



Te Pūkenga

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30 March 2023

Felix Lee

By email: fyi-request-22123-4a502871@requests.fyi.org.nz

Tēnā koe Felix

Request under the Official Information Act 1982 – Te Pūkenga Style Guide

Thank you for your email of 16 March 2023, requesting the following information from Te Pūkenga – New Zealand Institute of Skills and Technology (Te Pūkenga):

Can I request a copy of the Style Guide please.

This letter provides a formal decision on your request under the Official Information Act 1982 (OIA).

The decision

Please find attached the Te Pūkenga Style Guide, which was developed in 2021 as a general resource for our people when we brought together 24 different entities, each with their own style guides.

Many organisations have style guides including other tertiary education organisations, government departments, charities, non-governmental organisations (NGOs), and corporations.

The Education and Training Act 2020, which established Te Pūkenga, was a first in requiring a Crown entity to give effect to Te Tiriti o Waitangi. Our style guide was developed to reflect this, our Charter, what learners told us, our organisational values and our modes of delivery – on-the-job, on-campus and online.

The recommendations in the style guide were intended as guidance for staff to use as they see fit. We continue to listen to a wide range of feedback on the style guide which is a live document that continues to evolve.

You have the right to make a complaint to the Ombudsman under section 28(3) of the OIA if you are not happy with this response. Information about how to do this is available at www.ombudsman.parliament.nz or by calling 0800 802 602.

Ngā mihi

Peter Winder
Tumuaki | Chief Executive