

SELF-ASSESSMENT PROCEDURE

Section	Quality		
Approval Date	12.01.2012	Approved by	Chief Executive
Next Review	Nov 2012	Responsibility	Director of Planning, Quality and Learner Services
Key Evaluation Question	1-6 inclusive	ITPNZ Quality Standard	2

PURPOSE

To review and report on NMIT's curriculum and business support areas as the basis for quality assurance and continuous improvement for programmes, and other activities within NMIT

Curriculum and business support area self-assessment is a major component of NMIT's evaluative quality assurance process.

Self assessment should be continuous, culminating in formal annual review of the previous year. This review should consider all **quality monitoring reports** and other input relevant to the curriculum area and business support area for the review period.

Each review is recorded in a Self-Assessment Report (SAR). The SAR should:

- a) give evidence that **Academic Standards** have been met and that standards will continue to be met, and
- b) evaluate against the following NZQA Key Evaluation Questions:
 - How well do learners achieve?
 - What is the value of the outcomes for key stakeholders, including learners?
 - How well do programmes and activities match the needs of learners and other stakeholders?
 - How effective is the teaching?
 - How well learners are guided and supported?
 - How effective are governance and management in supporting educational achievement?

SARs and supporting information are confidential to NMIT staff for self-assessment purposes, but can be made available to external reviewers/auditors and other regulatory stakeholders. Programme Areas may use their discretion in withholding any sensitive information contained in SARs to others (eg Programme Advisory Committees) and outside bodies.

SCOPE

The Director of Planning, Quality and Learner Services (DPQLS) will advise Programme Area Leaders and Business Support Area Team Leaders on the scope of annual self-assessment reporting. This can involve evaluation by individual programme, groups of programmes, other curriculum area activities and business support areas, which in turn will inform NMIT institute-wide self assessment reporting.

For Degree programmes, the content of the SAR should cover:

- Enrolment information
- Student retention and achievement
- Internal and external moderation activities
- Programme evaluations by learners, teaching staff and external stakeholders including Student Survey feedback, and feedback from Programme Representative meetings.
- Consultation with external stakeholders

- How the ITP has addressed any requirements and recommendations resulting from:
 - the initial Evaluation Panel reports and/or
 - the most recent monitor's visit and/or
 - the most recent quality audit as it relates to the degree programme
- Examples of good practice
- Changes to programme since last report
- Staffing changes since last report
- Current resources to maintain delivery of the degree
- Staff professional development activities
- Research activities of staff
- Significant issues and challenges

Academic Standards include:

- The approved Programme Regulations, Course Descriptors and Application/Capability Document for the programme/s being reviewed
- Standards embodied in the NMIT Quality Management System eg *Academic Statute*.
- NZQA Tertiary Evaluation Indicators
- Standards set by other external bodies for particular programmes
- Criteria expressed in Consent and Moderation Requirements (CMRs), NZQA requirements and any other external requirements.
- Contracts and articulations relating to the reviewed programme/s.
- The Code of Practice for the Pastoral Care of International Students

Stakeholders include:

- Academic and administrative staff associated with the programme/s whether employed or contracted either by NMIT or consortium partners.
- Students and graduates of the programme/s.
- Employers, professional associations and community groups associated with the programme/s.
- Members of the Programme Advisory Committee
- Moderators
- Degree monitors

Quality Monitoring reports include:

- Student Surveys
- Lesson Observation reports
- Moderation Reports (internal and external)
- Degree Monitors' reports
- Internal and External Review Reports
- Internal and External audit reports
- Documented requirements from NMIT Senior Management Team and the Academic Board
- Recommendations from professional associations, advisory committees and standing committees of the Academic Board.

PROCESS

The Director of Planning, Quality and Learner Services will agree with Group Managers the specific requirements for annual Curriculum Area Self-Assessment reporting.

The Director of Planning, Quality and Learner Services will agree with the Business Support Area Team Leaders the specific requirements of Business Support Area Self-Assessment reporting.

The Group Managers, Programme Area Leaders, key tutors and Business Support Area Team Leaders need to identify and agree appropriate stakeholder input to the self-assessment; however, **all** staff associated with the curriculum area, business support area, or activity should be involved.

Student Programme Representatives may be included to provide stakeholder input to supplement feedback from Student Surveys.

Templates for the Curriculum Area and Business Support Area Self -Assessment Report (SAR) are located in: [NMITnet, Quality Management System, Quality Forms](#).

These templates should be used for all 2011 Curriculum Area and Business Support Area SARs.

The following TEC statistical reports should inform the Curriculum Area SAR, and will be made available by the Curriculum and Quality Team.

- Student Retention
- Qualification Completion
- Successful Course Completion
- Student Progression

Other reports relevant to the Curriculum Area or Business Support Area will be provided following discussion with the Group Manager, Programme Area Leader, or Business Area Support Team Leader.

Action Plans

The implementation of Action Plans, identified in the SARs, will be monitored using an NMITnet site. Progress and completion of actions will be noted along with evidence of the resulting improvements.

RESPONSIBILITIES

Group Manager

- Ensures curriculum areas are reviewed and SARs are completed in accordance with the Self-Assessment Schedule.
- Liaises with the Director of Planning, Quality and Learner Services to review SARs and confirm Action Plans.

Programme Area Leader

- Works as directed by their Group Manager to complete their Curriculum Area SAR.
- Liaises with the Group Manager to review SARs and confirm Action Plans.
- Ensures that Action Plans are implemented within the timeframes specified.

Director

- Ensures business support areas are reviewed and SARs are completed in accordance with the Self Assessment Schedule.
- Liaises with the Director of Planning, Quality and Learner Services to review SARs and confirm Action Plans.

Business Support Area Team Leader

- Works as directed by their Director to complete their Business Support Area SAR.
- Liaises with the Director of Planning, Quality and Learner Services to review SARs and confirm Action Plans.
- Ensures that Action Plans are implemented within the timeframes specified.

Director of Planning, Quality and Learner Services

- Oversees review and completion of all SAR's in accordance with the Self-Assessment Schedule.
- Summarises SARs, and reports to Quality Committee, Senior Management Team and Academic Board.
- Monitors implementation of Action Plans and reports on these to Quality Committee, Senior Management Team and Academic Board as required.

Quality Committee

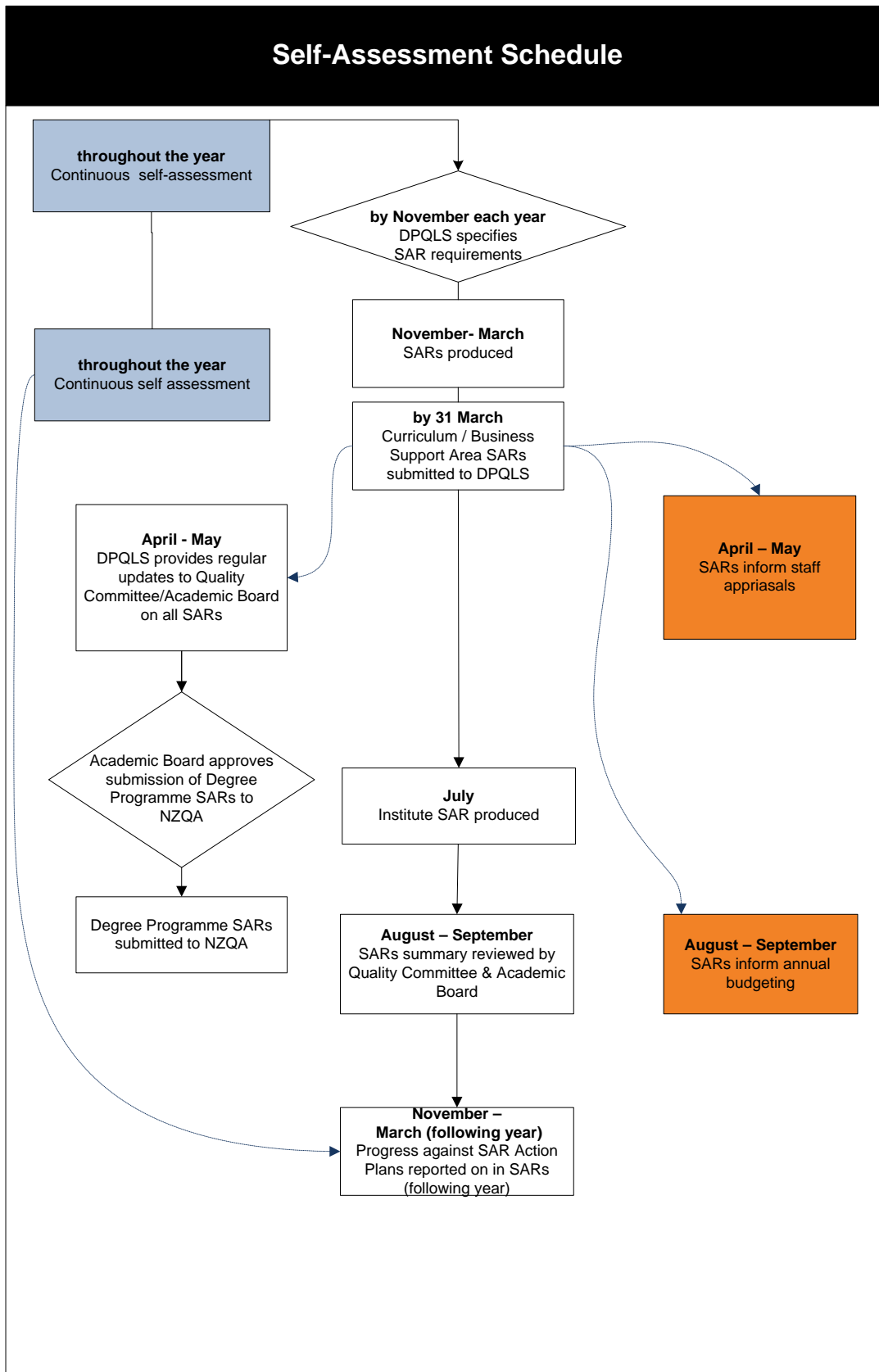
- Reviews Curriculum Area and Business Support Area SARs.
- Monitors and reviews the effectiveness of SARs as part of NMIT's Self-Assessment regime.

Academic Board

- Receives summary feedback on Curriculum Area and Business Support Area SARs.
- Sets any requirements to be met and approves any programme changes and submissions to NZQA.

Peer Reviewer (to be selected by Quality Committee - eg TANZ partner or other suitably qualified person)

- Reviews SARs, as required, and reports findings and any recommendations to Quality Committee.



APPENDICES

Refer to [NMITnet, Quality Management System, Quality Forms](#) for:

- Curriculum Area SAR Template
- Business Area SAR Template
- Business Support Area SAR Checklist
- Curriculum Area SAR Checklist

REFERENCES

INTERNAL

Self-Assessment Policy
NMIT Academic Statute
Degree Monitoring
Programme Regulations (includes Course Descriptors)
Programme Application/Capability Document.
Student Surveys
Internal Review

EXTERNAL

NZQA Using Evaluation to Strengthen Organisational Self-Assessment
NZQA Key Evaluation Questions
[NZQA Quality Assurance for ITPs](#)
Code of Practice for the Pastoral Care of International Students (www.minedu.govt.nz)
ITPNZ Academic Quality Standards, 2006 revision
Monitoring of NZQA/ITPQ Approved Degrees & Related Qualifications – April 2004