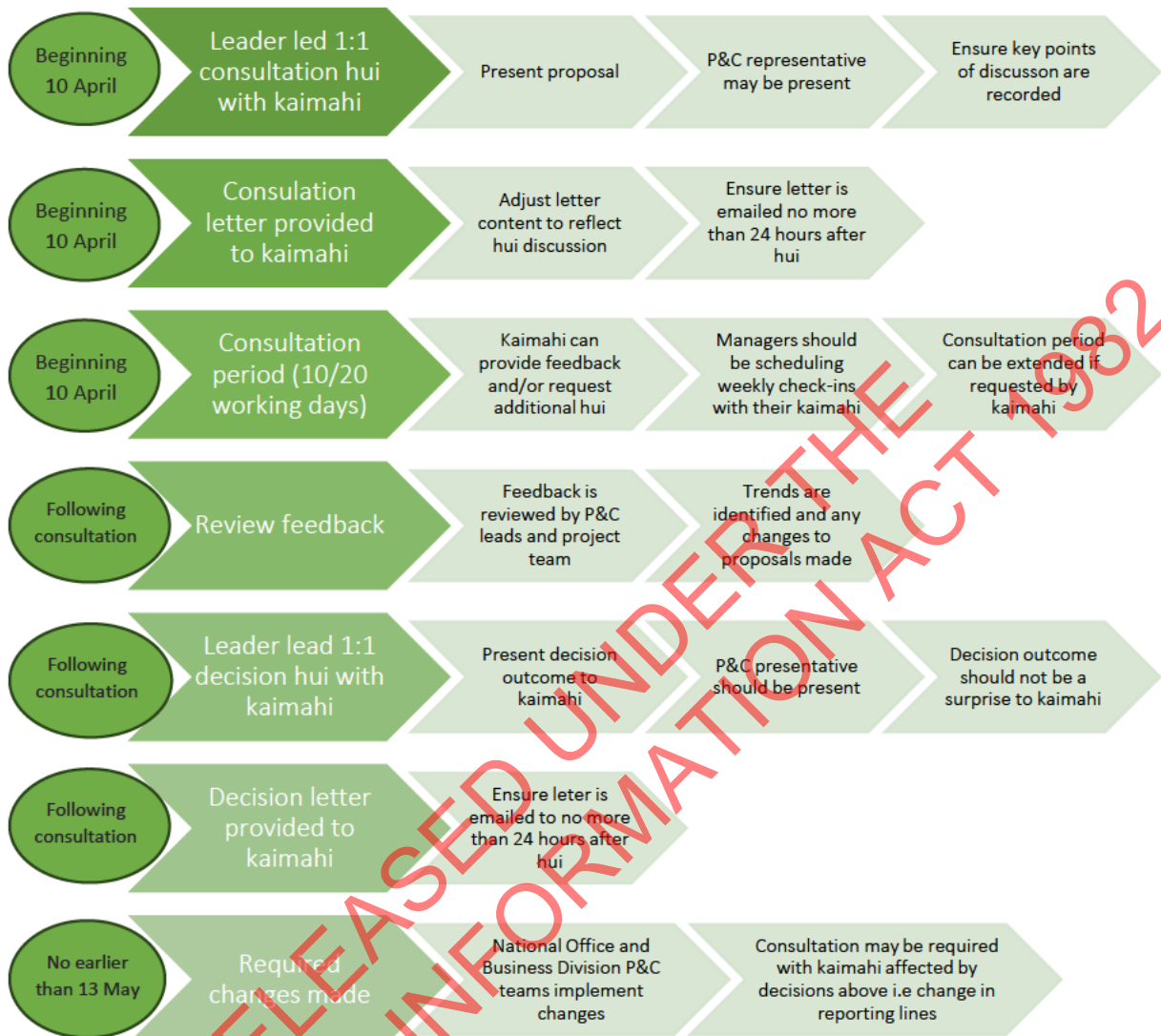
Pourangi Tangata | Chief People Officer

Ngā kōrero matua | Key messages

- In December last year, we received a [Letter of Expectations](#) from our Minister for Tertiary Education and Skills, Hon. Penny Simmonds. In the letter, the Minister confirmed that the Government no longer intends to have a centralised organisation delivering vocational education and training.
- While we do not yet know what the future shape of the network is, or exactly when we will be moving to the future state, it is important that we align our workplan with the Minister's expectations and Government policy and retain critical capacity within our local and regional structures.
- We recently concluded consultation with kaimahi and confirmed that we are mostly returning to the structures in place before Tāraia te anamata | Creating our futures structure decision was confirmed in September 2023.
- Reviewing the staffing requirements for national office is part of the wider work to disestablish Te Pūkenga as directed by the Government in December 2023.

Consultation and Decision Process

The image below provides a high-level overview of the consultation and decision process.



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Leader led 1:1 consultation hui with kaimahi

This section provides guidance for people leaders as they hold and led their 1:1 consultation hui with kaimahi. While a P&C representative will be present to support you (and record the discussions), the expectation is that you run the hui.

Pre-meeting

1. Email invitation no less than two working days prior to the meeting date. Let kaimahi know that they can bring a support person, such as a union or other representative.
2. Arrange for a P&C representative to attend the hui. They will be responsible for taking notes to record what was discussed and any actions required to be completed. If you do not wish to have a P&C representative with you, please ensure you have discussed this with your P&C Lead.
3. An email invitation template is below.

Consultation meeting

Welcome:

1. Welcome the person (and their support person if in attendance). If they have not bought support, check if they want to pause to be able to arrange to have someone with them.

Consultation:

1. Confirm that we are running an individual consultation process, starting with a 1:1 conversation between affected kaimahi and their manager to talk through proposed options.
2. Acknowledge that reviewing the national office is the next step in our disestablishment journey. This is part of the wider work to disestablish Te Pūkenga as directed by the Government in December 2023.
3. While we do not yet know what the future shape of the network is, or exactly when we will be moving to the future state, it is important that we start to align our workplan with the Minister's expectations and Government policy and retain critical capacity within our local and regional structures.
4. Let them know that this review will look at proposing either disestablishing some positions, devolving positions of responsibilities back to regions or divisions; or realigning national office positions to transition work that supports the network until the future state is established. The latter will require agreement for a high degree of flexibility and adaptability with regards to the deliverables and responsibilities kaimahi will undertake.
5. Confirm the impact to them and the rationale as per the letter.
6. Attempt to gauge the kaimahi willingness to consider redeployment and/or alternative role opportunities and/or to engage in transition mahi (particularly if dis-established with deferred is proposed) and discuss what they would be willing to consider as a suitable role i.e. moving to a regional or business division focused role. Advise the kaimahi that any redeployment/alternative role opportunities would be presented to them once confirmed with the business division.

7. If relevant, summarise any conversations you have previously had with them about their individual situation. This may include some of the options available to them
8. Indicate that following this 1:1 meeting, they will receive a letter formally outlining the proposed impact on their role.

Closing remarks:

1. Take kaimahi through the timeline within the letter. Indicate to them that you will schedule a weekly check-in during consultation. If they would like to connect with you more often, they are most welcome to reach out to you. They are welcome to bring a support or representative person with them to these meetings.
2. Encourage kaimahi to take time for themselves and lean on those around them for support. Additional support is available. Details of employee support services are provided below if needed and also within the letter.
3. Set out their relevant consultation period (10 or 20 days). The intent is to balance reasonable time for kaimahi to review the proposed change, engage with support and provide feedback. If they would like to progress at a different timeline than that presented, they only need to let you know during your check-ins or as they may wish to connect with you.
4. Ask if there is anything that you can support them with right now and over the next few days.
5. Remind kaimahi that they can get independent support and advice if needed, including from union representatives or external advisors.
6. Let them know that questions or their feedback, can be address directly to you, the P&C representative in attendance or emailed to peopleandculture@tepukenga.ac.nz.
7. Remind kaimahi that there are a number of ka mahi going through this process and it is important that we treat each other with kindness during this time as the impact is variable and understandably for some, significant.

Ngā pātai auau | Frequently asked questions

The FAQs below may help you respond to questions about how kaimahi can share their feedback or response. A full list of FAQs for kaimahi will be available on Te Whare.

Q: What are you seeking feedback on?

We are seeking your feedback on the proposed impact to your role in your letter. There may be other options you wish us to consider other than those spoken of in the meeting, if so, then please share those along with any feedback you may have.

Q: How do I share my feedback?

You can share this with your manager or P&C representative directly, either in writing or in a meeting. You can also email it to PeopleAndCulture@TePukenga.ac.nz by the date specified in your letter.

Q: Who else is going through consultation?

This consultation is being undertaken with a number of national office kaimahi. Please note this consultation is different from Tāraia te anamata | Creating our futures in that each

proposed outcome is specific to the individual. You may hear that some people are not impacted by this process and that is because as we look to align our work plan with the Ministers Letter of Expectations, there will be different impacts to different people.

Ngā tātauirā | Templates

Invitation to consultation hui

Release date and time	from 8 April
Subject	Confidential: National office change proposal - invitation to consultation hui
Recipients	Affected kaimahi as identified in data
Sent by	DCE or P&C Lead or EA

Kia ora <Kaimahi first name>

As you are aware, in December 2023, we received and shared the [Letter of Expectations](#) from the 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 are now in the process of aligning our work programme with the Government's intent for national office Kaimahi.

I invite you to meet with <LEADER NAME> on <DAY APRIL at TIME, in ROOM> OR I invite you to meet with me online on <DAY APRIL at TIME> to discuss the proposed impact on your role.

<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.

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.

Thank you for your continued professionalism during this time of change. If there is anything you need during this time, please do not hesitate to reach out to me.

Ngā manaakitanga,

Email to accompany consultation letter

Release date and time	from 8 April
Subject	Confidential: National office change proposal letter
Recipients	Affected kaimahi as identified in data
Sent by	DCE or P&C Lead

Attachments	Individual consultation letter
-------------	--------------------------------

Kia ora <kaimahi first name>,

Please find attached your individual consultation letter as part of the national office review.

Please take time to review your letter and if you have any pātai (questions) reach out to me, or email peopleandculture@tepukenga.ac.nz.

If you would like to access external, confidential support, this is available to you and your whānau through Vitae at <http://www.vitae.co.nz> or phone 0508 664 981.

I will soon send a meeting invite for next week as a follow-up from our hui today. If you would like to connect before this time, please just let me know.

Ngā manaakitanga,

<DCE NAME>

Invitation to decision hui

Release date and time	As decision is confirmed for each kaimahi
Subject	Confidential: National office review: invitation to decision hui
Recipients	Affected kaimahi as identified in data
Sent by	DCE or P&C Lead or EA

Kia ora <kaimahi first name>,

Thank you for meeting with me over the past few weeks regarding the proposed changes to your role in consideration of the national office review. Although this is a challenging time, I appreciate your professionalism and conduct throughout.

Following the consultation period, I would like to meet with you to provide an outcome to the proposal previously shared with you and finalise arrangements, much of which we have discussed. I invite you to meet with <LEADER NAME> on <DAY APRIL at TIME, in ROOM> OR I invite you to meet with me online on <DAY APRIL at TIME>.

<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.

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.

If you would like to access external, confidential support, this is available to you and your whānau through Vitae at <http://www.vitae.co.nz> or phone 0508 664 981.

Ngā manaakitanga,

Email to accompany decision letter

Release date and time	As decision is confirmed for each kaimahi
Subject	Confidential: Decision letter
Recipients	Affected kaimahi as identified in data
Sent by	DCE or P&C Lead
Attachments	Individual decision letter

Kia ora <kaimahi first name>,

Thank you for our meeting earlier today. Please find attached your individual decision letter confirming our discussion and the outcome as part of the National office Review.

Please take time to review your letter and if you have any pātai (questions) reach out to me, or email peopleandculture@tepukeanga.ac.nz.

If you would like to access external, confidential support, this is available to you and your whānau through Vitae at <http://www.vitae.co.nz> or phone 0508 664 981.

Ngā manaakitanga

<DCE NAME>

RELEASED UNDER THE
OFFICIAL INFORMATION ACT 1982

DATE

NAME

Division

Te Pūkenga – New Zealand Institute of Skills and Technology

Tēnā koe NAME,

In December we received the [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. This includes halting all recruitment for the Tāraia te anamata | Creating our futures structure and supporting the ongoing employment for kaimahi who held roles that were disestablished in the Tāraia te anamata structure change.

What does this mean for you?

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

Your current position 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 5 April 2024 unless a suitable redeployment opportunity was agreed to with you. With the change in direction, we now wish to retain your role in our structure (this means your role will not be disestablished). We also wish to withdraw all offers that were made for roles in the Tāraia te anamata structure, if they were not yet accepted.

In recognition of this change we are requesting your agreement for Te Pūkenga to withdraw the notice you were provided on XXXX and for you to remain in your current position on your existing terms and conditions of employment.

In the absence of agreement, we propose to offer you redeployment, either back into your current position or another existing and suitable vacancy. In that scenario, you would not be entitled to redundancy compensation if you declined the offer of redeployment.

If you choose not to agree to a withdrawal of notice and you do not consider your current position is suitable for redeployment, please let us know your feedback and we can discuss your situation in more detail.

We are also conscious that some kaimahi may have other circumstances that require further kōrero, such as those who have accepted a new role (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 that you have received this letter in error, please let People, Culture and Wellbeing know.

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 raise this with People, Culture and Wellbeing or your manager.

We encourage you to seek independent advice regarding these options, and ask you to confirm your feedback by signing below or **emailing People, Culture and Wellbeing** team by 5pm on DATE. In the meantime, if you have any pātai, please contact your leader or People, Culture and Wellbeing team. Once consultation closes, decisions will be shared with you in a timely manner.

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

RELEASED UNDER THE
OFFICIAL INFORMATION ACT 1982

DATE

NAME

Division

Te Pūkenga – New Zealand Institute of Skills and Technology

Tēnā koe **NAME**,

In December we received the [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. This includes halting all recruitment for the Tāraia te anamata | Creating our futures structure and supporting the ongoing employment for kaimahi who held roles that were disestablished in the Tāraia te anamata structure change.

What does this mean for you?

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

Your current position 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 5 April 2024 unless a suitable redeployment opportunity was agreed to with you. With the change in direction, we now wish to retain your role in our structure (this means your role will not be disestablished). We also wish to withdraw all offers that were made for roles in the Tāraia te anamata structure, if they were not yet accepted.

In recognition of this change we are requesting your agreement for Te Pūkenga to withdraw the notice you were provided on XXXX and for you to remain in your current position on your existing terms and conditions of employment.

In the absence of agreement, we propose to offer you redeployment, either back into your current position or another existing and suitable vacancy. In that scenario, you would not be entitled to redundancy compensation if you declined the offer of redeployment.

If you choose not to agree to a withdrawal of notice and you do not consider your current position is suitable for redeployment, please let us know your feedback and we can discuss your situation in more detail.

We are also conscious that some kaimahi may have other circumstances that require further kōrero, such as those who have accepted a new role (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 that you have received this letter in error, please let People, Culture and Wellbeing know.

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 raise this with People, Culture and Wellbeing or your manager.

We encourage you to seek independent advice regarding these options, and ask you to confirm your feedback by signing below or **emailing People, Culture and Wellbeing** team by 5pm on DATE. In the meantime, if you have any pātai, please contact your leader or People, Culture and Wellbeing team. Once consultation closes, decisions will be shared with you in a timely manner.

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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Kia ora **recruiter name**,

I would like to introduce you to **Kaimahi name**. **Add a brief outline here about the role kaimahi is currently undertaking, experience in the education sector etc.**

Kaimahi name is currently seeking redeployment and has expressed interest in the following role(s).

- Role title(s) and link to vacancy listing(s)

As part of our conversations, **Kaimahi name** has some questions about the role and is hoping that you will be able to reply to them to assist with these. Please see below.

- Questions

AND/ OR

As part of our conversations, **Kaimahi name** would like to apply for this role and is finalising their CV and Cover Letter. When these are ready to submit, we will send them to you before the close date. Upon receipt of the application documents, can you please guide **kaimahi name** through the application process?

OR

As part of our conversations, **Kaimahi name** would like to apply for this role and attached are their cover letter and CV. Can you please guide **kaimahi name** through the application process?

The best way to contact **Kaimahi name** is via email at **insert email address** OR the best way to contact **kaimahi name** is to call them on **insert phone number**.

RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982

[LETTER DATE]

Private and confidential

[FULL NAME]

[BUSINESS GROUP] | Te Pūkenga

By email: [EMAIL ADDRESS]

Tēnā koe [FIRST OR PREFERRED NAME]

Decision: National office review

We have now completed the consultation on the change proposal to disestablish your position at national office. Thank you for engaging with us during this review, which we recognise has not been easy. We value your feedback and can now share the final decision with you.

Change proposal decision

This letter confirms the disestablishment of your current position as [SUBSTANTIVE ROLE], effective [EMPLOYMENT END DATE = letter date plus 8 weeks or IEA specific], and this letter is a notice to that effect. Any change to your disestablishment date will require agreement between you and Te Pūkenga.

This decision results from the disestablishment of Te Pūkenga and the alignment of our network and work programme to the Government's intent to no longer have a centralised organisation delivering vocational education and training and to reestablish division or regional entities.

As a result, we will [PERSONALISED PARAGRAPH - based on consultation letter - outline why we are confirming to disestablish and what will happen to the duties including direct reports].

Following this decision, we will now work with you to transition your responsibilities to other roles at national office or to the regions or divisions. Thank you in advance for your support with this process.

[SELECT THE APPROPRIATE REDEPLOYMENT PARAGRAPHS – green, blue or orange box]

During your notice period, we will work with you to explore suitable redeployment options. If there are no suitable redeployment options, your employment will end on [EMPLOYMENT END DATE] by reason of redundancy in accordance with the terms and conditions of your employment agreement.

We acknowledge your request to not seek redeployment, therefore, we agree to not seek to do so on your behalf during your notice period. If you change your mind, please contact peopleandculture@tepukenka.ac.nz. This choice does not impact your eligibility for redundancy compensation, as per your employment agreement. As such, this letter confirms that your employment will end with Te Pūkenga by way of redundancy on [EMPLOYMENT END DATE] in accordance with the terms and conditions of your employment agreement.

An offer of redeployment is attached to this letter [OR An offer of redeployment will soon be presented] for the role of [redployment role] reporting to the [redployment manager role] in [business division/region], effective [new role start date]. Arrangements will soon commence to action this change.

Support

I acknowledge and understand the impact of this decision for you and encourage you to please reach out to me, your union representative if relevant, or our People, Culture and Wellbeing team. If you would like to access external, confidential support, this is available to you and your whānau through Vitae at www.vitae.co.nz or phone 0508 664 981.

You are eligible to receive support from our career transition provider Future Path. Please phone them at 0508 366 464, 09 366 6808 or email success@futurepathworld.com.

[FIRST OR PREFERRED], on behalf of Te Pūkenga, I want to express my appreciation for the effort and dedication you have shown in pursuing better outcomes for ākonga, vocational education and training, and, in turn, Aotearoa. Our communities have benefited from your contributions, and we thank you.

Kia manawa nui, kia manawa roa, kia manawa ora

«DCE_letter_signatory»

«DCE_Title»

RELEASED UNDER THE
OFFICIAL INFORMATION ACT 1982



[CONVERSATION DATE]

Private and Confidential

[FULL NAME]

[BUSINESS GROUP] | Te Pūkenga

By email: [EMAIL ADDRESS]

Tēnā koe [FIRST OR PREFERRED NAME]

As you are aware, in December 2023, we received and shared the [Letter of Expectations](#) from the 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 are now in the process of aligning our work programme with the Government's intent. This has included the re-establishment of division or regional structures as best as possible prior to Tāraia te anamata | Creating our futures. We are now commencing a review of all positions within national office with the intent of either devolving positions or responsibilities back to regions or divisions, or realigning national office positions to transition work that supports the network until our future organisations are established. This proposed approach may lead to the disestablishment of positions, which is what we are now consulting about.

Proposed disestablishment of your position

This letter proposes to disestablish your current position as [SUBSTANTIVE ROLE].

[PERSONALISED PARAGRAPH outline why we are proposing to disestablish and what will happen to the duties they do in their [SUBSTANTIVE ROLE].

Devolving responsibility back to regions and divisions reduces many of the requirements of your current position, including portfolio excellence and leadership, national and strategic development, and facilitation of collaboration with colleagues across the motu. Furthermore, the disestablishment of Te Pūkenga will progressively impact on national office positions more over time.

I acknowledge this is a difficult time, due to the current and future changes that will likely impact your position.

If, following consultation, your position is confirmed to be disestablished, we will work with you to find suitable redeployment options.

If there are not suitable redeployment opportunities, your employment would end for reason of redundancy in accordance with the terms and conditions of your employment.

Sharing your feedback

Over the next two weeks [four weeks, if union member], I welcome your whakaaro (feedback) or commentary in response to this proposal. You are welcome to provide this in writing, through a representative, or directly with me in our hui. I want this process to reflect our Te Pūkenga values so

please do not hesitate to share your concerns or suggestions for alternative approaches. During this time, we can explore whether redeployment to a region or division is of interest to you. If it is, then People Culture and Wellbeing will actively support that.

Timeline

[open date]	Today we commence consultation with you. Outlined within this letter is the rationale for change, the proposed impact to your position, how you can provide feedback and the timeline for consultation.
[close date]	Feedback is due no later than 5pm. You may wish to provide this feedback directly to me in our hui, or if you prefer, you can send it in writing to peopleandculture@tepukenga.ac.nz .
No later than [close date plus 10/20 working days]	Because this is an individual change process, I may be able to respond to your feedback within the consultation period. If we both agree on the outcome, a decision may be actioned for you and may be prior to formal consultation closing. Alternatively, I will provide feedback and a decision for you within 10/20 days of the closure of consultation.

Support

I acknowledge and understand the impact of this proposal and encourage you to please reach out to your union representative if relevant, or to our People, Culture and Wellbeing team. You are welcome to seek independent advice on the proposed change and potential impact on your position. You are also welcome to bring a representative to any meetings we have regarding this proposal. If you would like to access external, confidential support, this is available to you and your whānau through Vitae at <http://www.vitae.co.nz> or phone 0508 664 981.

[FIRST OR PREFERRED], thank you for your continued professionalism during this time of change. It is important to express that this proposal reflects our organisational alignment to the Minister's Letter of Expectations and the Government's intent as noted in its 100-day plans. It does not reflect our view of your capability and the contribution you have made to Te Pūkenga, for which we are deeply grateful. You have been part of an organisation committed to changing the vocational education system in Aotearoa, enabling equity for ākonga. We remain hopeful that no matter what our future organisational structure looks like, these commitments will endure for current and future kaimahi to proudly continue delivering on.

Kia manawa nui, kia manawa roa, kia manawa ora

«DCE_letter_signatory»

«DCE_Title»

[DATE]

Private and confidential

[FULL NAME]

[BUSINESS GROUP] | Te Pūkenga

By email: [EMAIL ADDRESS]

Tēnā koe [FIRST OR PREFERRED NAME]

Decision: National office review

We have now completed the consultation on the change proposal to disestablish your position at national office. Thank you for engaging with us during this review, which we recognise has not been easy. We value your feedback and can now share the final decision with you.

Change proposal decision

This letter confirms the disestablishment of your current position as [SUBSTANTIVE ROLE], with a deferred disestablishment date effective 29 November 2024. This letter is notice to that effect.

Any change to the deferred disestablishment date will require agreement between you and Te Pūkenga. If you elect to leave prior to the disestablishment date, you will not be entitled to redundancy compensation unless otherwise agreed with Te Pūkenga (this would not be unreasonably withheld if you provide your contractual notice).

This decision results from the disestablishment of Te Pūkenga and the alignment of our network and work programme to the Government's intent to no longer have a centralised organisation delivering vocational education and training and to reestablish division or regional entities.

As a result, we will [PERSONALISED PARAGRAPH - based on consultation letter - outline why we are confirming to disestablish and what will happen to the duties including direct reports].

[SELECT THE APPROPRIATE REDEPLOYMENT PARAGRAPHS – green, blue or orange box]

During your notice period, we will work with you to explore suitable redeployment options. If there are no suitable redeployment options, your employment will end on [EMPLOYMENT END DATE] by reason of redundancy in accordance with the terms and conditions of your employment agreement.

We acknowledge your request to not seek redeployment, therefore, we agree to not seek to do so on your behalf during your notice period. If you change your mind, please contact peopleandculture@tepukenga.ac.nz. This choice does not impact your eligibility for redundancy compensation, as per your employment agreement. As such this letter confirms that your employment will end with Te Pūkenga by way of redundancy on (DATE) in accordance with the terms and conditions of your employment agreement.

An offer of redeployment is attached to this letter [OR an offer of redeployment will soon be presented] to the role of [redemption role] reporting to the [redemption manager role] in

[business division/region], effective [new role start date]. Arrangements will soon commence to action this change.

Support

I acknowledge and understand the impact of this decision for you and encourage you to please reach out to me, your union representative if relevant, or our People, Culture and Wellbeing team. If you would like to access external, confidential support, this is available to you and your whānau through Vitae at www.vitae.co.nz or phone 0508 664 981.

You are eligible to receive support from our career transition provider [Future Path](#). Please phone them at 0508 366 464, 09 366 6808 or email success@futurepathworld.com.

[FIRST OR PREFERRED], on behalf of Te Pūkenga, I want to express my appreciation for the effort and dedication you continue to give our organisation. I am delighted to have your continuing contribution going forward.

Kia manawa nui, kia manawa roa, kia manawa ora

«DCE_letter_signatory»

«DCE_Title»

RELEASED UNDER THE
OFFICIAL INFORMATION ACT 1982



[CONVERSATION DATE]

Private and Confidential

[FULL NAME]

[BUSINESS GROUP] | Te Pūkenga

By email: [EMAIL ADDRESS]

Tēnā koe [FIRST OR PREFERRED NAME]

As you are aware, in December 2023, we received and shared the [Letter of Expectations](#) from the 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 are now in the process of aligning our work programme with the Government's intent. This has included the re-establishment of division or regional structures as best as possible prior to Tāraia te anamata | Creating our futures. We are now commencing a review of all positions within national office with the intent of either devolving positions or responsibilities back to regions or divisions, or realigning national office positions to transition work that supports the network until our future organisations are established. This proposed approach may lead to the disestablishment of positions, which is what we are now consulting about.

Proposed disestablishment of your position with a deferred redundancy date

This letter proposes to disestablish your current position as [SUBSTANTIVE ROLE]. In addition, we propose to defer this disestablishment until **29 November 2024** to support our transition mahi (work) as we progressively devolve responsibility back to the regions and divisions and cease operations at national office.

[PERSONALISED PARAGRAPH outline why we are proposing to disestablish and what will happen to the duties they do in their current [SUBSTANTIVE ROLE].

Devolving responsibility back to regions and divisions reduces many of the requirements of your current position, including portfolio excellence and leadership, national and strategic development, and facilitation of collaboration with colleagues across the motu. Furthermore, the disestablishment of Te Pūkenga will progressively impact on national office positions more over time. I acknowledge this is a difficult time, due to the current and future changes that will likely impact your position.

There are likely to be redeployment options in the future organisational structures, however, we acknowledge that as regional or divisional structures, those roles will unlikely be directly comparable to the position you are employed in today. However, if the proposal proceeds, then until the end of your employment, we will actively seek redeployment on your behalf and encourage you to engage with us on this.

If there are not suitable redeployment opportunities, your employment would end for reason of redundancy on **29 November 2024** in accordance with the terms and conditions of your employment.

Any change to the deferred disestablishment date would require agreement between you and Te Pūkenga. If you elected to leave prior to the disestablishment date, you would not be entitled to redundancy compensation unless otherwise agreed with Te Pūkenga.

Sharing your feedback

Over the next two weeks **[four weeks, if union member]**, I welcome your whakaaro (feedback) or commentary in response to this proposal. You are welcome to provide this in writing, through a representative, or directly with me in our hui. I want this process to reflect our Te Pūkenga values so please do not hesitate to share your concerns or suggestions for alternative approaches

Timeline

[open date]	Today we commence consultation with you. Outlined within this letter is the rationale for change, the proposed impact to your position, how you can provide feedback and the timeline for consultation.
[close date]	Feedback is due no later than 5pm. You may wish to provide this feedback directly to me in our hui, or if you prefer, you can send this in writing to peopleandculture@tepukenga.ac.nz
No later than [close date plus 10/20 working days]	Because this is an individual change process, I may be able to respond to your feedback within the consultation period. If we both agree on the outcome, a decision may be actioned for you and may be prior to formal consultation closing. Alternatively, I will provide feedback and a decision for you within 10/20 days of the closure of consultation.

Support

I acknowledge and understand the impact of this proposal for you and encourage you to please reach out to your union representative if relevant, or to our People, Culture and Wellbeing team. You are welcome to seek independent advice on the proposed change and potential impact on your position. You are also welcome to bring a representative to any meetings we have regarding this proposal. If you would like to access external, confidential support, this is available to you and your whānau through Vitae at <http://www.vitae.co.nz> or phone 0508 664 981.

[FIRST OR PREFERRED], thank you for your continued professionalism during this time of change. It is important to express that this proposal reflects our organisational alignment to the Minister's Letter of Expectations and the Government's intent as noted in its 100-day plans. It does not reflect our view of your capability and the contribution you have made to Te Pūkenga, for which we are deeply grateful. You have been part of an organisation committed to changing the vocational education system in Aotearoa, enabling equity for ākonga. We remain hopeful that no matter what our future organisational structure looks like, these commitments will endure for current and future kaimahi to proudly continue delivering on.

Kia manawa nui, kia manawa roa, kia manawa ora

«DCE_letter_signatory»

«DCE_Title»

RELEASED UNDER THE
OFFICIAL INFORMATION ACT 1982



[LETTER DATE]

Private and confidential

[FULL NAME]

[BUSINESS GROUP] | Te Pūkenga

By email: [EMAIL ADDRESS]

Tēnā koe [FIRST OR PREFERRED NAME]

Decision: National office review

We have now completed the consultation on the change proposal to disestablish your position at national office. Thank you for engaging with us during this review, which we recognise has not been easy. We value your feedback and can now share the final decision with you.

Change proposal decision

This letter confirms the disestablishment of your current position as [SUBSTANTIVE ROLE], with a deferred redundancy date effective 29 November 2024. This letter is notice to that effect.

During your notice period, we confirm a change of reporting line to [NEW MANAGER ROLE] effective [CIR DATE].

This decision results from the disestablishment of Te Pūkenga and the alignment of our network and work programme to the Government's intent to no longer have a centralised organisation delivering vocational education and training and to reestablish division or regional entities.

As a result, we will [PERSONALISED PARAGRAPH - based on consultation letter - outline why we are confirming to disestablish and what will happen to the duties including direct reports].

Notice period

Your notice period has been extended (hence a deferred redundancy effective date) to enable Te Pūkenga to continue operating while readying for transition. We ask for your willingness to be flexible and adaptable to the organisation's requirements during this time.

Any change to the deferred disestablishment date will require agreement between you and Te Pūkenga. If you elect to leave prior to the disestablishment date, you will not be entitled to redundancy compensation unless otherwise agreed with Te Pūkenga (this would not be unreasonably withheld if you provide your contractual notice).

[SELECT THE APPROPRIATE REDEPLOYMENT PARAGRAPHS – green, blue or orange box]

During your notice period, we will actively work with you to explore suitable redeployment options. If there are no suitable redeployment opportunities, your employment will end on [EMPLOYMENT END DATE] by reason of redundancy in accordance with the terms and conditions of your employment agreement.

We acknowledge your request to not seek redeployment, so will not seek to do so on your behalf during your notice period. If you change your mind, please contact peopleandculture@tepukenga.ac.nz. This choice does not impact your eligibility for redundancy compensation, as per your employment agreement. As such this letter confirms that your employment will end with Te Pūkenga by way of redundancy on (DATE) in accordance with the terms and conditions of your employment agreement.

An offer of redeployment is attached to this letter [OR an offer of redeployment will soon be presented] to the role of [redemption role] reporting to the [redemption manager role] in [business division/region], effective [new role start date]. Arrangements will soon commence to action this change.

Support

I acknowledge and understand the impact of this decision for you and encourage you to please reach out to me, your union representative if relevant, or our People, Culture and Wellbeing team. If you would like to access external, confidential support, this is available to you and your whānau through Vitae at www.vitae.co.nz or phone 0508 664 981.

You are eligible to receive support from our career transition provider [Future Path](#). Please phone them on 0508 366 464, 09 366 6808 or email success@futurepathworld.com

[FIRST OR PREFERRED], on behalf of Te Pūkenga, I want to express my thanks and appreciation for the effort and dedication you continue to give our organisation. I am delighted to have your continuing contribution going forward.

Kia manawa nui, kia manawa roa, kia manawa ora

«DCE_letter_signatory»

«DCE_Title»

RELEASED UNDER THE OIA ACT 1982
OFFICIAL INFORMATION ACT



[CONVERSATION DATE]

Private and Confidential

[FULL NAME]

[BUSINESS GROUP] | Te Pūkenga

By email: [EMAIL ADDRESS]

Tēnā koe [FIRST OR PREFERRED NAME]

As you are aware, in December 2023, we received and shared the [Letter of Expectations](#) from the 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 are now in the process of aligning our work programme with the Government's intent. This has included the re-establishment of division or regional structures as best as possible prior to Tāraia te anamata | Creating our futures. We are now commencing a review of all positions within national office with the intent of either devolving positions or responsibilities back to regions or divisions, or realigning national office positions to transition work that supports the network until our future organisations are established. This proposed approach may lead to the disestablishment of positions, which is what we are now consulting about.

Proposed disestablishment of your position with a deferred redundancy date and change in reporting line

This letter proposes to disestablish your current position as [SUBSTANTIVE ROLE]. In addition, we propose to defer this disestablishment until **29 November 2024** to support our transition mahi (work) as we progressively devolve responsibility back to the regions and divisions and cease operations at national office.

[PERSONALISED PARAGRAPH outline why we are proposing to disestablish and what will happen to the duties they do in their current [SUBSTANTIVE ROLE].

Devolving responsibility back to regions and divisions reduces many of the requirements of your current position, including portfolio excellence and leadership, national and strategic development, and facilitation of collaboration with colleagues across the motu. Furthermore, the disestablishment of Te Pūkenga will progressively impact on national office positions more over time. I acknowledge this is a difficult time, due to the current and future changes that will likely impact your position.

There are likely to be redeployment options in the future organisational structures, however, we acknowledge that as regional or divisional structures, those roles will unlikely be directly comparable to the position you are employed in today. However, if the proposal proceeds, then until the end of your employment, we will actively seek redeployment on your behalf and encourage you to engage with us on this.

With a pending change in leadership, it is also proposed to change your reporting line to [new manager], effective from [DATE].

If there are not suitable redeployment opportunities, your employment would end for reason of redundancy on **29 November 2024** in accordance with the terms and conditions of your employment.

Any change to the deferred disestablishment date would require agreement between you and Te Pūkenga. If you elected to leave prior to the disestablishment date, you would not be entitled to redundancy compensation unless otherwise agreed with Te Pūkenga.

Sharing your feedback

Over the next two weeks **[four weeks, if union member]**, I welcome your whakaaro (feedback) or commentary in response to this proposal. You are welcome to provide this in writing, through a representative, or directly with me in our hui. I want this process to reflect our Te Pūkenga values so please do not hesitate to share your concerns or suggestions for alternative approaches.

Timeline

[open date]	Today we commence consultation with you. Outlined within this letter is the rationale for change, the proposed impact to your position, how you can provide feedback and the timeline for consultation.
[close date]	Feedback is due no later than 5pm. You may wish to provide this feedback directly to me in our hui, or if you prefer, you can send this in writing to peopleandculture@tepukenga.ac.nz .
No later than [close date plus 10/20 working days]	Because this is an individual change process, I may be able to respond to your feedback within the consultation period. If we both agree on the outcome, a decision may be actioned for you and may be prior to formal consultation closing. Alternatively, I will provide feedback and a decision for you within 10/20 days of the closure of consultation.

Support

I acknowledge and understand the impact of this proposal for you and encourage you to please reach out to your union representative if relevant, or to our People, Culture and Wellbeing team. You are welcome to seek independent advice on the proposed change and potential impact on your position. You are also welcome to bring a representative to any meetings we have regarding this proposal. If you would like to access external, confidential support, this is available to you and your whānau through Vitae at <http://www.vitae.co.nz> or phone 0508 664 981.

[FIRST OR PREFERRED], thank you for your continued professionalism during this time of change. It is important to express that this proposal reflects our organisational alignment to the Minister's Letter of Expectations and the Government's intent as noted in its 100-day plans. It does not reflect our view of your capability and the contribution you have made to Te Pūkenga, for which we are deeply grateful. You have been part of an organisation committed to changing the vocational education system in Aotearoa, enabling equity for ākonga. We remain hopeful that no matter what our future organisational structure looks like, these commitments will endure for current and future kaimahi to proudly continue delivering on.

Kia manawa nui, kia manawa roa, kia manawa ora

«DCE_letter_signatory»

«DCE_Title»

RELEASED UNDER THE
OFFICIAL INFORMATION ACT 1982

[LETTER DATE]

Private and confidential

[FULL NAME]

[BUSINESS DIVISION SHORT NAME] | Te Pūkenga

By email: [EMAIL ADDRESS]

Tēnā koe [FIRST OR PREFERRED NAME]

We have now completed the consultation on the proposal to change your reporting line. Thank you for engaging with us during this review, which we recognise has not been easy as we also made broader changes to national office. We value your feedback and can now share the final decision with you.

Change proposal decision

This letter confirms that the reporting line of your current position as [SUBSTANTIVE ROLE] will be changed to the [NEW REPORTING MANAGER ROLE] as part of [BUSINESS DIVISION], effective from [EFFECTIVE DATE].

There are no changes to the responsibilities, or terms and conditions of your position. If this changes, we will discuss this with you.

This decision results from the disestablishment of Te Pūkenga and the alignment of our network and work programme to the Government's intent to no longer have a centralised organisation delivering vocational education and training and to reestablish division or regional entities.

[Any further commentary to align with broader change]

Support

I acknowledge and understand the impact of this change in our national Te Pūkenga team and encourage you to please reach out to me, your union representative if relevant, or our People, Culture and Wellbeing team. If you would like to access external, confidential support, this is available to you and your whānau through Vitae at www.vitae.co.nz or phone 0508 664 981.

[FIRST OR PREFERRED], on behalf of Te Pūkenga, I want to express my thanks and appreciation for the effort and dedication you continue to give our organisation. I am delighted to have your continuing contribution going forward.

Kia manawa nui, kia manawa roa, kia manawa ora

«DCE_letter_signatory»

«DCE_Title»

[CONVERSATION DATE]

Private and Confidential

[FULL NAME]

[BUSINESS DIVISION SHORT NAME] | Te Pūkenga

By email: [EMAIL ADDRESS]

Tēnā koe [FIRST OR PREFERRED NAME]

As you are aware, in December 2023, we received and shared the [Letter of Expectations](#) from the 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 are now in the process of aligning our work programme with the Government's intent. This has included the re-establishment of division or regional structures as best as possible prior to Tāraia te anamata | Creating our futures. We are now commencing a review of all positions within national office with the intent of either devolving positions or responsibilities back to regions or divisions, or realigning national office positions to transition work that supports the network until our future organisations are established.

Proposed change in reporting line

This letter proposes to change the reporting line of your current position as [SUBSTANTIVE ROLE]. It is proposed that your new reporting line will be to the [NEW REPORTING MANAGER ROLE] as part of [BUSINESS DIVISION].

[PERSONALISED PARAGRAPH outline why we are proposing to change reporting line.

At this time, there are no proposed changes to the responsibilities associated with your current position, and all terms and conditions are proposed to remain the same. If this changes, then we will discuss this with you at the relevant time

Sharing your feedback

Over the next two weeks [four weeks, if union member], I welcome your whakaaro (feedback) or commentary in response to this proposal. You are welcome to provide this in writing, through a representative, or directly with me in our hui. I want this process to reflect our Te Pūkenga values so please do not hesitate to share your concerns or suggestions for alternative approaches.

Timeline

[open date]	Today we commence consultation with you. Outlined within this letter is the rationale for change, the proposed impact to your position, how you can provide feedback and the timeline for consultation.
[close date]	Feedback is due no later than 5pm. You may wish to provide this feedback directly to me in our hui, or if you prefer, you can send this in writing to peopleandculture@tepukenka.ac.nz .
No later than [close date plus 10 working days]	Because this is an individual change process, I may be able to respond to your feedback within the consultation period. If we both agree on the outcome, a decision may be actioned for you and may be prior to formal consultation closing. Alternatively, I will provide feedback and a decision for you within 10/20 days of the closure of consultation.

Support

I acknowledge and understand the impact of this proposal for you and encourage you to please reach out to your union representative if relevant, or to our People, Culture and Wellbeing team. You are welcome to seek independent advice on the proposed change and potential impact on your position. You are also welcome to bring a representative to any meetings we have regarding this proposal. If you would like to access external, confidential support, this is available to you and your whānau through Vitae at <http://www.vitae.co.nz> or phone 0508 664 981.

[FIRST OR PREFERRED], thank you for your continued professionalism during this time of change. It is important to express that this proposal reflects our organisational alignment to the Minister's Letter of Expectations and the Government's intent as noted in its 100-day plans. It does not reflect our view of your capability and the contribution you have made to Te Pūkenga, for which we are deeply grateful. You have been part of an organisation committed to changing the vocational education system in Aotearoa, enabling equity for ākonga. We remain hopeful that no matter what our future organisational structure looks like, these commitments will endure for current and future kaimahi to proudly continue delivering on.

Kia manawa nui, kia manawa roa, kia manawa ora

«DCE_letter_signatory»

«DCE_Title»

March 2024

Te Pūkenga – New Zealand Institute of Skills and Technology

By email:

Tēnā koe,

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 ofat 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 onMay 2024.
- We will not seek to actively redeploy you during your notice period which will end on ... 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 voluntary redundancy 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. From 12 March and through your notice period you will report to the People and Culture Director Region Four.

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 agree a finish date and should not expect that this may be less than your contracted notice period of four weeks' notice; and furthermore, any notice period not worked will not be paid out to you.

Severance calculation and final pay

Attached is a copy of your draft redundancy compensation. 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 team your resignation, update on the reporting lines 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.

....., thank you for trusting in our leadership and showing commitment to our future by making the move into the ...team. My sincere thanks and gratitude for the mahi and dedication you have given vocational education and Te Pūkenga. I wish you much success and joy.

Noho ora mai

s 9(2)(a)



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

I,, 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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OFFICIAL INFORMATION ACT 1982