

Te Pūkenga trading as NMIT Academic Committee Meeting – Open

Room M306 Nelson Campus – 3.15pm Wednesday 10 April 2024

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6 Formal Motion to Moving into the In-Committee session		
1. That members of the public and press be excluded from the remainder of the meeting and that the Academic Committee move In-committee (confidential session)		
2. Furthermore, NMIT resolves that the Academic Integrity Team Leader, Curriculum and Academic Registry Team Leader, Academic Advisor, Director Academic and Teaching (Curriculum Directors), Curriculum Area Managers (Curriculum Managers), Pouārahi Director Māori and Pasifika Success (Manager of Ōritetanga), Head of Learner Services, Appointed Academic Staff Members, Appointed NMIT Students, Administrator Curriculum + Academic Registry (Academic and Quality Administrator), be permitted to remain at the meeting, after the public have been excluded because of their specific knowledge in relation to their respective subject matter expertise. This knowledge will be of assistance in relation to the matters above to be discussed, be permitted to remain at the meeting, after the public have been excluded because of their specific knowledge in relation to their respective subject matter expertise. This knowledge will be of assistance in relation to the matters to be discussed.		

The general subject of each matter to be considered while the public is excluded, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA)/Official Information Act 1982 (OIA) for the passing of the resolution are as follows:

Item No.	General Subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution.
7.1	Minutes of the In-Committee NMIT Academic Committee Meeting – 13.3.2024	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)

8.1 8.2	2023 Self-Assessment Reports Bachelor of Arts and Media Bachelor of Computer Generated Imagery	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)
9.1	Other Business Academic Staff Member Appointment Pack	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)

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Item 2.1 Open Minutes of the Previous Meetings for Confirmation

DRAFT Minutes of an e-meeting of the Academic Committee

12 October 2023 at 10.11am via email closed 18 October 2023 at 10am

PARTICIPANTS: Kim Davies Chair, Nicole Akuhata Poumanaaki, Ōritetanga + Māori Relationships Manager, Julie Bytheway Head of Learner Services, Reid Carnegie Curriculum Area Manager, Monique Day Curriculum Area Manager, Max Devon NMIT Student, Marja Kneepkens Curriculum Director Teaching and Learning, Trisha Krishnasamy Curriculum Area Manager, Soraya Paki Paki Curriculum Area Manager Rae Perkins Curriculum Area Manager, Susannah Roddick Curriculum Director Teaching and Learning, Chanelle Taylor Programme Team Lead SASM, Victoria Whitmore Curriculum Area Manager, Pam Wood Curriculum Area Manager, Mary Woodward Curriculum + Academic Registry (minute-taker, non-voting)

RESPONSES:

Item	1.1	1.2	1.3
Kim Davies (Chair)	Approve	Approve	Approve
Nicole Akuhata	Approve	Approve	Approve
Max Devon	Not Approve	Approve	Approve
Marja Kneepkens	Approve	Approve	Approve
Trisha Krishnasamy	Approve	Approve	Approve
Soraya Paki Paki	Approve	Approve	Approve
Susannah Roddick	Approve	Not Approve	Approve
Chanelle Taylor	Approve	Approve	Approve
Victoria Whitmore	Approve	Approve	Approve

1. Academic and Quality

1.1 NMIT Ākonga Appeals Procedure was tabled for approval

1.1a Coversheet for NMIT Ākonga Appeals Procedure was tabled for information

It was noted by Committee Members:

- I approve subject to adding wording that "the HoN must attend all student appeal panels" as per NCNZ education standard
- Role of HON in nursing academic appeals
- Appeals Panel has no Ākonga representative member, this should be a requirement.

57/23 RESOLVED that the NMIT Ākonga Appeals Procedure be approved.

CARRIED

1.2 NMIT Unsatisfactory Academic Progress Procedure was tabled for approval

1.2a Coversheet for NMIT Unsatisfactory Academic Progress Procedure was tabled for information

It was noted by a Committee Members:

- "I have a question about Step 2 in the UAP procedure (and I appreciate that step 2 may have been like this for some time). Currently step 2 is that the kaiako/coordinator/advisor talks to the Academic & Integrity Leader (not the CAM) to learn about the procedure. I'd like to suggest that Step 2 should be that the kaiako/coordinator/advisor accesses the procedure, and works with the CAM to agree on an action plan that meets all requirements of the procedure."

58/23 RESOLVED that the NMIT Unsatisfactory Academic Progress Procedure s be approved.

CARRIED

1.3 Te Pūkenga New Delivery Site Application – Request for Otago Polytechnic to be added as a delivery site for NMIT's NZ2861 NZC Foundation Skills (Level 1) was tabled for approval

59/23 RESOLVED that the Te Pūkenga New Delivery Site Application – Request for Otago Polytechnic to be added as a delivery site for NMIT's NZ2861 NZC Foundation Skills (Level 1) be approved.

CARRIED

Academic Committee Action List – 12 to 13 October 2023

	RES NO	ACTION	WHO	WHEN	PROGRESS
Action Items 18.10.2023 – Open					
1	1.1	NMIT Ākonga Appeals Procedure Advise CEM of approval of procedure with approval date 18.10.2023	M Woodward	ASAP	Completed
2	1.2	NMIT Unsatisfactory Academic Progress Procedure Advise CEM of approval of procedure with approval date 18.10.2023	M Woodward	ASAP	Completed
3	1.3	Te Pūkenga New Delivery Site Application – Request for Otago Polytechnic Advise AITL of approval of application with approval date 18.10.2023	M Woodward	ASAP	Completed

DRAFT - Te Pūkenga trading as NMIT Academic Committee MINUTES – Open

Wednesday 13 March 2024

Minutes

These are the Open minutes of a meeting of Te Pūkenga trading as NMIT Academic Committee held on Wednesday 13 March 2024 at 3.15pm, face to face and online via Microsoft Teams.

Present

Academic Committee Members

Kim Davies (Chair)
Nicole Akuhata (left 3.55pm)
Scott Bailey
Julie Bytheway
Reid Carnegie
Monique Day
Rae Perkins
Susannah Roddick
Victoria Whitmore
Pam Wood

In Attendance

Silvia Gassebner Team Leader Curriculum + Academic Registry (non-voting),
Mary Woodward Curriculum + Academic Registry (minute-taker, non-voting)

Apologies

Max Devon, Marja Kneepkens, Trisha Krishnasamy, Soraya Paki Paki, Chanelle Taylor.

Quorum

The Chair noted that a quorum of members was present at the meeting and declared the meeting open.

1. Welcome, Apologies, Notices

The Chair welcomed everyone to the first 2024 meeting and noted:

- Apologies received from Max Devon, Marja Kneepkens, Trisha Krishnasamy, Soraya Paki Paki, Chanelle Taylor.
- Moving forwards Committee Agenda and Minutes will be formatted in a style similar to that used by Te Poari Akoranga (Academic Board)

2. Administrative

2.1 Open Minutes of the Previous Meeting

Scheduled meeting – 25 October 2023

Resolution:

01/24 The Academic Committee confirmed the minutes of the open meeting of the Academic Committee held on 25 October 2023 as a true and accurate record of the meeting.

Moved: P Wood

Seconded: J Bytheway
CARRIED

2.2 Action Items of Academic Committee Meetings

The members reviewed the action items.

- Item 1 – Deferred, K Davies noted the increasing difficulty in accessing direction centrally due to the move towards disestablishment of the ACLS Team, and advised she would follow up again for a response.
- Item 2 – Deferred, K Davies noted this item would be completed shortly.
- Item 3 – Deferred, K Davies advised she would work with sub-committees on how to signal and raise risk, she noted the need for establishing an effective risk process.

2.3 Correspondence Schedule

Resolution:

02/24 The Academic Committee received the inwards correspondence.

Moved: S Roddick

Seconded: M Day

CARRIED

03/24 The Academic Committee endorsed the outwards correspondence.

Moved: M Day

Seconded: V Whitmore

CARRIED

3. Academic and Quality

3.1 Quality Enhancement Summary Report

Received for information. K Davies advised:

- The consistency review reports for the 21.3.2024 and 26.3.2024 workshops have now been submitted.
- 2023 Degree Self-Assessment Reports are starting to be received in.

3.2 Academic Integrity Team Leader Report

Received for information. K Davies advised:

- As still working to Te Pūkenga processes Programme Teams wanting to make programme/delivery changes need to complete an internal viability analysis first.
- Work is continuing on the collaborate development of the Bachelor of Nursing and the Bachelor of Social Work unified programmes.
- Te Pūkenga has messaged the intention that if finalised by June 2024 delivery of these unified programmes will begin in 2025.
- Approval of these unified programmes can only be done under Te Pūkenga, NMIT will need to gain accreditation to deliver these programmes.

3.3 Programme and Course Change Approvals

Resolution:

04/24 The Academic Committee endorsed the Programme and Course Change Approvals.

Moved: V Whitmore

Seconded: S Roddick

CARRIED

4 Te Pūkenga

4.1 Transition Update

The members received a verbal update. K Davies advised:

- There continues to be a vacuum in terms of available information.
- All signalling has Te Pūkenga governance structure continuing until disestablishment.

5 Reports from Committees and Working Parties

5.1 Academic Standards + Quality Committee

The Academic Committee received for information the minutes of the meetings and e-meetings of the Academic Standards + Quality Committee held 14.11.2023, 23.1.2024, 15 to 17.11.2023, 28.11 to 1.12.2023, 5 to 6.12.2023, 12 to 15.1.2024.

5.2 Recognition of Academic Credit Committee

The Academic Committee received for information the minutes of the meetings and e-meetings of the Recognition of Academic Credit Committee held 14.11.2023, 30.11.2023, 1.12.2023, 14.12.2023, 24.1.2024.

5.3 Learning and Teaching Committee

The Academic Committee received for information the Confirmed 2023 Learning and Teaching Committee Priorities Report with Completed Actions.

The Academic Committee received for information the minutes of the meeting of the Learning and Teaching Committee held 27.11.2024.

5.4 Research and Ethics Committee

The Academic Committee received for information the minutes of the meetings of the Research and Ethics Committee held 13.6.2023, 5.9.2023.

5.5 2023 Self-Review Pastoral Code

J Bytheway gave a verbal report on the 2023 Self-Review of the Pastoral Code and updated members on semester 1 2024 Wellbeing Support Team activity:

- Manaaki Fund Applications open for 2024.
- Purchase of three Grammarly licenses.
- Set Students Up for Success series.
- Appointment of three new Learner Services kaimahi.
- The cultural change within the team on emphasising more engagement with programme areas rather than services in waiting.

6 Formal Motion to Moving into the In-committee session

The Chair moved the formal motion to move into the In-committee session.

Resolution:

05/24 It was resolved:

1. That members of the public and press be excluded from the remainder of the meeting and that the Academic Committee move In-committee (confidential session)
2. Furthermore, NMIT resolves that the Academic Integrity Team Leader, Curriculum and Academic Registry Team Leader, Academic Advisor, Director Academic and Teaching (Curriculum Directors), Curriculum Area Managers (Curriculum Managers), Pouārahi Director Māori and Pasifika Success (Manager of Ōritetanga), Head of Learner Services, Appointed Academic Staff Members, Appointed NMIT Students, Administrator Curriculum + Academic Registry (Academic and Quality Administrator), be permitted to remain at the meeting, after the public have been excluded because of their specific knowledge in relation to their respective subject matter expertise. This knowledge will be of assistance in relation to the matters above to be discussed, be permitted to remain at the meeting, after the public have been excluded because of their specific knowledge in relation to their respective subject matter expertise. This knowledge will be of assistance in relation to the matters to be discussed.

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Item No.	General Subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution.
7.1	Minutes of the In-Committee NMIT Academic Committee Meeting – 22.11.2023, 15to16.2.2024	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of

Academic Committee Meeting 10.4.2024

			LGOIMA, as a body to which Part 7 LGOIMA applies)
8.1	Matters Arising Iwi Partnership Delivery – Education Delivery Subcontract Agreements Academic Contracts approved 16 February 2024	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)

Moved: K Davies
Seconded: S Roddick
CARRIED

The Open session closed at 4pm.

Academic Committee Action List – 13 April 2024

	RES NO	ACTION	WHO	WHEN	PROGRESS
1	6.1	Late Item - NMIT Ākonga Appeals Procedure Explore channels for raising concerns about the lack of ākonga representation on appeal panels with Te Pūkenga	Kim Davies	10.4.2024	13.3.2024 – KD follow up with ACLS Team
Action Items 22.11.2023 – Open					
2	3.1	Academic Development Status Report Update Academic Development Status Report and make available to Committee Members	Kim Davies	ASAP	13.3.2024 – KD advised will complete
Action Items 22.11.2023 – In-Committee					
3	8.1.1	External Moderation Report Briefing Academic Committee on risk – Committee Members have asked for details on what need to know for delivery of the failed unit standards	Jackie Rees / Kim Davies	10.4.2024	13.3.2024 – KD to work with sub- committees

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Item 2.2 Action Items of Academic Committee Meetings for Review

	Item NO	ACTION	WHO	WHEN	PROGRESS
1	6.1	Late Item - NMIT Ākonga Appeals Procedure Explore channels for raising concerns about the lack of ākonga representation on appeal panels with Te Pūkenga	Kim Davies	10.4.2024	13.3.2024 – KD follow up with ACLS Team
Action Items 22.11.2023 – Open					
2	3.1	Academic Development Status Report Update Academic Development Status Report and make available to Committee Members	Kim Davies	ASAP	13.3.2024 – KD advised will complete
Action Items 22.11.2023 – In-Committee					
3	8.1.1	External Moderation Report Briefing Academic Committee on risk – Committee Members have asked for details on what need to know for delivery of the failed unit standards	Jackie Rees / Kim Davies	10.4.2024	13.3.2024 – KD to work with sub-committees
Action Items 13.3.2021 – In-Committee					
4	8.1	Confirm to committee when Iwi Partnership agreements have been signed.	K Davies	10.4.2024	

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Item 2.3 Correspondence Schedule – Inwards for receipt and Outwards for endorsement

Inwards for receipt

1.	NZQA	04.03.24	Notification of Micro-credentials Review for: <ul style="list-style-type: none"> • Aeronautical Engineering Fundamentals (Micro-credential) – due 20 March 2024 • Aeronautical Maintenance Fundamentals (Micro-credential) – due 20 March 2024 • Predator Trapping Methods (Micro-credential) – due 19 March 2024
2.	NZQA	21.03.24	Notification of scheduled CR – 2612 NZ Diploma in Engineering (Level 6) with strands in Civil Engineering.... Date: 6 June 2024.
3.	NZQA	25.03.24	Notification of scheduled CR - 2634 & 2635 - NZ Diplomas in Animation (Level 5 & Level 6). Date 25 June 2024.

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Item 3.1 Programme and Course Change Approvals for endorsement

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
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CREATIVE, TECHNOLOGIES & SERVICE INDUSTRIES

NZ Certificate in Information Technology (Level 5) NZ Diploma in Information Technology Technical Support (Level 5) NZ Diploma in Web Development and Design (Level 5)	n/a	14.03.24	16106	19 February 2024
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Rationale for change/s:**Programme changes:**

- Changes to assessment/LO mapping and weighting for course COM502 Communication for IT.

Basis of assessment	Achievement-based assessment	
Assessment	Learning Outcomes	% Weightings
Assessment 1	1, 3, 4 3	20 30%
Assessment 2	2, 3, 4 1, 4	40 30%
Assessment 3	1, 3, 4 2, 4	40%

Programme Regulations:

- Version change to 16106. 2024 rollover updates

ENGINEERING, CONSTRUCTION, and INFRASTRUCTURE

Certificate in Superyacht Crewing	19.03.24	20.03.24	15101	01 January 2024
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Rationale for change/s: General updates for 2024 delivery and changes to latest available version of US 167; change US 6400, 6401, 6402 to a range (previous and current versions of each standard)

Description of changes:

- SBT31 STCW Basic Safety Training - First aid unit standards updated to a range including latest versions: 6400, 6401, 6402
- PSI311 Professional Superyacht Interior Training - Unit standard 167, Practice food safety methods in a food business under supervision - updated to v9.

NZ Certificate in Mechanical Engineering (Trade) (L4) with strands...	19.03.24	20.03.24	18101	01 April 2024
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Rationale for change/s: 2024 rollover updates. Align course codes with identical courses in Engineering Fabrication (Trade). The original Toi Ohomai documents for the programmes NZ Certificate in Mechanical Engineering (Trade) (L4) and NZ Certificate in Engineering Fabrication (Trade) (L4) show only one code for these courses in their programmes.

Description of changes:

- Update to Completion Requirements to include courses CFE301 to CFE308 (from previous version of NZC Engineering Fabrication L4 programme). These are identical to CME301 to CME308.

NZ Certificate in Engineering Fabrication (Trade) (L4) with strands...	19.03.24	20.03.24	18101	01 April 2024
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Rationale for change/s: 2024 rollover updates. Align course codes with identical courses in Mechanical Engineering (Trade).

Description of changes:

- Replace courses CFE301 to CFE308 with CME301 to CME308 (from NZC Mechanical Engineering L4 programme). These are identical courses. Completion Requirements include both CFE and CME codes for these eight courses.

FOUNDATION STUDIES

NZC Foundation Skills L1 NZC Foundation Skills L2	n/a	05.03.24	17102 16104	20 February 2024
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Rationale for change/s

- Language for youth guarantee has changed, need to update info in documents
- Literacy and numeracy unit standard versions updates
- 2024 rollover updates

Description of changes:**NZQA Type 1**

- Removal of Recognition of Academy Credit (RAC) limits
- Update unit standards versions (optional unit standards available in all courses in the programmes):

Course Code and Title: –All Courses					
Unit Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR
26622	Write to communicate ideas for purpose and audience	1	4	45	23
26623	Use number to solve problems	1	4	45	23
26624	Read texts with understanding	1	3	56	23
26625	Actively participate in spoken interactions	1	3	67	23
26626	Interpret statistical information for a purpose	1	3	45	23
26627	Use measurement to solve problems	1	3	45	23
			Total DAS Credits in the Course		
			0 - 20		

Programme Documents:

- Update to Te Kawa Maiooro cover note
- Remove blue 'refer to' policies throughout the documents
- Add alignment list of NMIT to TKM policies and procedures (replaces current TKM section list)
- Template wording/formatting/error correction changes where applicable (includes language for moderation, RAC and special assessment circumstances)

HEALTH AND WELLBEING

Paetahi Tumu Kōrero Bachelor of Counselling	n/a	08.03.24	18104	12 February 2024
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Rationale for change/s

- Type 1 2024 rollover updates
- Following a delivery review and feedback from ākonga, it was decided that it was appropriate to adjust assessments for BCG501 and BCG502.

Description of changes:**NZQA Type 1:**

- Removal of RAC limits
- Change to assessments:

BCG501 Te Timatanga/Introduction to Counselling

Assessment Task:	Learning Outcomes	% Weightings	Pass Criteria
Assessment 1	1, 2, 3, 5	8560%	50% overall
Assessment 2	4	1540%	

BCG502 Te Pikinga/Introduction to Professional Counselling Practice

Assessment Task:	Learning Outcomes	% Weightings	Pass Criteria
Assessment 1	1, 2	50%	50% overall
Assessment 2	3, 4	2050%	
Assessment 3	3, 4	30%	

Programme Regulations:

- Update to Te Kawa Maiooro cover note
- Remove blue refer to policies throughout the documents
- Add alignment list of NMIT to TKM policies and procedures (replaces current TKM section list)
- Removal of section 3.2 which relates to covid rules
- Template wording/formatting/error correction changes where applicable (includes update to definitions)

New Zealand Diploma in Career Development	19.03.24	20.03.24	19102	19 February 2024
Bachelor of Career Development			17109	
Graduate Certificate in Career Development				

Rationale for change/s

- 2024 rollover updates
- **BCD601:** Feedback from students - the final assessment carries too significant a weighting at 60%, so adds additional strain at an already stressful time. Tutors and Coordinator agree with this.
- **BCD701:** The change of wording of Learning Outcome 1 will allow for a broader range of theoretical frameworks to be included in the course. The term 'Human Capability' is now somewhat out-dated and the course would benefit from a name change and redevelopment at a future time. Meanwhile the proposed change will allow the course to explore a range of current theoretical frameworks.
- **BCD711:** The shift in weighting from LO2 to LO1 and to LO3/4 is because LO2 carried too significant a weighting at 70% of the course. The assessment weighting shifts allow a more balanced learning outcome spread and allows assessments to focus on specific LOs as the course materials are delivered.

Description of changes:**NZQA Type 1**

- **BCD601** Employment Relations and Policy - changes to assessments:

ASSESSMENT AND RESULTS

Basis of Assessment	Achievement-based assessment is used in this course.		
Assessment Task	Learning Outcomes	% Weighting	Pass Criteria
Assessment 1	1 , 3	15 25%	50% overall
Assessment 2	2	25%	
Assessment 3	3, 4, 5	60 50%	

- **BCD701** Organisations and Human Capability - minor change to Learning Outcome 1:

LEARNING OUTCOMES

On successful completion of this course students will be able to:

1. Critically evaluate ~~the~~ theoretical frameworks of 'Human capability' as ~~it they applies~~ apply to human resource management and career development.

- **BCD711** Career Development in Education - changes to assessments:

ASSESSMENT AND RESULTS

Basis of Assessment	Achievement-based assessment is used in this course.		
Assessment Task	Learning Outcomes	% Weighting	Pass Criteria
Assessment 1	2	30%	50% overall
Assessment 2	2 1	30%	
Assessment 3	1, 2 , 3, 4	40%	

Programme Regulations:

- Update to Te Kawa Maiooro cover note
- Remove blue refer to policies throughout the documents
- Add alignment list of NMIT to TKM policies and procedures (replaces current TKM section list)
- Template wording/formatting/error correction changes where applicable

MĀTAURANGA MĀORI

Te Pōkairua Reo Māori (Kaupae 5)	19.03.24	20.03.24	18102	19 February 2024
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Rationale for change/s

- 2024 rollover
- Through consultation with the delivery team and a review of delivery it was decided to reduce the number of assessments due to over-assessment

Description of changes:**NZQA Type 1:**

- Removal of RAC limits
- Change to assessments:

REO511 TE WHAKARONGO

Basis of Assessment:	Competency based assessment is used in this course.	
Assessment	Learning Outcomes	Pass Criteria
Assessment 1	1, 2, 3 & 4	Must Pass
Assessment 2	1, 2 & 4	Must Pass
Assessment 3	1-4	Must Pass
Assessment 4	3, 4	Must Pass

REO512 TE KŌRERORERO

Basis of Assessment:	Competency based assessment is used in this course.	
Assessment	Learning Outcomes	Pass Criteria
Assessment 1	2, 1 - 5	Must Pass
Assessment 2	3-5	Must Pass
Assessment 3	3-5	Must Pass
Assessment 4	1, 5	Must Pass

REO513 TE TUHITUHI

Basis of Assessment:	Competency based assessment is used in this course.	
Assessment	Learning Outcomes	Pass Criteria
Assessment 1	3,1 - 4	Must Pass
Assessment 2	3,4	Must Pass
Assessment 3	2,4	Must Pass
Assessment 4	1,4	Must Pass

REO514 TE PĀNUI

Basis of Assessment:	Competency based assessment is used in this course.	
Assessment	Learning Outcomes	Pass Criteria
Assessment 1	1 - 5	Must Pass
Assessment 2	1-5	Must Pass
Assessment 3	3-5	Must Pass
Assessment 4	1,5	Must Pass

REO515 TE RANGAHAU

Basis of Assessment:	Competency based assessment is used in this course.	
Assessment	Learning Outcomes	Pass Criteria
Assessment 1	1 - 5	Must Pass
Assessment 2	1-5	Must Pass
Assessment 3	1-5	Must Pass
Assessment 4	1-5	Must Pass

Programme Regulations:

- Update to Te Kawa Maiooro cover note
- Remove blue refer to policies throughout the documents
- S.7 Add alignment list of NMIT to TKM policies and procedures (replaces current TKM section list)
- Template wording/formatting/error correction changes where applicable
- s 4.2 Information for Applicants – removal of COVID-19 statements
- s 4.4 Recognition of Credit (removal of limit, clarity of statements)
- s.9 Graduate Profile and Assessment Map – reflecting assessment and LO mapping changes.

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Item 5.1 Academic Standards + Quality Committee Minutes for Receipt

OPEN

CONFIRMED Minutes of a meeting of the Academic Standards + Quality Committee
Tuesday 20 February 2024 at 10am Room M306 and via Microsoft Teams

PRESENT:

Committee: Susannah Roddick (Chair), Patrick Beatson, Dan Bremner, Kim Davies, Silvia Gassebner, Alison Hart (left 10.30am), Camille Nicholls, Ren Stronach, Mary Woodward (Minute taker, non-voting)

In Attendance: Hannah Emms-Healy (from 10.30am)

Apologies: Sharon Patterson, Eddie Shields, Chanelle Taylor

1. Administrative

1.1 Welcome, Apologies, Notices, Quorum

Susannah Roddick opened the meeting and noted:

- Apologies received from Sharon Patterson, Eddie Shields, Chanelle Taylor.
- Rostered PTLs Patrick Beatson and Dan Bremner in attendance.
- Hannah Emms-Healy Programme Team Lead Applied Business would be in attendance to speak to item 8.1.

2. Academic and Quality

2.1 Quality Enhancement Summary Report

2.1.1 Moderation Activity

2.1.1a External Moderation Reports tabled for receipt

RESOLVED that the tabled External Moderation Reports be receipted.

It was noted:

- Of the 16 Moderation reports tabled for receipt:
 - 12 out of 12 reports met in relation to both Materials and Assessor Judgements.
 - 1 out of 4 reports met in relation to Assessor Judgements.
- In regards to the not met outcomes for the three Unit Standards 29650, 29673 and 29676, these unit standards will have new assessments as part of the new 2024 delivery of the unified New Zealand Certificate in Mechanical Engineering (Level 3) programme.
- In light of changes in the A+Q Team there will be a review of the external moderation reporting process that had been previously undertaken by the Quality Enhancement Manager.

2.1.1b External Moderation Reporting Spreadsheet tabled for information

2.1.2 Consistency Review Update tabled for information

- Sufficient rating received for New Zealand Certificate in Conservation (Operations) (Level 4).
- Interim Sufficient rating received for:
 - New Zealand Diploma in Business (Level 5), for both NMIT and eCampus deliveries.
 - New Zealand Certificate in Business (Accounting Support Services) (Level 4)
- Summary Report and presentation submitted for 19.2.2024 New Zealand Diploma in Information Technology Support (Level 5) review.
- 2024 review dates confirmed for:
 - New Zealand Certificate in Computing (Intermediate User) (Level 3) - 4.3.24.
 - New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) - 21.3.24.
 - New Zealand Certificate in Business (First Line Management) (Level 4) - 26.3.24.

2.1.3. Self-Assessment Update tabled for information

- Final SARs are due to A&Q by end of February (approved by CAM or Business Support Manager).
- Degree SARs to be submitted to the 19.3.2024 meeting.
- Still questions around if teams reporting to Te Pūkenga need to submit a SAR.

2.1.4. Learner Voice Update tabled for information

- Learner Voice plans are due to the Student Feedback Administrator by 20.3.2024.

- Reviewed resources are available on Polly to support planning.

2.1.5. Degree Monitoring Update tabled for information

- 2024 Degree Monitoring information is due to be sent to NZQA.

2.2 Academic Integrity Team Leader Summary Report

2.2.1 Academic Development

The Academic Development Tracking Summary was tabled for information. It was noted:

- The Academic Integrity team is working to finalise Programme Regulations for 2024 including minor updates.
- Work is underway to confirm the internal Development and Change Plan for this year, this will be influenced by decision on whether unified programme development will continue.
- Current development and change work is on track.
- NZQA have confirmed the Degree programme Type 2 change deadline for Semester 1 2025 is 1 July 2024 – this is almost a month earlier than previous years.
- The Academic Integrity team will communicate on development timelines for proposed potential degree changes with Curriculum teams.

2.2.2 Unified Programmes Update tabled for information

It was noted:

- Confirmation received that four Maritime unified programmes have been approved for delivery following an extended Request for Information process with Hanga-Ara-Rau and NZQA; the unified resources are not yet available to support delivery.
- No approval yet for NZ Cert in Construction Trade Skills with strands in Carpentry, Allied Trades and Joinery L3. Te Pūkenga Ako Network Director confirmed delivery will commence Semester 2, 2024 at the earliest. As NMIT does not run a mid-year intake, first delivery of a unified programme (if approved) would be Semester 1, 2025.
- Te Pūkenga Academic Centre and Delivery Services team are preparing a submission to the Executive Leadership Team seeking clarification on the future of unified development.
- Urgent programme approvals continue to be approved by Te Ohu Whakahaere Approvals, largely for Work-based Learning Programmes of Study which have been in development for some time.
- Until legislation changes:
 - NMIT must continue to use Te Pūkenga approval processes including the Matters for Central Decision Making Request to become a delivery site for an approved unified programme.
 - In terms of NZQA approval rules only Te Pūkenga can hold new approvals.

3 Course and Programme Changes

- 3.1 3V6 Approval Form Adventure Tourism and Guiding L4, Adventure Tourism and Guiding L5 ATG401 Course Adventure Guiding Skills, ATG402 Outdoor Safety, ATG502 Sustainable Practices in the Outdoors Toitū Te Whenua ATG404 Environmental Science 2024 v18104 and including the Adventure Tourism and Guiding L4 L5 Programme Regulations 2024 18104 and the Adventure Tourism and Guiding L4 L5 Course Descriptors 2024 18104 were tabled for endorsement.

RESOLVED that the 3V6 Approval Form Adventure Tourism and Guiding L4, Adventure Tourism and Guiding L5 ATG401 Course Adventure Guiding Skills, ATG402 Outdoor Safety, ATG502 Sustainable Practices in the Outdoors Toitū Te Whenua ATG404 Environmental Science 2024 v18104 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Camille Nicholls / Ren Stronach

CARRIED

- 3.2 3V6 Approval Form 3V6 Approval Form Te Pōkaitahi Reo (Reo Rua) (Kaupae 1), (Kaupae 2), (Kaupae 3), (Kaupae 4) Courses at levels 2, 3 and 4 2024 18102 and including the Te Pōkaitahi Reo L1-L4 Programme Regulations 2024 v18102 are tabled for endorsement were tabled for endorsement.

RESOLVED that the 3V6 Approval Form 3V6 Approval Form Te Pōkaitahi Reo (Reo Rua) (Kaupae 1), (Kaupae 2), (Kaupae 3), (Kaupae 4) Courses at levels 2, 3 and 4 2024 18102 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Camille Nicholls / Ren Stronach

CARRIED

- 3.3 3V6 Approval Form Master of Applied Management [123125] Postgraduate Diploma in Applied Management [123129] Postgraduate Certificate in Applied Management [123132] 2024 17111 including the Semester 1 MAM Programme Regulations 2024 17111 and the Semester 1 MAM Course Descriptors 2024 17111 were tabled for endorsement.

RESOLVED that the 3V6 Approval Form Master of Applied Management [123125] Postgraduate Diploma in Applied Management [123129] Postgraduate Certificate in Applied Management [123132] 2024 17111 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Camille Nicholls / Ren Stronach
CARRIED

- 3.4 3V6 Approval Form Bachelor of Information Technology, Graduate Diploma in Information Technology All courses in the programmes 2024 v08224 and including the BIT-GradDipIT-Programme Regulations 2024 08224 and the BIT-GradDipIT-Course Descriptors 2024 08224 were tabled for endorsement.

RESOLVED that the 3V6 Approval Form Bachelor of Information Technology, Graduate Diploma in Information Technology All courses in the programmes 2024 v08224 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Camille Nicholls / Ren Stronach
CARRIED

Action Mary Woodward

Advise Academic Advisor of 3v6 endorsement

Forward 3v6 to Director of Academic & Quality for approval

4. Matters Arising (General)

- 4.1 AS+Q Committee 2024 Meeting Schedule was tabled for information

Susannah Roddick moved the meeting into In-Committee (Confidential) business. Student Representative Alison Hart left the meeting.

5. Curriculum and Academic Registry Team Leader Summary Report

- 5.1 Course Results Approval Reports tabled for receipt

RESOLVED that the tabled Course Results Approval Reports be receipted.

- 5.2 Results of Course Results Spot-checks from the 23 January 2024 committee meeting were noted as completed.

- 5.3 Award Application Approval Reports tabled for receipt

RESOLVED that the tabled Award Application Approval Reports be receipted.

- 5.4 Results of Award Applications Spot-checks from the 23 January 2024 meeting were noted as started.

Action Mary Woodward

Forward course results and award application checklist material to Patrick Beatson and Dan Bremner

6. Minutes of the previous Academic Standards and Quality Draft Minutes tabled for confirmation

RESOLVED that the Academic Standards and Quality 23.1.2024 Draft Minutes be confirmed:

Susannah Roddick / Ren Stronach
CARRIED

7. Matters Arising

- 7.1 Action List tabled for information and follow-up

The Committee reviewed the Action List and noted updates.

8. Student Matters

- 8.1 Learner [redacted] Enrolment Request – Master of Applied Management tabled for approval

The Programme Team Lead for Applied Business presented the request from Learner [redacted] to be allowed to enrol for a [redacted] on course RES801 Applied Management Research of the Master of Applied Management programme.

Academic Committee Meeting 10.4.2024

Following discussion of Learner [redacted] evidence and the answers to follow up questions supplied by the Applied Business Programme Area the Chair asked each Committee Member to verbally advise their vote on the request from Learner [redacted]. It was recorded that:

- Three Members voted in favour of the request.
- Four Members voted against the request.

The Chair advised that as quorum was not being met with only seven voting members present, they would ask absent Committee Member Eddie Shields to review the request from Learner [redacted] and advise their vote.

At 3.57pm on Tuesday 20 February 2024 the Chair advised the Committee via email that a further member had read all material and confirmed their vote in writing.

With quorum of eight now being met it was recorded that:

- Three Members voted in favour of the request.
- Five Members voted against the request.

RESOLVED that the request from Learner [redacted] to be allowed to enrol for a [redacted] on course RES801 Applied Management Research of the Master of Applied Management programme is not approved.

CARRIED

Action Susannah Roddick

Advise the Programme Team Lead for Applied Business of the Committee's decision to not approve Learner [redacted] request

Meeting closed 11.02am

	Item Reference	Action	Who	When	Progress
Action List – E-Meeting of 10 to 14 August 2023					
1	1.2	Course and Programme Changes Provide update to ASQ Committee once the new HTA304 assessment material received for 3V6 Approval Form TOTSTA Creative Technologies and Service Industries HTA304 Hospitality Culinary Arts 2024	Carmen Cayuelas	20.2.2024	Completed
Action List – Meeting of 19 September 2023					
2	2.5.2	Update on Other Unification tabled for information Follow up with CAM ECI-Maritime for transition/implications on the Maritime Programmes that are not being unified	Kim Davies	20.2.2024	Completed
Action List – Meeting of 23 January 2024					
3	2.1.1	Moderation Activity • Follow-up with Kim Davies on a process for undertaking the review, analysing and reporting on external moderation activity	Susannah Roddick	20.2.2024	Closed but will remain on-going
4	3.1-3.13	Course and Programme Changes Advise Academic Advisor of 3v6 endorsement Forward 3v6 to Director of Academic & Quality for approval Use endorsement date 23.1.2024	Mary Woodward	ASAP	Completed
5	4.1	Agenda Planner • Follow-up with Kim Davies on the process for undertaking the review and editing of the 2023 Degree Self-Assessment Reports. Sent reminder email to CAMs to have 2023 Degree SARs into A+Q by end of February for March review process	Susannah Roddick	19.3.2024	20.2.2024 - deferred
6	5	Course Result Reports and Award Application Approvals Send out communication thanking all those involved in getting end of year 2023 ākonga results through the approval process	Susannah Roddick	20.2.2024	Completed
7	5.2, 5.4	Course Results and Award Applications	Mary Woodward	ASAP	Completed

Academic Committee Meeting 10.4.2024

		Forward course results checklist material to Pam Wood. Forward award application checklist material to Robbie Stewart.			
Action List – Meeting of 20 February 2024					
8	3.1-3.4	Course and Programme Changes Advise Academic Advisor of 3v6 endorsement Forward 3v6 to Director of Academic & Quality for approval Use endorsement date 20.2.2024	Mary Woodward	ASAP	Completed
9	5.1	Course Results and Award Applications Forward course results checklist material to Dan Bremner. Forward award application checklist material to Patrick Beatson	Mary Woodward	ASAP	Completed
10	8.1	Student Matters Advise the Programme Team Lead for Applied Business of the Committee's decision to not approve Learner [redacted] request	Susannah Roddick	ASAP	Completed

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Item 5.2 Recognition of Academic Credit Committee Minutes for Receipt

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY
RECOGNITION OF ACADEMIC CREDIT COMMITTEE
MINUTES

Thursday 22 February 2024

Members: Silvia Gassebner (Chair), Shine Kelly, Carmen Cayuelas, Pam Vinluan, Sarah Arnold and Marie Nolan.
Non voting: Alana Cohen (Secretary)
Absent: Marianna Deynzer

1. Minutes of previous meeting

1.1. Minutes from Thursday 8 February 2024 – for approval

It was resolved that the minutes from the meeting on Thursday 8 February 2024 be accepted as a true and accurate record.

Silvia Gassebner – **Approved**
Shine Kelly – **Approved**
Pam Vinluan – **Approved**
Sarah Arnold - **Abstained**
Marie Nolan – **Approved**
Carmen Cayuelas - **Approved**

Action RACC Secretary

Reminder to include the RAC checklist and academic transcripts will be included in the RAC guidelines for coordinators.

Action RACC Secretary

Upload minutes onto the Sharepoint.

2. Matters arising

2.1. Refer to Active Action List.

3. Student Results

3.1 RAC Applications

ENGINEERING, AVIATION AND CONSTRUCTION - Applications received from Reid Carnegie

3.1.1 Ākonga Protected the privacy of name

The below application is for ākonga using the courses gained in New Zealand Certificate in Mechanical Engineering to cross credit into the New Zealand Certificate in Engineering Fabrication. This application is to approve onto the schedule as well.

- ☒ Cross Credit – Addition to schedule
☐ Credit Transfer
☐ RPL

From: New Zealand Certificate in Mechanical Engineering (Trade) with strands in Fitting and Machining and General Engineering	To: New Zealand Certificate in Engineering Fabrication (Trade) strands in Heavy and Light Fabrication
CME301 Health & Safety 1	CFE301 Health & Safety 1
CME302 General Fabrication Practices 1	CFE302 General Fabrication Practices 1
CME303 Engineering Core Skills 1	CFE303 Engineering Core Skills 1
CME304 Engineering Core Skills 2	CFE304 Engineering Core Skills 2
CME305 Engineering Materials 1	CFE305 Engineering Materials 1

CME306 Machining Processes 1 (General machining)	CFE306 Machining Processes 1 (General machining)
CME307 Engineering Calculations and Drawing 1	CFE307 Engineering Calculations and Drawing 1
CME308 Welding Processes 1 (Basic Welding)	CFE308 Welding Processes 1 (Basic Welding)

*It was resolved that the **Cross Credit application for ākonga** [redacted] be approved onto the schedule. This will not be required for this ākonga as programme regulations will be amended to allow the source courses to be used for completion of the target qualification.*

A member noted that the mapping was well presented and clear to read but it would have been helpful to have an NMIT Academic Transcript to be included in the application.

Silvia Gassebner – **Approved**
 Shine Kelly – **Approved**
 Pam Vinluan – **Approved**
 Sarah Arnold - **Approved**
 Marie Nolan – **Approved**
 Carmen Cayuelas - **Approved**

Action RACC Secretary

Add CC to schedule and notify the programme area.

HORTICULTURE, VITICULTURE AND AQUACULTURE - Applications received from Pam Wood

3.1.2 Ākonga [redacted]

The following application is for ākonga who wanted to use their work experience to gain credit into a Bachelor of Viticulture programme.

- ☐ Cross Credit
- ☐ Credit Transfer
- ☒ RPL

From: Work experience at Saint Clair Family Estate	To: Bachelor of Viticulture and Winemaking
Please see mapping	BVW606 Industry Practice - Winery

*It was resolved that the **RPL application for ākonga** [redacted] be approved in full.*

A member noted that the evidence used for this application against the reflecting learning outcome seems more a description of process than reflecting. The CAM when asked mentioned there are whole verbal presentations to the class that the tutor also took into consideration that goes more into the reflecting aspect.

Silvia Gassebner – **Approved**
 Shine Kelly – **Approved**
 Pam Vinluan – **Approved**
 Sarah Arnold - **Approved**
 Marie Nolan – **Approved**
 Carmen Cayuelas - **Approved**

Action RACC Secretary

Enter RPL as per minutes for ākonga 13522636 and notify the programme area.

SOCIAL SCIENCES AND FITNESS – Applications received from Victoria Whitmore

3.1.3 Ākonga [redacted]

The following application is for ākonga who wanted to use their previous study to gain credit into the Paetahi Tumu Kōrero Bachelor of Counselling.

- ☒ Cross Credit
☐ Credit Transfer
☐ RPL

From: Massey University	To: Paetahi Tumu Kōrero Bachelor of Counselling
175210 Nga Tirohanga Rua o te Taha Hinegaro: Bicultural Perspectives in Psychology	BCG503 He Tangata/ Human Development and Psychology
175102 Psychology as a Natural Science	
175206 Memory and Cognition	
175205 Brain and Behaviour	
175210 Nga Tirohanga Rua o te Taha Hinegaro: Bicultural Perspectives in Psychology	BCG505 Te Pū

*It was resolved that the **Cross Credit application for ākonga** [redacted] be approved in full subject to receiving more detail on how the specific learning outcomes for BCG505 have been met.*

Whilst the Committee believes that the applicant has met these learning outcomes in some way this is not clear from the mapping against the learning outcomes of source course 175210. Further details could be obtained from other details within the course descriptors for this course or other achieved courses or a conversation with the applicant.

Silvia Gassebner – **Approved**
 Shine Kelly – **Approved**
 Pam Vinluan – **Abstained**
 Sarah Arnold – **Approved**
 Marie Nolan – **Approved**
 Carmen Cayuelas – **Approved**

Action RACC Secretary

Let the programme area know that the application is approved subject to receiving more detail on how the specific learning outcomes for BCG505 have been met.

Action RACC Secretary

Enter CC as per minutes for ākonga [redacted] and notify the programme area.

4. E-vote Responses

If you would like to see the responses of this e-vote please click [here](#).

RECOGNITION OF ACADEMIC CREDIT COMMITTEE ACTION LIST

See Folder in Central Academic Committee site on Intranet for completed actions.

Actions from Thursday 22 February 2024				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
1.1	Upload minutes onto the Sharepoint.	Alana		

1.1	Reminder to include the RAC checklist and academic transcripts will be included in the RAC guidelines for coordinators.	Alana		
3.1.1	Ākonga [Protect the privacy of] - Add CC to schedule and notify the programme area.	Alana		Completed
3.1.2	Ākonga [Protect the privacy of] - Enter RPL as per minutes for ākonga [Protect the privacy of] and notify the programme area.	Alana		Completed
3.1.3	Ākonga [Protect the privacy of] - Let the programme area know that the application is approved subject to receiving more detail on how the specific learning outcomes for BCG505 have been met.	Alana		Completed
3.1.3	Ākonga [Protect the privacy of] - Enter CC as per minutes for ākonga [Protect the privacy of] and notify the programme area.	Alana		

**NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY
RECOGNITION OF ACADEMIC CREDIT COMMITTEE
MINUTES**

Thursday 8 February 2024

Members: Silvia Gassebner (Chair), Shine Kelly, Carmen Cayuelas, Pam Vinluan, Camila Bernal (proxy for Sarah Arnold) and Marie Nolan.
Non voting: Alana Cohen (Secretary)
Apologies: Sarah Arnold
Absent: Marianna Deynzer

The chair welcomed the committee members back for the first face to face meeting of the year. She also welcomed and thanked Camila for being a proxy for Sarah Arnold while she was away on leave.

1. Minutes of previous meeting

1.1. Minutes from Wednesday 24 January 2024 – for approval

It was resolved that the minutes from the meeting on Wednesday 24 January 2024 be accepted as a true and accurate record.

The committee had received the updated mapping for item number 3.1.3 for the Nursing application. The committee were happy with the updated mapping but would like the adjusted mapping to be signed off by the assessor for this application to be fully approved.

Shine Kelly / Pam Vinluan
CARRIED

Action RACC Secretary
Upload minutes to Sharepoint.

Action RACC Secretary
Notify the programme area that the updated mapping will need to be signed off by the assessor.

Action RACC Secretary
Chair and the secretary to organise meetings with the coordinators.

2. Matters arising

2.1. Refer to Active Action List.

2.2. Ākonga [Redacted]

The committee approved an application at the meeting of 01.12.2023 where the ākonga had already achieved the course prior to the application being submitted to the committee.

*It was resolved that the **application for ākonga** [Redacted] to be rescinded and the application withdrawn. It was also noted for the committee members to also check the previous academic transcripts where applicable when looking through applications. Also, for the chair and the secretary to catch up with the coordinators and refresh on what is needed in an application when submitted.*

Shine Kelly / Pam Vinluan
CARRIED

Action RACC Secretary
Rescind the application.

3. Student Results

3.1 RAC Applications

HORTICULTURE, VITICULTURE AND AQUACULTURE - Applications received from Pam Wood

3.1.1 Ākonga [Redacted]

The below application is for ākonga using their work experience to gain a course in the Bachelor of Viticulture and Winemaking.

- ☐ Cross Credit
- ☐ Credit Transfer
- ☒ RPL

From: Work experience at Gusbourne Estate Limited	To: Bachelor in Viticulture and Winemaking
Please see mapping	GEL501A General Elective, Level 5, 15 Credits

*It was resolved that the **RPL application for ākonga** [Redacted] be approved in full.*

Shine Kelly / Carmen Cayuelas
CARRIED

Action RACC Secretary

Enter RPL as per minutes for ākonga [Redacted] and notify programme area.

ENGINEERING, AVIATION AND CONSTRUCTION - Applications received from Reid Carnegie

3.1.2 Ākonga [Redacted]

The below application is for ākonga using their work experience and previous study to gain three courses in the New Zealand Diploma in Aeronautical Maintenance Certification.

- ☐ Cross Credit
- ☐ Credit Transfer
- ☒ RPL

From: NZAME licence, workplace experience and practical experience record	To: New Zealand Diploma in Aeronautical Maintenance Certification
Please see mapping	DAM401 Aeronautical Engineering Aeroplane
	DAM402 Aeronautical Engineering: Power Plant Turbine
	DAM403 Aircraft Maintenance Workplace Experience

*It was resolved that the **RPL application for ākonga** [Redacted] be approved in full.*

Carmen Cayuelas /Pam Vinluan
CARRIED

Action RACC Secretary

Enter RPL as per minutes for ākongā [redacted] and notify programme area.

3.1.3 Ākongā [redacted]

The below application is for ākongā using their work experience and previous study to gain three courses in the New Zealand Diploma in Aeronautical Maintenance Certification.

- ☐ Cross Credit
☐ Credit Transfer
☒ RPL

From: NZAME licence, workplace experience and practical experience record	To: New Zealand Diploma in Aeronautical Maintenance Certification
Please see mapping	DAM404 Aeronautical Engineering Rotorcraft
	DAM402 Aeronautical Engineering: Power Plant Turbine
	DAM403 Aircraft Maintenance Workplace Experience

It was resolved that the **RPL application for ākongā** [redacted] be approved in full.

Shine Kelly /Pam Vinluan
CARRIED

Action RACC Secretary

Enter RPL as per minutes for ākongā [redacted] and notify programme area.

3.1.4 Ākongā [redacted]

The below application is for ākongā using their work experience and previous study to gain two courses in the New Zealand Diploma in Aeronautical Maintenance Certification.

- ☐ Cross Credit
☐ Credit Transfer
☒ RPL

From: NZAME licence, workplace experience and practical experience record	To: New Zealand Diploma in Aeronautical Maintenance Certification
Please see mapping	DAM403 Aircraft Maintenance Workplace Experience
	DAM404 Aeronautical Engineering: Rotorcraft

It was resolved that the **RPL application for ākongā** [redacted] be approved in full.

Shine Kelly /Carmen Cayuelas
CARRIED

Action RACC Secretary

Enter RPL as per minutes for ākongā [redacted] and notify programme area.

The chair asked the committee members if they were content with the time and day that the committee meeting is held. The members in attendance all agreed that they were fine with how it is currently, the chair will also receive confirmation from the two members that weren't present at the meeting.

RECOGNITION OF ACADEMIC CREDIT COMMITTEE ACTION LIST

See Folder in Central Academic Committee site on Intranet for completed actions.

Actions from Thursday 08 February 2024				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
1.1	Upload minutes onto Sharepoint.	Alana		Completed 13.02.2024
1.1	Notify the programme area that the updated mapping will need to be signed off by the assessor.	Alana		Completed 08.02.2024
1.1	Chair and the secretary to organise meetings with the coordinators	Alana		
2.2	Ākonga [redacted] - Rescind the application	Alana		Completed 13/02/2024
3.1.1	Ākonga [redacted] - Enter RPL as per minutes for ākonga [redacted] and notify programme area	Alana		Completed 13/02/2024
3.1.2	Ākonga [redacted] - Enter RPL as per minutes for ākonga [redacted] and notify programme area.	Alana		Completed 13/02/2024
3.1.3	Ākonga [redacted] - Enter RPL as per minutes for ākonga [redacted] and notify programme area.	Alana		Completed 13/02/2024
3.1.4	Ākonga [redacted] - Enter RPL as per minutes for ākonga [redacted] and notify programme area.	Alana		Completed 13/02/2024

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