

## PROGRAMME ADVISORY COMMITTEES

<b>Section</b>	Quality		
<b>Approval Date</b>	03.05.2011	<b>Approved by</b>	Academic Board
<b>Next Review</b>	As required	<b>Responsibility</b>	Director of Curriculum and Planning
<b>Key Evaluation Question</b>	2	<b>ITPNZ Quality Standard</b>	2

### PURPOSE

To ensure Nelson Marlborough Institute of Technology (NMIT) receives effective, independent community and industry input and advice in relation to the development and operation of programmes of study.

### SCOPE

- Programmes leading to a qualification conferred by the NMIT Council.
- NMIT programmes leading to National and New Zealand qualifications.

### RESPONSIBILITIES

The Head of School with designated responsibility for programme management is responsible for establishing appropriate Programme Advisory Committees and for ensuring compliance with this policy for each programme within their School.

### ESTABLISHMENT OF ADVISORY COMMITTEES

Prior to approval of a programme by the Academic Board, clear and objective evidence must be provided of consultation with, and preferably support from, relevant industry and community. (Refer [NZQA Guidelines for approval of Qualifications at levels 1-6 for listing on the New Zealand Qualifications Framework](#)).

An advisory committee must be established and shall have met within six months of a programme receiving management approval to be promoted and delivered.

An advisory committee may be established for one or several programmes.

## TERMS OF REFERENCE

### ROLE

Provide advice to the Head of School and the Academic Board, from an industry or community perspective, on matters relating to a programme or group of programmes and relevancy of programme content to actual industry practices.

Provide feedback and input into new programme developments or changes to existing programmes as part of programme approval and review.

Receive feedback, at least twice per year, from the Head of School or Programme Leader, on:

- Enrolment
- Student survey outcomes / actions
- Education Performance Indicators (EPI's)
- Potential programme developments.

Provide marketing advice where appropriate.

### OBJECTIVES

- a) To assist in liaison between the school and the community
- b) To provide a forum for discussion and sharing of information.
- c) To provide input into the development, ongoing monitoring (including quality of delivery) and review of programmes.
- d) To promote the activities of the school in the community/industry.
- e) To provide assistance in relation to industry contact, scholarships, work placement or work experience for students.
- f) To undertake specific advisory roles where specified by programme requirements, or outside agencies.
- g) To advise in relation to longer term planning and identify employment and training trends in relevant industries or professions.
- h) To assist in liaison with relevant industry and community organisations and in the development of positive relationships with such organisations.
- i) Other specific roles as appropriate to the committee, and approved by the Head of School.

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## MEMBERSHIP

The purpose of an advisory committee is to provide independent input from the community, industry and secondary school representatives; therefore membership should be representative of the programmes for which the committee is established.

Representation on advisory committees should take account of programmes delivered by more than one school or at more than one site.

- Head of School (ex-officio)
- Programme Leader (ex-officio)
- Student representative(s) (1-2):
  - Graduate
  - Programme Representative
- Teaching staff representative (1)
- Māori representative
- Community/industry representatives (minimum of 6)
- NMIT staff member as secretary (non voting)

Community/industry representatives shall constitute a majority of the committee, with an equal mix, where possible, from individual businesses and industry agencies / bodies.

A committee of 10 to 12 is an optimum size to promote participation and discussion.

Advisory Committee members from outside the Institute will be invited by the Chief Executive or appropriate Head of School in consultation with community and industry organisations (including Industry Training Organisations) and leaders.

Advisory Committee members will receive a letter setting out expectations and the terms of reference relating to committee membership.

Positions will be offered for a term of up to two years and may be renewed.

Administrative support and secretarial services should be provided by a staff member from the host school.

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## MEMBERSHIP CONDITIONS

It is expected that committee members will act in the interests of NMIT and its students, while providing independent industry or community input to the Institute.

Sensitive information provided by NMIT to advisory committee members shall not be further disseminated without prior agreement by a member of the NMIT Directorate.

Members are encouraged to seek community and industry opinion on non-sensitive issues outside the committee.

Members may be asked to confirm their interest if unable to attend meetings on a regular basis.

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## MEETINGS

A Head of School or delegate shall convene each advisory committee which shall meet at least twice per calendar year.

An industry or community representative shall chair each Advisory Committee. In order to provide continuity, it is recommended that the Chair be appointed for at least one year but not longer than two consecutive years.

An agenda shall be circulated prior to each meeting and minutes distributed to all members of the committee.

A quorum for each meeting will be five voting members of which at least three will be from outside the Institute.

The Chief Executive nominee or Head of School shall approve reimbursement for travel expenses where industry or community representatives are required to travel more than 20 kilometres to attend a meeting. Expenses will be provided for members to attend up to two meetings per year although reimbursement of additional expenses may be approved.

## REFERENCES

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### INTERNAL

Approval for New and Changed Programmes  
Programme Representative Policy

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### EXTERNAL

[NZQA - Guidelines for approval of Qualifications at levels 1-6 for listing on the New Zealand Qualifications Framework](#)