

## NMIT Academic Committee Meeting – 11 May 2022 – Open

Room M306 NMIT Nelson Campus – Wednesday 11 May 2022 3.15PM

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OPEN

DRAFT Minutes of a meeting of the Academic Committee

13 April 2022 at 03.15PM in Room M306 and via Microsoft Teams

**PRESENT:** Kim Davies Director Academic + Quality (Chair), Juan Liang Academic Staff Member (proxy for Bradley Hannigan Principal Academic Staff Member), Shine Kelly Academic Advisor (proxy for Silvia Gassebner Team Leader Curriculum + Academic Registry), Marja Kneepkens Director Teaching + Learning, Shinn Krammer NMIT Student (joined 03.31PM), Darcy Liddell Quality Enhancement Manager, Chanelle Taylor Senior Academic Staff Member, Sarah Fraser Principal Academic Staff Member, Dan Hall NMIT Student, Nicole Akuhata Director Ōritetanga + Māori Relationships, Mary Woodward Administrator Curriculum + Academic Registry (minute-taker, non-voting)

1. Welcome, Apologies, Notices

Kim Davies opened the meeting and advised apologies had been received from Carole Crawford Director Marlborough, Silvia Gassebner Team Leader Curriculum + Academic Registry, Olivia Hall Executive Director Ōritetanga, Teaching + Learners, Bradley Hannigan Principal Academic Staff Member, and Shinn Krammer Student President (for lateness).

2. Administrative

2.1 Local Government Official Information and Meetings Act (LGOIMA) 1987 and Official Information Act (OIA) 1982

Kim Davies advised that as per the requirements of the Local Government Official Information and Meetings Act (LGOIMA) 1987 and the Official Information Act 1982 the business of the Academic Committee is public unless there are formal reasons for it to move into 'in committee / confidential' business.

Following discussion, the Committee Members requested clarity on who is able to be present during 'in committee / confidential' business.

**ACTION**

**Kim Davies / Mary Woodward**

Investigate who is able to attend meetings moved into 'in committee / confidential' business

2.2 Minutes of NMIT Academic Committee Meeting 16 March 2022 - Open

30/22 **RESOLVED** that the minutes of the NMIT Academic Committee Meeting 16 March 2022 - Open be confirmed as a true and accurate record.

Chanelle Taylor/Shine Kelley

**CARRIED**

2.3 Action Items of NMIT Academic Committee Meetings

Action Item 1 – Matters Arising – Approval of delivery sites

Follow-up Pelorus permanent delivery site approval application with NZQA

- Kim Davies advised that this action was still a work in progress.

Action Item 3 – Sector Updates – Te Pūkenga Working Group Reports

Discuss how the Polly site 'Te Pūkenga Hub, Meeting Updates,' can be shared more widely and kept up to date

- Marja Kneepkens advised that due to the size and complexity of this action it was still a work in progress.

Action Item 4 – Key Messages

Forward key message list to Caroline Elworthy for inclusion in the weekly Chief Executive update

- Mary Woodward advised this action had not been done and requested it be closed.

#### 2.4 Correspondence Schedule

31/22 **RESOLVED** that the inwards correspondence be received.

Sarah Fraser/Darcy Liddell

**CARRIED**

32/22 **RESOLVED** that the outwards correspondence be endorsed.

Chantelle Taylor/Sarah Fraser

**CARRIED**

### 3. Academic and Quality

#### 3.1 Academic Development Tracking Report

The Committee reviewed the Academic Development Tracking Report. Kim Davies advised:

- At this point in time all developments were on-track
- 2022 developments are yet to be added to this report
- Confirmation is still to be sought from Te Pūkenga regarding workflow and new programmes

#### 3.2 2022 Consistency Review Overview

Darcy Liddell advised:

- Preparation is underway for all currently scheduled Consistency Review workshops
- 2722 New Zealand Certificate in Cellar Operations (Level 3) received a 'Sufficient' rating

#### 3.3 Self-Assessment Overview

Darcy Liddell advised:

- The current focus is on reviewing the Degree SARs by AS+Q Committee Members by 29 April
- A majority of the Sub-Degree and Business Support SARs have been received

Kim Davies noted that a substantial proportion of the Self-Assessment Reports were received earlier than in previous years and acknowledged the Teams for their work in getting reports completed whilst managing business as usual and the implications of the COVID Protection Framework.

#### 3.4 2022 Degree Monitoring and Monitoring

Darcy Liddell advised:

- The majority of 2022 degree monitoring visits were taking place during the first part of the year allowing a timely reflection on 2021 delivery by Monitors, Curriculum Teams, and Support Staff
- Five degree monitoring visits have already taken place with three visits scheduled in May
- Her acknowledgement of the work done by Teams involved in the monitoring process

#### 3.5 Academic Development Proposals

##### 3.5.1 New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) [128993 Otago]

Kim Davies advised that NMIT is seeking accreditation to deliver this programme which Otago Polytechnic is currently delivering in the region. She noted this programme would provide a pathway for New Zealand Certificate in Apiculture (Level 3) graduates.

33/22 **RESOLVED** that the Academic Development Proposal for the New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) [128993 Otago] programme of study leading to the New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) qualification be approved.

Marja Kneepkens/Shine Kelly  
CARRIED

3.5.2 New Zealand Diploma in Primary Industry Business Management (Level 5) [SIT]

Marja Kneepkens advised that NMIT is seeking accreditation to deliver this programme which would be part of a suite of programmes delivered under an Iwi Partnership model.

Kim Davies noted the future intention to have some courses from this programme available as elective business courses for the Bachelor of Aquaculture and Marine Conservation and the Bachelor of Viticulture and Winemaking programmes as currently students on these programme only have the option to use generic elective business courses.

34/22 **RESOLVED** that the Academic Development Proposal for the New Zealand Diploma in Primary Industry Business Management (Level 5) [SIT] programme of study leading to the New Zealand Diploma in Primary Industry Business Management (Level 5) qualification be approved.

Marja Kneepkens/Kim Davies  
CARRIED

3.5.3 New Zealand Diploma in Horticulture Production (Level 5) with strand in Wine Growing [124077 Otago]

Kim Davies advised that NMIT is seeking accreditation to deliver the Wine Growing strand of this Otago Polytechnic developed programme and noted that Otago Polytechnic had developed the Wine Growing strand following a request from industry.

35/22 **RESOLVED** that the Academic Development Proposal for the New Zealand Diploma in Horticulture Production (Level 5) with strand in Wine Growing [124077 Otago] programme of study leading to the New Zealand Diploma in Horticulture Production (Level 5) with strand in Wine Growing qualification be approved.

Shine Kelly/Sarah Fraser  
CARRIED

Kim Davies advised that due to the tight time frames the capability letters and variance would be tabled at the next Academic Standards and Quality Committee meeting for endorsement prior to being submitted for approval via an Academic Committee e-vote.

4 Sector Updates

Kim Davies noted the amount of work taking place across the sectors.

Marja Kneepkens also noted the amount of work taking place across the sectors, she advised that the steering group for moderation practice was underway.

Nicole Akuhata noted the work taking done in the equity space especially in the development of wellbeing and equity frameworks that subsidiaries will be able to measure themselves against and create responsive actions from.

Following discussion on the difficulty of sharing information and what information to make available to stakeholders and across the institution Kim Davies noted that she would welcome suggestions from Committee Members on the sector update content they would like presented at meetings.

## 5 Reports from Committees and Working Parties

**36/22 RESOLVED** that the minutes of the Learning and Teaching Committee Meeting of 17.02.2022 be receipted.

Darcy Liddell/Shine Kelly

**CARRIED**

**37/22 RESOLVED** that the minutes of the Academic Standards and Quality Committee Meetings of 25.01.2022, 08.02.2022 and E-Meetings of 27.01 to 03.02.2022, 10 to 15.02.2022, 22 to 24.02.2022, 28.02 to 01.03.2022, 11 to 14.03.2022, 18 to 22.03.2022, 25 to 29.03.2022 be receipted.

Kim Davies/Sarah Fraser

**CARRIED**

## 6 General Business

### 6.1 Course and Programme Changes

Kim Davies advised that these were the notifications of course and programme changes to be sent to NZQA.

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
<b>APPLIED BUSINESS &amp; ENGLISH LANGUAGE</b>				
NZ Certificate in Business (Introduction to Small Business) (Level 3) NZ Certificate in Business (Small Business) (Level 4)	14.03.22	15.03.22	17102	01 January 2022
2022 Rollover updates. Programme Regulations: <ul style="list-style-type: none"> <li>Update section 3.7 Health and Safety Risk Management</li> <li>Add section 4.2 Information for Applicants with 2022 COVID-19 vaccination wording</li> <li>Correction to 'Requirements for Successful Course Completion' in all course descriptors: add 'Submit All Assessments'.</li> </ul>				
NZ Certificate in Business (Introduction to Team Leadership) (Level 3) NZ Certificate in Business (First Line Management) (Level 4)	14.03.22	15.03.22	16102	01 January 2022
2022 Rollover updates. Programme Regulations: <ul style="list-style-type: none"> <li>Update section 3.7 Health and Safety Risk Management</li> <li>Add section 4.2 Information for Applicants with 2022 COVID-19 vaccination wording</li> <li>Correction to 'Requirements for Successful Course Completion' in all course descriptors: change 'Pass all summative assessments' to 'Submit all assessments'.</li> </ul>				
NZ Certificate in Project Management (Level 4)	14.03.22	15.03.22	17102	01 January 2022
2022 Rollover updates. Programme Regulations: <ul style="list-style-type: none"> <li>Update section 3.7 Health and Safety Risk Management</li> <li>Add section 4.2 Information for Applicants with 2022 COVID-19 vaccination wording</li> <li>Correction to 'Requirements for Successful Course Completion' in all course descriptors: change 'Pass all summative assessments' to 'Submit all assessments'.</li> </ul>				
New Zealand Diploma in Business (Level 5)	n/a	31.03.22	17107	01 January 2022
2022 Rollover updates <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>Minor updates to spelling, formatting and grammar</li> <li>Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>List of references amended where appropriate throughout the document</li> <li>s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li> <li>Health and Safety Risk Management – update wording</li> </ul>				

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
<b>Course Descriptors:</b> Updates to effective from date and version control table				
NZ Certificate in Business (Administration and Technology) (Level 3) NZ Certificate in Business (Administration and Technology) (Level 4)	14.03.22	15.03.22	17105	01 January 2022
2022 Rollover updates. <b>Programme Regulations:</b>				
<ul style="list-style-type: none"> <li>Update section 3.7 Health and Safety Risk Management</li> <li>Add section 4.2 Information for Applicants with 2022 COVID-19 vaccination wording</li> </ul>				
Correction to 'Requirements for Successful Course Completion' in all course descriptors: add 'Submit All Assessments'.				

**AVIATION**

Aeronautical Engineering (Level 3)	14.03.22	15.03.22	19103	01 January 2022
2022 Rollover updates. <b>Programme Regulations:</b>				
<ul style="list-style-type: none"> <li>Update section 3.5 Health and Safety Risk Management</li> <li>Update section 4.2 Information for Applicants</li> </ul>				

**DIGITAL TECHNOLOGIES AND ARTS & MEDIA**

Bachelor of Information Technology (102333) Graduate Diploma in Information Technology (106817)	n/a	28.02.22	08221	01 February 2022
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**Rational for changes/s**

Changes to various courses following moderation feedback and review of 2021 delivery, generic updates for 2022 to align with current NMIT policy and procedure. Changes effective from 21 February 2022. No document version change remains 08221

**Brief description of change/s:****Programme Regulations:**

- Removed all references to Diploma in Information Technology as this programme is no longer delivered.
- Add Information for Applicants section: included 2022 COVID-19 vaccination wording
- Health and Safety Risk Management: update to current NMIT standard wording

**Course Descriptors:**

- COM502 Communication for IT - Update assessment weightings and LO mapping

Basis of assessment	Achievement based assessment	
Assessment A	Learning Outcomes	% Weightings
Assessment 1	1, <del>4</del> <del>5</del>	<del>20</del> 30%
Assessment 2	1	<del>15</del> 20%
Assessment 3	2, 3, <del>5</del>	<del>50</del> 25%
Assessment 4	<del>1</del> , 3, 4, 5	<del>15</del> 25%

- DAT502 Database Concepts – assessment order changed

Basis of Assessment:	Achievement Based assessment	
Assessment	Learning Outcomes	% Weighting
<del>Assessment 1</del>	<del>1-4</del>	40%
Assessment <del>1</del> 2	1 - 5	60%
<del>Assessment 2</del>	<del>1 - 4</del>	40%

- TEC501 Technology Support

Basis of assessment	Achievement based assessment	
Assessment	Learning outcomes	% Weighting
Assessment 1	2,3	25%
<del>Assessment 2</del>	<del>1, 2, 4</del>	30%
Assessment <del>2</del> 3	1-4	45%
<del>Assessment 3</del>	<del>1, 2, 4</del>	30%

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
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- NET603 Practical Network Development – reduce to two assessments, update LO mapping and weightings
 

Basis of assessment	Achievement based assessment		
Assessment	Learning Outcomes	Pass criteria (Minimum)	% Weightings
Assessment 1	1, <del>2</del> , 4-5	40%	<del>40</del> 20%
Assessment 2	1 - 5	40%	<del>60</del> 40%
Assessment 3	<del>1</del> -5	40%	40%
- SDV601 Software Development – update of assessment order
 

Basis of assessment	Achievement based assessment		
Assessment	Learning Outcomes	Pass criteria (Minimum)	% Weightings
<del>Assessment 1</del>	<del>1</del> , 4	40%	40%
Assessment <del>1</del> 2	2, 3, 5	40%	60%
Assessment 2	1, 4	40%	40%
- WEB601 Dynamic Web Technology
 

Basis of assessment	Achievement based assessment		
Assessment	Learning Outcomes	Pass criteria (Minimum)	% Weightings
Assessment 1	1, <del>2</del>	40%	<del>90</del> 20%
Assessment 2	<del>1</del> , 2	40%	<del>10</del> 50%
Assessment 3	<del>1</del> , 2	40%	30%
- DAT701 Enterprise Database Solutions – update of LO mapping following internal moderation
 

Basis of assessment	Achievement based assessment		
Assessment	Learning Outcomes	Pass criteria (Minimum)	% Weightings
Assessment 1	<del>2</del> 1, 3	40%	40%
Assessment 2	1 - 4	40%	60%
- NET702 Cloud Services – minor updates to course aim, with no change to the intent and update of assessment order.  
 Course Aim: "This course focuses on the planning, implementation and maintenance of corporate cloud services. Students investigate and evaluate a range of cloud computing services and examine the typical architecture of cloud computing deployments. Typical issues of privacy and security are also investigated. Solutions, utilising cloud services features will be planned and implemented, as well as the migration of significant functions of an existing business"
 

Basis of assessment	Achievement based assessment		
Assessment	Learning Outcomes	Pass criteria (Minimum)	% Weightings
Assessment 1	1 - 3	40%	30%
Assessment 2	<del>1</del> - 4	40%	40%
Assessment <del>3</del> 2	1 - 3	40%	30%
Assessment 3	<del>1</del> -4	40%	40%
- SDV701 Tiered Software Development - Minor update of LO 5 with no change in intent. "Evaluate the usefulness of a range of models of software development. ~~for tiered applications.~~", in response to moderation feedback, and update to assessment order.



Programme / Course		Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from																				
<table><tr><td>Basis of assessment</td><td colspan="3">Achievement based assessment</td></tr><tr><td>Assessment</td><td>Learning Outcomes</td><td>Pass criteria (Minimum)</td><td>% Weightings</td></tr><tr><td>Assessment 1</td><td>1, 3, 5</td><td>40%</td><td>35%</td></tr><tr><td>Assessment 12</td><td>1 - 5</td><td>40%</td><td>65%</td></tr><tr><td>Assessment 2</td><td>1 - 3</td><td>40%</td><td>35%</td></tr></table>		Basis of assessment	Achievement based assessment			Assessment	Learning Outcomes	Pass criteria (Minimum)	% Weightings	Assessment 1	1, 3, 5	40%	35%	Assessment 12	1 - 5	40%	65%	Assessment 2	1 - 3	40%	35%				
Basis of assessment	Achievement based assessment																								
Assessment	Learning Outcomes	Pass criteria (Minimum)	% Weightings																						
Assessment 1	1, 3, 5	40%	35%																						
Assessment 12	1 - 5	40%	65%																						
Assessment 2	1 - 3	40%	35%																						
Creative Industries Training Schemes x 5		n/a	22.03.22	19102	21 February 2022																				
2022 Rollover updates Programme Regulations: <ul style="list-style-type: none"><li>Minor updates to spelling, formatting and grammar</li><li>Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li><li>List of references amended where appropriate throughout the document</li><li>s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li><li>Health and Safety Risk Management – update wording</li><li>s5.7 Course Results - removed Completion Requirements</li><li>s5.9 Special Assessment Circumstances – updated wording for Aegrotat Pass and Assessment in Te Reo to latest standard</li></ul> Course Descriptors: Updates to effective from date and version control table																									
New Zealand Diploma in Interior Design (Residential) L5		n/a	08.03.22	19103	21 February 2022																				
2022 Rollover updates Programme Regulations: <ul style="list-style-type: none"><li>Minor updates to spelling, formatting and grammar</li><li>Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li><li>List of references amended where appropriate throughout the document</li><li>s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li><li>Health and Safety Risk Management – update wording</li></ul>																									
Certificate in Computing (User Fundamentals) L2		n/a	31.03.22	16101	21 February 2022																				
2022 Rollover updates Programme Regulations: <ul style="list-style-type: none"><li>Minor updates to spelling, formatting and grammar</li><li>Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li><li>List of references amended where appropriate throughout the document</li><li>s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li><li>Health and Safety Risk Management – update wording</li></ul>																									
NZ Certificate in Information Technology Essentials (Level 4)		14.03.22	15.03.22	16105	1 January 2022																				
2022 Rollover updates Programme Regulations: <ul style="list-style-type: none"><li>Update section 3.6 Health and Safety Risk Management</li><li>Add section 4.2 Information for Applicants with 2022 COVID-19 vaccination wording</li><li>Correction to ‘Requirements for Successful Course Completion’ in all course descriptors: add ‘Submit all assessments’.</li></ul>																									
ENGINEERING & CONSTRUCTION																									
NZ Certificate in Automotive Engineering (Level 3)		14.03.22	15.03.22	17101	21 February 2022																				
2022 Rollover updates Programme Regulations: <ul style="list-style-type: none"><li>Minor updates to spelling, formatting and grammar</li><li>Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li><li>List of references amended where appropriate throughout the document</li><li>s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li></ul>																									



Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
<ul style="list-style-type: none"> <li>s.6 Other Requirements moved into s.4 Information for Applicants</li> <li>Health and Safety Risk Management – update wording</li> <li>References to 'MITO unit standards' changed to references to 'unit standards'.</li> </ul> <b>Course Descriptors:</b> Updates to effective from date and version control table				
<b>NZ Certificate in Mechanical Engineering (Level 3)</b>	14.03.22	15.03.22	17102	21 February 2022
2022 Rollover updates <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>List of references amended where appropriate throughout the document</li> <li>s 1.3 Pathways – Nga Huarahi. Add statement: 'Equivalent courses in this Level 3 programme may be used as credits in the NZ Certificate in Mechanical Engineering (Trade) (Level 4) offered by NMIT through Recognition of Academic Credit (RAC)'</li> <li>s. 4 - Insert Covid Vaccination status statement under Information for Applicants heading</li> <li>s 4.5 Recognition of Academic Credit. Delete 'RAC is not available for a complete qualification'</li> <li>Health and Safety Risk Management – update wording</li> </ul> <b>Course Descriptors:</b> Updates to effective from date and version control table				
<b>NZ Certificate in Carpentry (Level 4)</b>	14.03.22	15.03.22	17102	1 January 2022
2022 Rollover updates, Clarify ambiguous Learning Outcomes in CAR417, CAR414, CAR413. <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>Deleted reference to Ara programme</li> <li>Minor updates to spelling, formatting and grammar</li> <li>Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>List of references amended where appropriate throughout the document</li> <li>s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li> <li>s.6 Other Requirements moved into s.4 Information for Applicants</li> <li>Health and Safety Risk Management – update wording</li> <li>ITO 'The Skills Organisation' changed to WDC 'Toitu te Waiora Community, Health, Education and Social Services Workforce Development Council'</li> <li>Clarify LOs in section 2.8 Graduate Profile and Assessment Map</li> </ul> <b>Course Descriptors:</b> <ul style="list-style-type: none"> <li>Updates to effective from date</li> <li>CAR417 Exterior Envelope Cladding. Minor change to LO3 'Use sketches / details to describe the installation of external wall claddings' to read 'Use sketches or details....' to match Ara LO and clear up ambiguity.</li> <li>CAR414 Roof Structures for Building Work. Minor change to LO 2 'Use a manufacturer's specification to plan the installation of prefabricated timber or light gauge steel roof structures' to clear up ambiguity.</li> <li>CAR413 Frames and Structures for Building Work. Minor change to LO4 'Discuss the manufacturer's or engineer's specifications for installation of pre-fabricated beams in construction' to clear up ambiguity.</li> </ul>				
<b>NZ Certificate in Light Automotive Engineering (Level 4)</b>	14.03.22	15.03.22	17101	1 January 2022
2022 Rollover updates <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>Minor updates to spelling, formatting and grammar</li> <li>Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>List of references amended where appropriate throughout the document</li> <li>s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li> <li>s.6 Other Requirements moved into s.4 Information for Applicants</li> <li>Health and Safety Risk Management – update wording</li> <li>References to 'MITO unit standards' changed to references to 'unit standards'.</li> </ul> <b>Course Descriptors:</b> Updates to effective from date and version control table				
<b>HEALTH AND FITNESS</b>				
<b>Certificate in Nursing (Competence Assessment Programme) (Level 7) Training Scheme</b>	n/a	17.03.22	18105	1 January 2022

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
2022 Rollover updates. <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>• Minor updates to spelling, formatting and grammar</li> <li>• Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>• List of references amended where appropriate throughout the document</li> <li>• s.4.5 Health and Safety Risk Management – update wording</li> <li>• s.5.2 - Insert Covid Vaccination status statement under Information for Applicants heading</li> </ul> <b>Course Descriptors:</b> Updates to effective from date				
<b>HOSPITALITY AND SERVICE SECTOR PATHWAYS</b>				
NZ Certificate in Beauty Therapy (Level 4) [123843] Diploma in Beauty Therapy (Level 5) [125161]	n/a	10.03.22	18013 19103	21 February 2022
2022 Rollover updates. <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>• Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>• s.4 - Insert Covid Vaccination status statement under Information for Applicants</li> <li>• s.3 Health and Safety Risk Management – update wording</li> <li>• s.5 Requirements for Ensuring Consistency – update wording</li> </ul>				
NZ Certificate in Hairdressing (Emerging Stylist) (Level 4)	n/a	10.03.22	16105	21 February 2022
2022 Rollover updates. <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>• Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>• List of references amended where appropriate throughout the document</li> <li>• s.3 - Health and Safety Risk Management – update wording</li> <li>• s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li> <li>• s.5 - Requirements for Ensuring Consistency added</li> <li>• s.6 - Other requirements moved to Information for Applicants</li> <li>• Replace references to HITO with Toi Mai WDC where relevant</li> </ul> <b>Course Descriptors:</b> Updates to effective from date				
Barista and Café Services L3 [121843-3], Restaurant Service L4 [120656-3], Food and Beverage Service (Concurrent Study) L3 L4 [120657-3]	n/a	17.03.22	16102	21 February 2022
2022 Rollover updates. <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>• Minor updates to spelling, formatting and grammar</li> <li>• Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>• List of references amended where appropriate throughout the document</li> <li>• s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li> <li>• Health and Safety Risk Management – update wording</li> </ul>				
<b>MARITIME, ADVENTURE TOURISM &amp; CONSERVATION</b>				
Conservation Field Skills Training Scheme	n/a	17.03.22	17101	01 January 2022
2022 Rollover updates <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>• Minor updates to spelling, formatting and grammar</li> <li>• Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>• List of references amended where appropriate throughout the document</li> <li>• s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li> <li>• Health and Safety Risk Management – update wording</li> </ul> <b>Course Descriptors:</b> Updates to effective from date and version control table				
Diploma in Fishing Vessel Operations - Mate Fishing Unlimited / Skipper Fishing Vessel Unlimited (Level 6) [119527]	22.03.22	24.03.22	16101	17 February 2022
2022 Rollover updates				

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
<b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>Minor updates to spelling, formatting and grammar</li> <li>Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li> <li>s.8 Other Requirements - moved under s.4 Information for Applicants</li> <li>s.3 Health and Safety Risk Management – update wording</li> <li>ITO 'The Skills Organisation' changed to WDC 'Toitu te Waiora Community, Health, Education and Social Services Workforce Development Council'.</li> <li>s5.11 Requirements for Ensuring Consistency added</li> </ul>				
<b>PRIMARY INDUSTRIES</b>				
<b>Postgraduate Diploma in Sustainable Aquaculture</b>	n/a	22.03.22	14103	21 February 2022
2022 Rollover updates <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>Minor updates to spelling, formatting and grammar</li> <li>Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>List of references amended where appropriate throughout the document</li> <li>s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li> <li>Health and Safety Risk Management – update wording</li> </ul> <b>Course Descriptors:</b> Updates to effective from date and version control table				
<b>ACE317 Horticultural Practices</b>	22.03.22	24.03.22	240322	18 April 2022
New course to replace ACE308 <b>Rationale for change:</b> To create a product with wider appeal than the original course that was focused on just Viticulture. <b>Brief description of change/s:</b> The content is no longer specific to Viticulture and has an application to General Horticulture. It has also been modified with less contact hours from the tutor (20hrs) and with the remaining 10hrs being learner managed. This was with the intention of buy in from students for what is a very practical subject. It also makes the programme more viable, bearing in mind the reduced efts rate for ACE training. This course has been requested by the Major at Kaikōura to help create a task force for the region by offering training. Following feedback in AS+Q meeting EFTS were updated from 0.045 to 0.0688 due to the change in teaching hours, per the ACE calculation.				
<b>Leadership for Primary Industries Micro-credential</b>	n/a	08.03.22	20100	21 February 2022
2022 Rollover updates <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>Minor updates to spelling, formatting and grammar</li> <li>Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>List of references amended where appropriate throughout the document</li> <li>s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li> <li>Added Health and Safety Risk Management wording</li> </ul>				
<b>Project Management for Primary Industries Micro-credential</b>	n/a	08.03.22	21100	21 February 2022
2022 Rollover updates <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>Minor updates to spelling, formatting and grammar</li> <li>Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>List of references amended where appropriate throughout the document</li> <li>s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li> <li>Added Health and Safety Risk Management wording</li> </ul>				
<b>NZ Certificate in Seafood Processing (Level 4)</b>	n/a	30.03.22	20100	21 February 2022
2022 Rollover updates <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>Minor updates to spelling, formatting and grammar</li> <li>Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> </ul>				

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
<ul style="list-style-type: none"> <li>List of references amended where appropriate throughout the document</li> <li>s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li> <li>Health and Safety Risk Management – update wording</li> </ul> <b>Course Descriptors:</b> Updates to effective from date and version control table				
<b>SOCIAL SCIENCES</b>				
<b>NZ Certificate in Foundation Skills L1 &amp; L2</b>	n/a	08.03.22	17102 16104	21 February 2022
2022 Rollover updates <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>Minor updates to spelling, formatting and grammar</li> <li>Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>List of references amended where appropriate throughout the document</li> <li>s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li> <li>Health and Safety Risk Management – update wording</li> <li>Added section 5.7 Authenticity of Learner Work/Academic Integrity</li> </ul> <b>Course Descriptors:</b> Updates to effective from date and version control table				
<b>Postgraduate Certificate in Professional Supervision</b>	n/a	17.03.22	18103	21 February 2022
2022 Rollover updates <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>Minor updates to spelling, formatting and grammar</li> <li>Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>List of references amended where appropriate throughout the document</li> <li>s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li> <li>s.3 - Health and Safety Risk Management – update wording</li> </ul> <b>Course Descriptors:</b> Updates to effective from date and version control table				
<b>Community Living Training Schemes x 32</b>	n/a	22.03.22	20100	21 February 2022
2022 Rollover updates <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>Minor updates to spelling, formatting and grammar</li> <li>Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>List of references amended where appropriate throughout the document</li> <li>s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li> <li>Health and Safety Risk Management – update wording</li> </ul> <b>Course Descriptors:</b> Updates to effective from date and version control table				
<b>NZ Certificate in Study and Career Preparation L4</b>	22.03.22	24.03.22	16106	18 July 2022
Type 2 change to align with NMIT Standardised Entry Requirements. New version. Not yet submitted to NZQA. <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>Update Entry Requirements Academic to replace NCEA literacy and numeracy wording with "A minimum of 40 credits NCEA Level 2 across four subjects, including 10 NCEA Level 1 literacy credits and 10 NCEA Level 1 numeracy credits"</li> </ul>				
<b>Applied Research L7 Training Schemes</b>	n/a	30.03.22	17101	21 February 2022
2022 Rollover updates <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>Minor updates to spelling, formatting and grammar</li> <li>Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>List of references amended where appropriate throughout the document</li> <li>s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li> <li>Health and Safety Risk Management – update wording</li> </ul> <b>Course Descriptors:</b> Updates to effective from date and version control table				
<b>Bachelor of Social Work</b>	n/a	31.03.22	18104	14 February 2022



Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
2022 Rollover updates <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>Minor updates to spelling, formatting and grammar</li> <li>Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>List of references amended where appropriate throughout the document</li> <li>s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li> <li>Health and Safety Risk Management – update wording</li> </ul> <b>Course Descriptors:</b> Updates to effective from date and version control table				
<b>TE TOKI PAKOHE</b>				
Te Pōkaitahi Tikanga (Mātauranga Māori) (Kaupae 2) [124394]	n/a	18.03.22	18100	21 February 2022
Te Pōkaitahi Tikanga (Mātauranga Māori) (Kaupae 3) [124395]				
2022 Rollover updates <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>Minor updates to spelling, formatting and grammar</li> <li>Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>List of references amended where appropriate throughout the document</li> <li>s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li> <li>Health and Safety Risk Management – update wording</li> </ul> <b>Course Descriptors:</b> Updates to effective from date and version control table				
Te Pōkaitahi Reo (Reo Rua) (Kaupae 1-4)	n/a	17.03.22	18102	1 February 2022
Rollover updates <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>Minor updates to spelling, formatting and grammar</li> <li>Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>List of references amended where appropriate throughout the document</li> <li>s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li> <li>Health and Safety Risk Management – update wording</li> </ul> <b>Course Descriptors:</b> Updates to effective from date and version control table				
NZ Certificate in Manaaki Marae - Marae – Te Kāuta, Te Wharekai (Kaupae 2)	n/a	08.03.22	18100	1 February 2022
Rollover updates <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>Minor updates to spelling, formatting and grammar</li> <li>Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>List of references amended where appropriate throughout the document</li> <li>s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li> <li>Health and Safety Risk Management – update wording</li> </ul> <b>Course Descriptors:</b> Updates to effective from date and version control table				
Te Pōkairua Reo (Rumaki) (Te Kaupae 5)	N/A	08.03.22	18100	1 February 2022
Rollover updates <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>Minor updates to spelling, formatting and grammar</li> <li>Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>List of references amended where appropriate throughout the document</li> <li>s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li> <li>Health and Safety Risk Management – update wording</li> </ul> <b>Course Descriptors:</b> Updates to effective from date and version control table				

38/22 RESOLVED that the Approval of Course and Programme Changes be endorsed.

Chanelle Taylor / Shine Kelly

CARRIED

## 6.2 Key Messages from Meeting

- Acknowledgement of the work Teams have done in completing Degree, Sub-Degree and Business Support SARs whilst managing implications of the COVID Protection Framework.
- The amount of degree monitoring activity taking place so early in the year allowing timely reflection on 2021 delivery by Monitors, Curriculum teams and Support staff.
- The development of three new Primary Industry programmes to be in place by semester 2 and which meet RoVE expectations:
  - Clear engagement
  - Opportunity with learning partnerships, Iwi, industry, and Transitional Industry Training Organisations (TITOs)
  - Flexible learning
  - Strategic priorities

**ACTION**

**Mary Woodward / Kim Davies**

Forward key message list to Caroline Elworthy for inclusion in the weekly Chief Executive update

## 7. Resolution to Exclude the Public

39/22 **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 Director of Academic + Quality (Executive Director responsible for Programmes and Delivery (or delegate), Academic Advisor, Director Teaching + Learning (Curriculum Director), Quality Enhancement Manager, Director of Ōritetanga + Māori Relationships (Manager of Ōritetanga), 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.

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.
8.1	Te Pūkenga Programmes 2023 Unified Delivery	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or	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

		disadvantage, commercial activities	LGOIMA, as a body to which Part 7 LGOIMA applies)
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**Meeting Closed 4.20PM**

**Academic Committee Action List – 13 April 2022**

	RES NO	ACTION	WHO	WHEN	PROGRESS
<b>Action Items 19.01.2022</b>					
1	1.5	Matters Arising – Approval of delivery sites Follow-up Pelorus permanent delivery site approval application with NZQA	Kim Davies	Report back 11 May 2022	WIP
<b>Action Items 16.03.2022</b>					
2	1.1 1.2 1.3	Upload confirmed Minutes to Academic Committee site	Mary Woodward	Report back 13 April 2022	Completed
3	4.1	Sector Updates Te Pūkenga Working Group Reports Discuss how the Polly site 'Te Pūkenga hub, Meeting updates,' can be shared more widely and kept up to date	Kim Davies / Marja Kneepkens	Report back 11 May 2022	WIP
4	6.2	Key Messages Forward key message list to Caroline Elworthy for inclusion in the weekly Chief Executive update	Mary Woodward / Kim Davies	ASAP	Closed
5	7.2	Process Redesign Workstream Academic Committee – Streamlining Send email to Committee Members requesting EOI to join the AC Implementation Group	Kim Davies	Report back 13 April 2022	Completed
<b>Action Items 13.04.2022</b>					
6	2.1	Administrative LGOIMA/OIA Investigate who is able to attend meetings moved into 'in committee / confidential' business	Kim Davies / Mary Woodward	Report back 11 May 2022	
7	2.2	Upload confirmed Minutes to Academic Committee site	Mary Woodward	Report back 11 May 2022	
8	6.2	Key Messages Forward key message list to Caroline Elworthy for inclusion in the weekly Chief Executive update	Mary Woodward / Kim Davies	ASAP	Completed

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## Academic Committee Action List – 11 May 2022

	RES NO	ACTION	WHO	WHEN	PROGRESS
<b>Action Items 19.01.2022</b>					
1	1.5	Matters Arising – Approval of delivery sites Follow-up Pelorus permanent delivery site approval application with NZQA	Kim Davies	Report back 11 May 2022	NZQA approval as permanent delivery received 19.01.22 Closed
<b>Action Items 16.03.2022</b>					
2	4.1	Sector Updates Te Pūkenga Working Group Reports Discuss how the Polly site 'Te Pūkenga hub, Meeting updates,' can be shared more widely and kept up to date	Kim Davies / Marja Kneepkens	Report back 11 May 2022	WIP
<b>Action Items 13.04.2022</b>					
3	2.1	Administrative LGOIMA/OIA Investigate who is able to attend meetings moved into 'in committee / confidential' business	Kim Davies / Mary Woodward	Report back 11 May 2022	
4	2.2	Upload confirmed Minutes to Academic Committee site	Mary Woodward	Report back 11 May 2022	Minutes confirmed and uploaded to Standing Committees SharePoint as old-intranet site no longer in use – to be uploaded to new shared site once available. WIP
5	6.2	Key Messages Forward key message list to Caroline Elworthy for inclusion in the weekly Chief Executive update	Mary Woodward / Kim Davies	ASAP	Completed

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## Academic Committee Correspondence – 11 May 2022

### Inwards

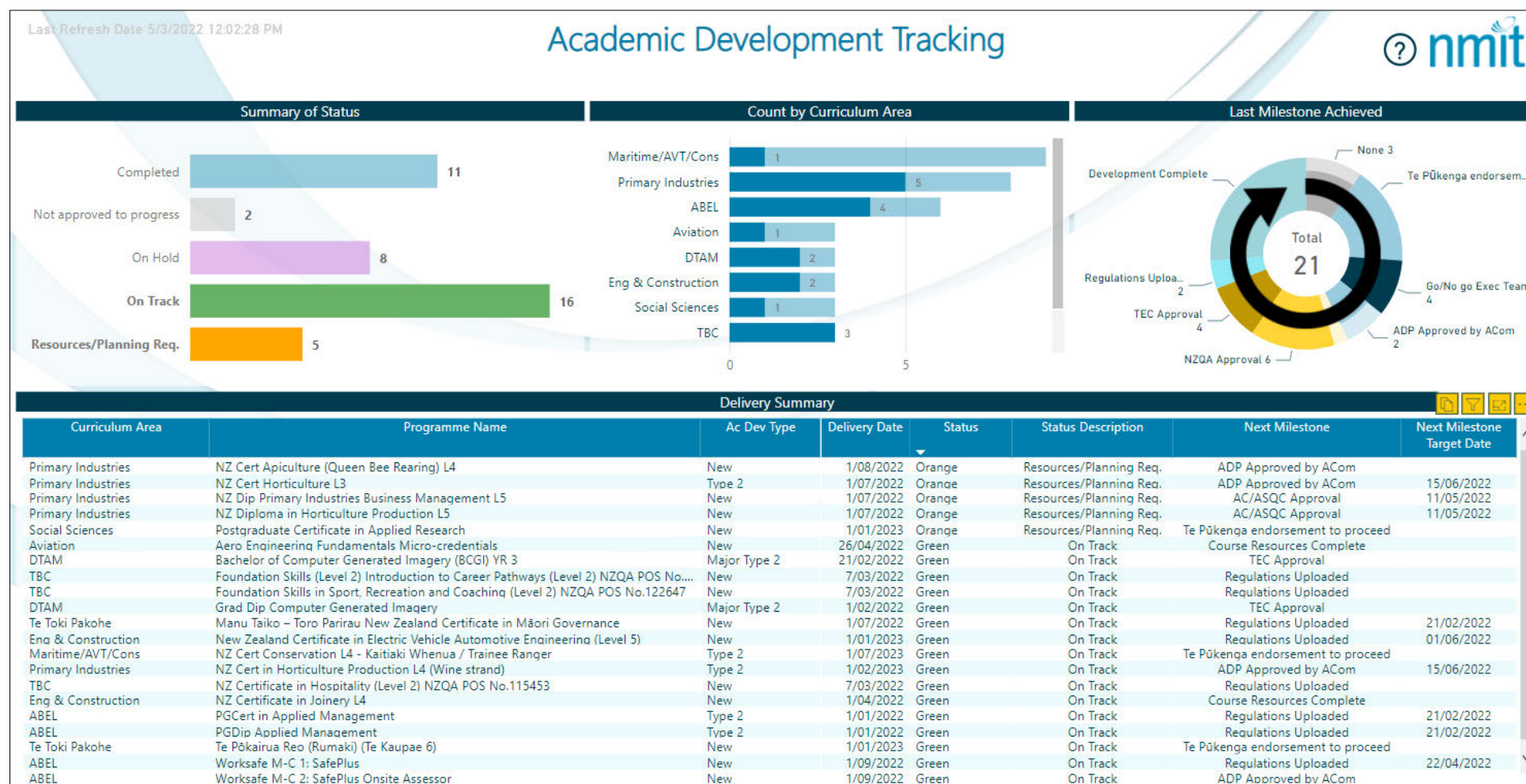
1.	NZQA-CR	06.04.22	Additional evidence required for 2789- NZ Cert in Nga Toi (L3)
2.	NZQA-CR	08.04.22	Approval to deliver new MC - Kia Haumaru! Kia Matatū! SafePlus Micro-credential
3.	NZQA	11.04.22	NZQA confirmed downloading 3667- English Language (Academic) L3 presentation
4.	NZQA-CR	11.04.22	CR Invitation sent for New Zealand Certificate in Outdoor and Adventure Education (Multi-skilled) (Level 4)
5.	NZQA	13.04.22	Final BSW Degree monitor report from NZQA
6.	NZQA-CR	13.04.22	Received Cellar Operations (Level 3) final report.
7.	NZQA	13.04.22	Corrected programme details for NZC Study and Career Preparation - He Ara Hiringa
8.	NZQA-CR	14.4.22	CR Invitation for New Zealand Diploma in Aeronautical Maintenance (L6)
9.	NZQA-CR	28.4.22	Date change for NZ Dip in Aeronautical Maintenance Cert (L6) workshop from 24 June (Matariki holiday) to 23 June

### Outwards

10.	NZQA- CR	07.04.22	Presentation submitted for 3667- English Language (Applied) L 3
11.	NZQA-CR	08.04.22	Invitation received for 3765 CR- NZ Cert in Outdoor and Adventure Education (Multi-skilled) (Level 4)
12.	NZQA	11.04.22	BSW Final report sent to NZQA after factual check
13.	NZQA- CR	13.4.22	Post-review Reflection submitted for Eng lang L3
14.	NZQA- CR	14.4.22	TEO SA Report and supporting documents submitted for Music L4-L5
15.	NZQA-CR	20.4.2022	Confirming NZ Dip in Aeronautical Maintenance Cert (L6) workshop date as 24 June is Matariki holiday
16.	NZQA-CR	22.4.22	Presentation submitted for Music L4-L5
17.	NZQA-CR	28.4.22	Confirming Sam Russek name as NMIT Rep for 3765 CR- NZ Cert in Outdoor and Adventure Education (Multi-skilled) (Level 4)
18.	NZQA-CR	29.4.22	Response to New Zealand Certificate in Ngā Toi (Level 3) CR
19.	Te Pūkenga	29.04.22	OFP Request Form for Type 2 changes to NZC Horticulture Level 3
20.	Te Pūkenga	29.04.22	OFP Request Form - seeking accreditation to deliver Te Pōkairua Reo (Rumaki) (Te Kaupae 6) / NZ Diploma in Te Reo (Rumaki) (Level 6)
21.	NZQA-CR	02.05.22	Confirming Peter Davies name as NMIT Rep for 2907- <b>New Zealand Diploma in Aeronautical Maintenance Certification (Level 6)</b>

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## Academic Development Tracking Report as of 03 May 2022

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NMIT Operating + Financial Parameters (OFP) Report as of 03 May 2022

34		← TOTAL OFP			27		24			
#	Name	Summary	Academic Advisor	TP Category	Urgent	Sent to TP	Approved TP	Note	TP Approval Matter <i>only populate/finalise once sent to TP</i>	Urgency reason <i>only populate once sent to TP</i>
23	Postgraduate Certificate in Advanced Applied Research	no details yet.		28 Add / Remove / Change programme	N	24/02/22		21/3 TP want more info, e.g. why not M-C? E&E talking to students and other stakeholders.	proposed development of a new programme of study leading to a new Postgraduate Certificate in Advanced Applied Research qualification	n/a
26	Community College Blenheim	pick up 3 progs from ComCol		28 Add / Remove / Change programme	Y	9/02/22	14/02/22		request to deliver three existing approved programmes of study previously delivered by Marlborough Community College – Marlborough at their Blenheim site	Delivery to begin at NMIT Marlborough campus as soon as all required approvals are in place pending viable cohorts. Working with NZQA to begin as close to 21 February 2022 as is possible.
27	NZ Cert Conservation L4 - Kaitiaki Whenua / Trainee	Type 2. Change to LO. Entry Requirements to align with new NMIT	Shine	28 Add / Remove / Change	N			1/3 started. Need more info to complete	proposed NZQA Type 2 changes to NZ Certificate in Conservation (Level 4) Kaitiaki Whenua / Trainee	n/a
28	NZ Cert Apiculture (QueenBee) L4	pick up from OP	Shine	28 Add / Remove / Change	N	7/03/22	8/03/22		seeking accreditation to deliver the NZ Certificate in Apiculture (Queen Bee Rearing) (Level 4) from	n/a
29	Te Pōkairua Reo (Rumaki) (Te Kaupae 6)	PoS TBC	Shine	28 Add / Remove / Change programme	N	29/04/22			seeking accreditation to deliver Te Pōkairua Reo (Rumaki) (Te Kaupae 6) / NZ Diploma in Te Reo (Rumaki) (Level 6)	n/a
30	NZC Horticulture Level 3	Type 2 change to update to qual version 2	Shine	28 Add / Remove / Change programme	Y	29/04/22			proposed NZQA Type 2 changes to the existing NMIT NZ Certificate in Horticulture (General) Level 3 programme to award version 2 of the NZ2677 qualification	Requires NZQA Type 2 change approval prior to proposed delivery start date July 2022.
31	Conservation Field Skills L4	rename to 'Vertebrate Pesticides Control Methods', remove trapping content, add AVCM (Agricultural compounds and veterinary medicines) qualification content.	Shine	28 Add / Remove / Change programme	Y			2/5 drafted, for review	proposed NZQA Type 2 changes to NMIT's Conservation Field Skills Training Scheme	Requires NZQA Type 2 change approval prior to proposed delivery start date June 2022.
32	NZC Primary Industries Skills Level 2	due to expiring unit standards that have been replaced with different unit standards	Shine	28 Add / Remove / Change programme	Y			2/5 drafted, for review	proposed Type 2 changes to NZ Certificate in Primary Industry Skills (Level 2)	Requires NZQA Type 2 change approval prior to proposed delivery start date 30 May 2022.

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## **NZ Certificate in Apiculture (Queen Bee Rearing) (Level 4) [125993] Capability Letter and Variance Changes**

**Date: TBC**

Merrin Neilson  
Acting Manager Approvals and Accreditation  
Quality Assurance Division  
NZQA  
PO Box 160  
Wellington 6140

Tēnā koe e Merrin,

### **New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) [POS 125993]**

Nelson Marlborough Institute of Technology Limited (NMIT) seeks to apply to NZQA for accreditation to deliver the approved Otago Polytechnic programme of study leading to **New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) NZ2225 v2** qualification, from August 2022. NMIT is a Category 1 education provider.

The programme was developed by and is the property of Otago Polytechnic and NMIT acknowledges the permission of Otago Polytechnic to deliver the programme and to make minor specified changes to the programme documentation to reflect the NMIT delivery.

#### **Current provision:**

NMIT has demonstrated a successful history of provision in the Primary Industries area through the delivery of programmes leading to the following qualifications:

- **New Zealand Certificate in Apiculture (Level 3) (NZ2223 v1)**
- **New Zealand Certificate in Horticulture (General) (Level 3) (NZ2677 v1)**
- **New Zealand Certificate in Horticulture Production (Level 4) (NZ2676 v 2)**
- **Bachelor of Viticulture and Winemaking NE4864**

#### **Proposed provision:**

NMIT is applying for accreditation to deliver Otago Polytechnic's existing New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) programme. NMIT has identified a gap in its current provision to meet the needs of existing learners completing the New Zealand Certificate in Apiculture (Level 3) and wishing to continue their studies in Apiculture.

The programme contains unit standard based assessment standards and NMIT has consent to access all included assessment standards.

As it is similar in content, size and level as current Primary Industry programmes delivered by NMIT, we anticipate that the delivery of the programme will be both effective and sustainable.

NMIT intends to make a series of minor (Type 1) changes to the programme to meet the needs of our learners.

The NMIT delivery of the new programme of study is planned to start in August 2022.



### Capability and resources:

Otago Polytechnic currently deliver this programme in Marlborough and Nelson. These staff are also employed by NMIT to deliver the New Zealand Certificate in Apiculture (Level 3) programme. These staff will take over delivery of the New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) programme on behalf of NMIT from August 2022. A bee hive area has been constructed at the NMIT Marlborough campus, and is well established. A similar facility has been constructed at Richmond campus to support this expansion of apiculture delivery.

Otago Polytechnic have agreed to provide all teaching and assessment resources. They have agreed to continue to support our delivery team and assist with the update of resources as needed in preparation for a unified programme under Te Pūkenga. These discussions will be formalised if we gain the accreditation to deliver.

NMIT has Learner Support services that are well established and easily accessible for the learners.

NMIT looks forward to receiving accreditation to deliver the New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) programme from August 2022.

Nāku noa, nā,

Wayne Jackson  
Chief Executive

### Attached documentation:

- Evidence of NMIT internal programme approval (Academic Committee Approval Minute [\[insert date\]](#))

### TYPE 1 CHANGES To Otago Polytechnic's New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) – 125993 Programme of Study

VARIANCE
<b>Replace</b> references to Otago Polytechnic with NMIT and the Nelson Marlborough region.
<b>Include</b> references to NMIT Policies and Procedures and Academic Statute
<b>Teaching Facilities and Physical Resources</b> – replace Otago Polytechnic Institute information with NMIT information
<b>Replace course codes</b> – Replace Otago Polytechnic course codes with NMIT course codes
<b>Include Learning, Teaching and Assessment Approaches and Delivery</b> information to be NMIT specific where appropriate
<b>Core Transferable Skills</b> – add information
<b>Add NMIT Health and Safety information</b>
<b>Recognition of Academic Credit</b> - include NMIT wording and policy/procedure reference
<b>Course Result key</b> – include NMIT CO-TANZ-01 (ungraded competency based)
<b>Special Assessment Circumstances</b> – include NMIT provisions
Add information re <b>academic dress</b> for Certificate graduands attending Graduation ceremonies as per NMIT Academic Statute - Academic Regulations.
<b>Attendance</b> – add information for NMIT Face-to-face delivery. Add process for reporting absences.
<b>Academic Regulations</b> – add list of regulations located in NMIT Academic Statute
<b>Course Descriptors</b> – add lists of Learning and Teaching Approaches and Learning and Teaching Resources and Learner Managed Activities to each Course Descriptor.
<b>Assessment Results</b> – add information re marking of assessments
<b>Add Self-assessment/review information</b>
<b>Amend Moderation information</b> to reflect NMIT moderation process

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## **NZ Diploma in Primary Industry Business Management (Level 5) [NZ2221 v2] Capability Letter and Variance Changes**

**Date: TBC**

Merrin Neilson  
Acting Manager Approvals and Accreditation  
Quality Assurance Division  
NZQA  
PO Box 160  
Wellington 6140

Tēnā koe Merrin,

### **New Zealand Diploma in Primary Industry Business Management (Level 5)**

Nelson Marlborough Institute of Technology Limited (NMIT) seeks to apply to NZQA for accreditation to deliver the approved Southern Institute of Technology programme of study leading to the **New Zealand Diploma in Primary Industry Business Management (Level 5)** qualification, from 18 July 2022. NMIT is a Category 1 education provider.

The programme was developed by, and is the property of Southern Institute of Technology and NMIT acknowledges the permission of Southern Institute of Technology to deliver the programme and to make minor specified changes to the programme documentation to reflect the NMIT delivery.

#### **Current provision:**

NMIT has demonstrated a successful history of provision in the Primary Industries Studies through the delivery of programmes leading to the following qualifications:

- **Bachelor of Viticulture and Winemaking (2530)**
- **Bachelor of Aquaculture and Marine Conservation (2529)**
- **Postgraduate Certificate in Sustainable Aquaculture (2528)**
- **Bachelor of Commerce (3874)**
- **New Zealand Diploma in Business (Level 5) (NZ2459 v2)**
- **New Zealand Certificate in Horticulture Production (Level 4) (NZ2676 v2)**
- **New Zealand Certificate in Cellar Operations (Level 4) (NZ2723 v1)**
- **New Zealand Certificate in Seafood Processing (Level 4) (NZ3131 v1)**

#### **Proposed provision:**

NMIT is applying for accreditation to deliver Southern Institute of Technology's **New Zealand Diploma in Primary Industry Business Management (Level 5)** programme.

The programme does not contain assessment standards.

As it is very similar in content, size and level as current Primary Industry programmes delivered by NMIT, we anticipate that the delivery of the programme will be both effective and sustainable.



NMIT intends to make a series of minor (Type 1) changes to the programme to meet the needs of our learners.

The NMIT delivery of the new programme of study is planned to start in July 2022.

#### Capability and resources:

NMIT's teaching staff are suitably experienced and qualified to deliver the **New Zealand Diploma in Primary Industry Business Management (Level 5)**. Industry standard teaching and learning resources and facilities are ready for use. Both are sufficient and suitable for the content and level of this new programme and the methods of delivery.

NMIT has Learner Support services that are well established and easily accessible for the learners.

NMIT looks forward to receiving approval and accreditation to deliver the New Zealand Diploma in Primary Industry Business Management (Level 5) from July 2022.

Nāku noa, nā,

Wayne Jackson  
Chief Executive

#### Attached documentation:

- Evidence of NMIT internal programme approval (Academic Committee Approval Minute [\[insert date\]](#))

#### TYPE 1 CHANGES To Southern Institute of Technology's NZ Diploma in Primary Industry Business Management (Level 5) – Programme of Study

VARIANCE
<b>Replace</b> references to Southern Institute of Technology's Diploma in Primary Industries Business Management (Level 5) with NMIT and the Nelson Marlborough region.
<b>Include</b> references to NMIT Policies and Procedures and Academic Statute
<b>Teaching Facilities and Physical Resources</b> – replace Southern Institute of Technology information with NMIT information
<b>Replace course codes</b> – Replace Southern Institute of Technology course coding with NMIT course codes
<b>Include Learning, Teaching and Assessment Approaches and Delivery</b> information to be NMIT specific where appropriate
<b>Core Transferable Skills</b> – add information
<b>Add NMIT Health and Safety information</b>
<b>Add Selection information</b>
<b>Recognition of Academic Credit</b> - include NMIT wording and policy/procedure reference
<b>Course Result key</b> – include NMIT grade key AC-TANZ-01 (graded achievement based)
<b>Special Assessment Circumstances</b> – include NMIT provisions
Add information re <b>academic dress</b> for Certificate graduands attending Graduation ceremonies as per NMIT Academic Statute - Academic Regulations.
<b>Attendance</b> – add information for NMIT Face-to-face delivery. Add process for reporting absences.
<b>Academic Regulations</b> – add list of regulations located in NMIT Academic Statute
<b>Course Descriptors</b> – add lists of Learning and Teaching Approaches and Learning and Teaching Resources and Learner managed Activities to each Course Descriptor.
<b>Assessment Results</b> – add information re marking of assessments
<b>Amend Moderation information</b> to reflect NMIT moderation process

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## **New Zealand Diploma in Horticulture Production (Level 5) with strand in Wine Growing [POS 124077] Capability Letter and Variance Changes**

**Date:** TBC

**5 April 2022**

Merrin Neilson  
Acting Manager Approvals and Accreditation  
Quality Assurance Division  
NZQA  
PO Box 160  
Wellington 6140

Tēnā koe Merrin,

### **New Zealand Diploma in Horticulture Production (Level 5) with strand in Wine Growing [POS 124077]**

Nelson Marlborough Institute of Technology Limited (NMIT) seeks to apply to NZQA for accreditation to deliver the approved Otago Polytechnic programme of study leading to the **New Zealand Diploma in Horticulture Production (Level 5) NZ2666 v2** qualification, from 18 July 2022. NMIT is a Category 1 education provider.

The programme was developed by and is the property of Otago Polytechnic and NMIT acknowledges the permission of Otago Polytechnic to deliver the programme and to make minor specified changes to the programme documentation to reflect the NMIT delivery.

#### **Current provision:**

NMIT has demonstrated a successful history of provision in the Primary Industries area through the delivery of programmes leading to the following qualifications:

- **New Zealand Certificate in Horticulture Production (Level 4) (NZ2676 v2)**
- **Bachelor of Viticulture and Winemaking (2530)**

#### **Proposed provision:**

NMIT is applying for approval and accreditation to deliver Otago Polytechnic's **New Zealand Diploma in Horticulture Production (Level 5)** programme. NMIT has identified a gap in its current provision to meet the needs of students seeking a dedicated, flexible Level 5 wine growing qualification. NMIT's Industry Advisory and PITO (and Wine Marlborough) have also asked for a winegrowing strand in the Diploma in Horticulture.

The programme does not contain assessment standards.

As it is similar in content, size and level as the current Primary Industry programmes delivered by NMIT, we anticipate that the delivery of this new programme will be both effective and sustainable.

NMIT intends to make a series of minor (Type 1) changes to the programme to meet the needs of our learners.

The NMIT delivery of the new programme of study is planned to start in July 2022.

### Capability and resources:

NMIT's teaching staff are suitably experienced and qualified to deliver the New Zealand Diploma in Horticulture Production (Level 5). Industry standard teaching and learning resources and facilities are ready for use. Both are sufficient and suitable for the content and level of this new programme and the methods of delivery.

NMIT has Learner Support services that are well established and easily accessible for the learners.

NMIT looks forward to receiving accreditation to deliver the New Zealand Diploma in Horticulture Production (Level 5) from July 2022.

Nāku noa, nā,

Wayne Jackson  
Chief Executive

### Attached documentation:

- Evidence of NMIT internal programme approval (Academic Committee Approval Minute [insert date])

### TYPE 1 CHANGES To Otago Polytechnic's New Zealand Diploma in Horticulture Production (Level 5) – [124077] Programme of Study

VARIANCE
<b>Replace</b> references to Otago Polytechnic with NMIT and the Nelson Marlborough region.
<b>Include</b> references to NMIT Policies and Procedures and Academic Statute
<b>Teaching Facilities and Physical Resources</b> – replace Otago Polytechnic Institute information with NMIT information
<b>Replace course codes</b> – Replace Otago Polytechnic course coding with NMIT course codes
<b>Include Learning, Teaching and Assessment Approaches and Delivery</b> information to be NMIT specific where appropriate
<b>Core Transferable Skills</b> – add information
<b>Add NMIT Health and Safety information</b>
<b>Recognition of Academic Credit</b> - include NMIT wording and policy/procedure reference
<b>Course Result key</b> – include NMIT AC-NMIT-06 (graded achievement based)
<b>Special Assessment Circumstances</b> – include NMIT provisions
Add information re <b>academic dress</b> for Certificate graduands attending Graduation ceremonies as per NMIT Academic Statute - Academic Regulations.
<b>Attendance</b> – add information for NMIT Face-to-face delivery. Add process for reporting absences.
<b>Academic Regulations</b> – add list of regulations located in NMIT Academic Statute
<b>Course Descriptors</b> – add lists of Learning and Teaching Approaches and Learning and Teaching Resources and Learner Managed Activities to each Course Descriptor.
<b>Assessment Results</b> – add information re marking of assessments
<b>Amend Moderation information</b> to reflect NMIT moderation process

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CONFIRMED Minutes of a meeting of the Learning and Teaching Committee

23 March 2022 at 03.30PM via Microsoft Teams

PRESENT:

Committee: Marja Kneepkens (Chair), Claire Dallison, Kim Davies (arrived 3.50PM), Bradley Hanigan (arrived 3.48PM), Shinn Krammer, Angela McLean (arrived 3.49PM), Sara Matthews, Shingai Muchecheherwa, Ren Stronach, Pam Wood, Mary Woodward (Minute taker, non-voting)

7. Mihimihi

Marja Kneepkens opened the meeting and welcomed Members.

8. Previous Minutes and Actions

2.1 Learning + Teaching Committee 17.02.2022 Draft Minutes for confirmation

**RESOLVED** that the minutes of the Learning and Teaching Committee meeting 17 February 2022 be confirmed as a true and accurate record.

Sara Matthews/Pam Wood

CARRIED

**ACTION**

**Mary Woodward**

Forward confirmed minutes for tabling at next Academic Committee meeting

2.2 Action List

Action Item 2: Draft 2022 Committee priorities for discussion

Marja Kneepkens requested that this action be deferred until there had been further discussion on what the priorities should be. She noted that the Committee's Terms of Reference could be used as a guide for making the priorities.

Following discussion, it was agreed that a template be developed for Committee Members to add what they wanted the Committee to prioritise in 2022 and that the Committee discuss these suggested priorities at the next Committee meeting.

**ACTION**

**Marja Kneepkens / Mary Woodward**

Develop template for Committee Members to add their 2022 priorities

Agenda discussion of 2022 priorities at next meeting

Action Item 3: Discuss how to get academic input in developing the Assessment and Moderation induction modules

Sara Matthews, Bradley Hannigan and Shingai Muchecheherwa advised that they met and created a PowerPoint presentation on the induction modules which had been taken to teams for feedback.

9. Teaching and Learning Support

3.1 Programme Representatives

Shinn Krammer gave an update on the appointment of Programme Representatives and noted:

- Although programme representative numbers are lower than in 2021 representatives seem more engaged
- There will be follow-up with Programme Areas that currently do not have representatives
- There has been positive Student feedback on how tutors are handling blended delivery
- Students are reporting more external issues rather than campus/academic issues with a lot of hardship grant applications being made
- Currently looking at ways to get representation from Disability, Pasifika, and Rainbow Student communities

3.2 Targeted Review – Quality Improvement Plan (QIP)

- Review Final Targeted Report and Overview of Quality Improvement Plan

Marja Kneepkens advised that following the receipt of the final report for the 2021 Targeted Review, Darcy Liddell

had initiated a Quality Improvement Plan with an emphasis on good practice and a focus on specific goals. She noted that once this was completed the Learning and Teaching Committee could discuss how we support improvement in key areas.

- Agree priorities and actions for LTC

Marja Kneepkens noted that this item had been discussed as part of Action Item 2.

### 3.3 Ako Aotearoa Website

The Committee Members viewed the Ako Aotearoa website. Claire Dallison encouraged Committee Members to access the resources and professional development available on this website.

**ACTION**

**Claire Dallison**

Forward Ako Aotearoa website information to Curriculum Managers for ideas on Professional Development

### 3.4 Te Whati Kairangi Aotearoa Tertiary Educator Awards

Claire Dallison advised that nominations for the Whati Kairangi Aotearoa Tertiary Educator Awards closed Friday 24 June 2022. She noted that nominations can come from tertiary educators across the sector and that there had been a large push on community engagement.

Marja Kneepkens encouraged Committee Members to promote this award to Team Members by encouraging it as part of Professional Development.

**ACTION**

**Claire Dallison**

Forward Te Whati Kairangi Aotearoa Tertiary Educator Awards Award information to Curriculum Managers

### 3.5 2022 LTC Priorities

- Review 2022 draft priorities

- Agree 2022 priority focus areas and draft action plan

Marja Kneepkens noted that these items had been discussed as part of Action Item 2.

### 3.6 Consistency Reviews

- Sharing findings/learning from Consistency Reviews

Following review of the June 2021 Consistency Reviews Summary, Marja Kneepkens noted that as per the Targeted Review the findings and learnings from Consistency Reviews struggled to get the visibility needed to guide good practice and suggested that the Learning and Teaching Committee could become the forum for sharing these outcomes.

**ACTION**

**Marja Kneepkens**

Sharing findings/learnings from Consistency Reviews – add to 2022 L+T Committee priority list

## 4. Emerging Initiatives

### 4.1 Project update on Review of Academic Committees

Kim Davies advised that the review of the Academic Committees was one of the 32 individual workstreams identified to improve processes for staff and noted that the review of the Academic and subcommittees was being undertaken to ensure efficiency of the committees and to align with Te Pūkenga Akoranga.

### 4.2 External Moderation Process

- Update on guidance from Workforce Development Councils

Kim Davies advised that the Workforce Development Councils (WDC) were still in the process of identifying their functions. She noted that the process for external Unit Standard moderation formally carried out by ITOs now sat with the WDCs and advised that Eleanor Upton would be in touch with Programme Areas once it was confirmed what Unit Standards each WDC had requested to be moderated.

Marja Kneepkens noted the importance of keeping moderation on the radar and advised that two Programme Areas had requested training in moderation practice.

#### 4.3 Te Korihi Newsletter to include Learning and Teaching space

- Discussion on what Members want to see in this space

Marja Kneepkens advised that Te Korihi would have a Learning and Teaching space and asked Committee Members what Learning and Teaching content they would like to see in this space that would be meaningful and useful for Programme Teams.

#### **ACTION**

#### **Committee Members**

Consider content of Learning and Teaching space in Te Korihi newsletter and feedback on ideas

### 5. General Business

#### 5.1 2022 Meeting Schedule

#### **ACTION**

#### **Mary Woodward**

Send 2022 Meeting Requests to Committee Members

Arrange for 2022 meeting information to be added to Polly Events

#### 5.2 Research and Innovation Future Updates

Marja Kneepkens advised that she had asked Ellen Cieraad, Research & Innovation Manager if she would be able to attend some Committee meetings throughout 2022.

#### 5.3 Committee Membership

- Discussion on stronger academic voice on L+T Committee and filling membership vacancies

Marja Kneepkens noted that the Committee did not have the full number of Academic members. She advised that the review of the Academic Committees may mean a change to Committee membership but noted that the key driver for the Learning and Teaching Committee membership is the positive impact on Learning and Teaching work and to feedback Committee communications to Programme Areas.

Marja Kneepkens thanked Committee Members for their input and reminded them to add their 2022 Committee priorities to the template.

**Meeting Closed: 04.35PM**

### **Learning and Teaching Committee Action List – 23 March 2022**

	Minute Item	Action	WHO	PROGRESS	WHEN
<b>Action List 17 February 2022</b>					
1		Forward confirmed minutes to AC secretary for tabling at 16.03.2022 meeting	Marja Kneepkens	08.03.2022	Completed
2		Draft 2022 Committee priorities for discussion	Marja Kneepkens Kim Davies	20.04.2022	Deferred
3		Discuss how to get academic input in developing the Assessment and Moderation induction modules	Sara Matthews Bradley Hannigan Shingai Muchecheaterwa	20.04.2022	WIP
<b>Action List 23 March 2022</b>					
4	2.1	Forward confirmed minutes for tabling at next Academic Committee meeting	Mary Woodward	05.04.2022	Completed
5	2.2	Develop template for Committee Members to add their 2022 priorities	Marja Kneepkens	20.04.2022	

		Agenda discussion of 2022 priorities at next meeting	Mary Woodward	20.04.2022	Completed
6	3.3	Forward Ako Aotearoa website information to Curriculum Managers for ideas on Professional Development	Claire Dallison	20.04.2022	
7	3.4	Forward Te Whati Kairangi Aotearoa Tertiary Educator Awards Award information to Curriculum Managers	Claire Dallison	20.04.2022	
8	3.6	Sharing findings/learnings from Consistency Reviews – add to 2022 L+T Committee priority list	Marja Kneepkens	20.04.2022	
9	4.3	Consider content of Learning and Teaching space in Te Korihi newsletter and feedback on ideas	Committee Members	20.04.2022	
10	5.1	Send 2022 Meeting Requests to Committee Members Arrange for 2022 meeting information to be added to Polly Events	Mary Woodward	20.04.2022	Completed

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

**E-VOTE MINUTES**

Thursday 27<sup>th</sup> of January 2022

**Members:** Silvia Gassebner (Chair), Shine Kelly, Carmen Cayuelas, Pam Vinluan, Sarah Arnold and Marianna Deynzer.  
**Non voting:** Alana Cohen (Secretary)  
**Apologies:** Nelly Asmatullayeva

**1. Minutes of previous meeting**

**1.1. Minutes from Wednesday 1<sup>st</sup> of December 2021 – for approval**

*It was resolved that the minutes from the meeting on Wednesday 1<sup>st</sup> of December 2021 be accepted as a true and accurate record.*

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Sarah Arnold – **Approved**

Pam Vinluan – **Abstained**

Carmen Cayuelas – **Abstained**

Marianna Deynzer – **Abstained**

**Action RACC Secretary**

Upload minutes onto the intranet.

**1.2. Minutes from Wednesday 15<sup>th</sup> of December 2021 – for approval**

*It was resolved that the minutes from the meeting on Wednesday 15<sup>th</sup> of December 2021 be accepted as a true and accurate record.*

Silvia Gassebner – **Approved**

Pam Vinluan – **Approved**

Sarah Arnold – **Approved**

Shine Kelly – **Abstained**

Carmen Cayuelas – **Abstained**

Marianna Deynzer – **Abstained**

**Action RACC Secretary**

Upload minutes onto the intranet.

**1.3. Minutes from Friday 17<sup>th</sup> of December 2021 – for approval**

*It was resolved that the minutes from the meeting on Friday 17<sup>th</sup> of December 2021 be accepted as a true and accurate record.*

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Marianna Deynzer – **Approved**

Pam Vinluan – **Abstained**

Carmen Cayuelas – **Abstained**

Sarah Arnold – **Abstained**

**Action RACC Secretary**

Upload minutes onto the intranet.

**1.4. Minutes from Tuesday 11<sup>th</sup> of January 2022 – for approval**

*It was resolved that the minutes from the meeting on Tuesday 11<sup>th</sup> of January 2022 be accepted as a true and accurate record.*

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Pam Vinluan – **Approved**

Sarah Arnold – **Approved**

Carmen Cayuelas – **Abstained**

Marianna Deynzer – **Abstained**

**Action RACC Secretary**

Upload minutes onto the intranet.

## 2. Matters arising

2.1. Refer to Active Action List.

## 3. Student Results

### 3.1 RAC Applications

**ENGINEERING AND CONSTRUCTION** - Applications received from Reid Carnegie

#### 3.1.1 Addition to Schedule for Carpentry

This application is a transition arrangements for students on the old National Certificate in Carpentry qualification going into the New Zealand Certificate in Carpentry (Level 4). The committee felt that an attestation was also needed to meet the learning outcome five, prepare a site for demolition in line with industry requirements, in course CAR303 or clarification which unit standard covers this learning outcome. The committee were happy to approve on this condition.

☐ Cross Credit

☐ Credit Transfer

☒ RPL

From: NZQA	To: New Zealand Certificate in Carpentry (Level 4)
12997 Demonstrate knowledge of safe working practices on construction sites 12999 Demonstrate knowledge of timber machining equipment 13000 Demonstrate knowledge of portable power tools used on construction sites 13016 Demonstrate knowledge of the erection and the dismantling of scaffolding up to 5 metres in height 13037 Safely use and maintain carpentry hand tools on site 24364 Demonstrate knowledge of Compliance with Building legislation 6400 Manage first aid 6401 Provide first aid 6402 Provide basic life support	CAR301 Workplace Safety Fundamentals
4378 Perform building calculations 24362 Demonstrate knowledge of working drawings and specifications for building work 13033 Demonstrate knowledge of alternative building construction methods	CAR302 Core Communication
13004 Demonstrate knowledge of setting out a building 13005 Demonstrate knowledge of spot levels and contour plans 13031 Demonstrate knowledge of regulations and precautions for demolition work 13015 Demonstrate knowledge of construction subcontractors work and main contractors' responsibilities	CAR303 Preliminary works for Construction Activity

24362 Demonstrate knowledge of working drawings and specifications for building work 24364 Demonstrate knowledge of compliance with building legislation 24379 Demonstrate knowledge if preliminary worked needed for construction	
13006 Demonstrate knowledge of preparation for footings and slab on ground construction 13008 Demonstrate knowledge of formwork for footings, foundations, beams and walls up to 1.2 meters 13009 Demonstrate knowledge of fabrication and placing of reinforcing steel and steel mesh 24363 Demonstrate knowledge of proprietary suspended concrete floor systems 24380 Demonstrate knowledge of construction of pile foundations 24381 Demonstrate knowledge of floor framing and flooring construction 13037 Safely use and maintain carpentry hand tools on site	CAR304 Skill Development for Construction

*It was resolved that the **RPL application for Carpentry** to be approved in full and added to the schedule subject to; including an attestation for LO5, prepare a site for demolition in line with industry requirements, in course CAR303 or clarification which unit standard covers this learning outcome.*

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Pam Vinluan – **Approved**

Sarah Arnold – **Approved**

Carmen Cayuelas – **Approved**

Marianna Deynzer – **Approved**

**Action RACC Secretary**

Ask programme area to include an attestation for LO5, prepare a site for demolition in line with industry requirements, in course CAR303 or clarify which unit standard covers this learning outcome.

**Action RACC Secretary**

Add to the schedule and notify the programme area.

#### **MARITIME, AQUACULTURE AND CONSERVATION - Applications received from Monique Day**

##### **3.1.2 Maritime**

The below application was for a cross credit that had previously been approved onto the schedule which had expired. The Curriculum Manager advised the committee that this course needed to be reapproved back onto the schedule for students that still needed this course variation approved.

☒ Cross Credit

☐ Credit Transfer

☐ RPL

<b>From:</b> NMIT Short Course	<b>To:</b> Maritime Programmes
STCW Proficiency in Survival Craft and Rescue Boat Refresher	SCC511 Proficiency in Survival Craft and Rescue Boats (PISC)

*It was resolved that the **Cross Credit application for Maritime** be approved in full and added to the schedule.*

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Pam Vinluan – **Approved**  
 Sarah Arnold – **Approved**  
 Carmen Cayuelas – **Approved**  
 Marianna Deynzer – **Approved**  
**Action RACC Secretary**

Add to the schedule and notify the programme area.

### 3.1.3 Maritime

One of the committee members stated there was a change to the course title for SCC511 and that the committee should approve this version also and add to the schedule going forward for any new students seeking this course through RAC.

☒ Cross Credit – Addition to Schedule

☐ Credit Transfer

☐ RPL

From: NMIT	To: Maritime Programmes
STCW Proficiency in Survival Craft and Rescue Boat Refresher	SCC511 STCW Proficiency in Survival Craft and Rescue Boats

It was resolved that the **Cross Credit application for Maritime** be approved in full and added to the schedule.

Silvia Gassebner – **Approved**  
 Shine Kelly – **Approved**  
 Pam Vinluan – **Approved**  
 Sarah Arnold – **Approved**  
 Carmen Cayuelas – **Approved**  
 Marianna Deynzer – **Approved**  
**Action RACC Secretary**

Add to the schedule and notify the programme area.

## RECOGNITION OF ACADEMIC CREDIT COMMITTEE ACTION LIST

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

Actions from Thursday 27 <sup>th</sup> of January 2022				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
1.1	Uploads minutes onto the intranet.	Alana		Completed
1.2	Uploads minutes onto the intranet.	Alana		Completed
1.3	Uploads minutes onto the intranet.	Alana		Completed
1.4	Uploads minutes onto the intranet.	Alana		Completed
3.1.1	Carpentry - Add to the schedule and notify the programme area.	Alana		Completed
3.1.1	Ask programme area to include an attestation for LO5, prepare a site for demolition in line with industry requirements, in course CAR303 or clarify which unit standard covers this learning outcome.	Alana		Completed
3.1.2	Maritime - Add to the schedule and notify the programme area.	Alana		Completed
3.13	Maritime - Add to the schedule and notify the programme area.	Alana		Completed



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

Tuesday 8<sup>th</sup> of February 2022 1pm – 2pm **H127**

**Members:** Silvia Gassebner (Chair), Shine Kelly, Carmen Cayuelas, Nelly Asmatullayeva, Pam Vinluan, Sarah Arnold and Marianna Deynzer.  
**Non voting:** Alana Cohen (Secretary)  
**Apologies:**

The chair welcomed everybody to the committee and let the committee members know that Kim Davies has handed in her resignation to the committee. She is no longer able to fulfil the membership as she has taken on a new role as Director of Academic and Quality. A warm welcome to Carmen Cayuelas who will be a new member of the RAC committee from this meeting onwards to replace Kim Davies.

**4. Minutes of previous meeting**

**1.5. Minutes from Thursday 27<sup>th</sup> of January 2022 – for approval**

*It was resolved that the minutes from the meeting on Thursday 27<sup>th</sup> of January 2022 be accepted as a true and accurate record.*

Sarah Arnold / Shine Kelly  
**CARRIED**

**Action RACC Secretary**

Upload minutes onto the intranet.

**5. Matters arising**

**5.1.** Refer to Active Action List.

**6. Student Results**

**3.2 RAC Applications**

**AVIATION** – Applications received from Wayne Cooper

**3.2.1 Student** Protect the privacy of

The below student is using their NZCAA Aircraft Maintenance Engineer Licence and practical experience record books to go towards three courses in the New Zealand Diploma in Aeronautical Maintenance Certification qualification.

☐ Cross Credit

☐ Credit Transfer

☒ RPL

From: NZCAA Aircraft Maintenance Engineer Licence, Practical Experience Record	To: New Zealand Diploma in Aeronautical Maintenance Certification
Refer to mapping	DAM402 Aeronautical Engineering Powerplant Turbine
Refer to mapping	DAM403 Aircraft Maintenance Workplace Experience
Refer to mapping	DAM404 Rotorcraft

*It was resolved that the RPL application for Student Protect the privacy of be approved in full subject to getting the signature for an Alistair Adams on the mapping as it is missing as part of the evidence.*

Shine Kelly/ Marianna Deynzer  
**CARRIED**

**Action RACC Secretary**

Let the programme area know that the mapping was missing two signatures from an Alistair Adams and the application was approved subject to receiving these.

**Action RACC Secretary**

Enter RPL as per minutes for student [redacted] once signatures have been received and notify programme area.

**SOCIAL SCIENCES – Applications received from Victoria Whitmore**

**3.2.2 Student** [redacted]

The below student has used their personal life experience and workshops to go towards an RPL for course BCD607 Working with Vulnerable People.

☐ Cross Credit

☐ Credit Transfer

☒ RPL

From: Workshops	To: New Zealand Diploma in Career Development (Level 6)
Attended FANZ (Framework for Autism in New Zealand), a two-day workshop course run by Autism New Zealand	BCD607 Working with Vulnerable People
Attended Tilting the Seesaw for Teams, a two-day workshop course run by Autism New Zealand focusing on supporting tamariki in school environments.	
Participated in the Employment Services in Schools two-day workshop at the pilot launch. She was there as a parent and also as a student studying Career Development.	
Experience in personal life	

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

Nelly Asmatullayeva/ Shine Kelly

**CARRIED**

**Action RACC Secretary**

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

**3.2.3 Student** [redacted]

The below student was using their previous work and study experience to get RPL into the course BCD603 Integrated and Reflective Practice (1).

☐ Cross Credit

☐ Credit Transfer

☒ RPL

From: Work Experience and previous study	To: New Zealand Diploma in Career Development (Level 6)
10 years Vocational Rehabilitation experience and 3 years in Secondary Tertiary Pathways Coordinator	BCD603 Integrated and Reflective Practice (1)
National Certificate in Adult Education and Training Level 4	
Certificate in Tikanga Māori	
National Certificate in Youth Work (Youth Leadership) Level 3	
National Certificate in Māori (Te Waharoa) Level 2	
Certificate in Te Ara Reo Māori Level 2	

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

Shine Kelly/ Carmen Cayuelas

**CARRIED**



**Action RACC Secretary**

Enter RPL as per minutes for student 13511710 and notify programme area.

## RECOGNITION OF ACADEMIC CREDIT COMMITTEE

### ACTION LIST

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

Actions from Tuesday 8 <sup>th</sup> of February 2022				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
1.1	Upload minutes onto the intranet.	Alana		Completed
3.1.1	Student [redacted] - Let the programme area know that the mapping was missing two signatures from an Alistair Adams and the application was approved subject to receiving these.	Alana		Completed 10.02.2021
3.1.1	Student [redacted] - Enter RPL as per minutes for student [redacted] once signatures have been received and notify programme area,	Alana		Completed 17.02.2021
3.1.2	Student [redacted] - Enter RPL as per minutes for student [redacted] and notify programme area.	Alana		Completed 17.02.2021
3.1.3	Student [redacted] - Enter RPL as per minutes for student [redacted] and notify programme area.	Alana		Completed 17.02.2021



## NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY RECOGNITION OF ACADEMIC CREDIT COMMITTEE E-VOTE MINUTES

Tuesday 11<sup>th</sup> of January 2022

**Members:** Silvia Gassebner (Chair), Shine Kelly, Kim Davies, Nelly Asmatullayeva, Pam Vinluan and Sarah Arnold.  
**Non voting:** Alana Cohen (Secretary)  
**Apologies:** Marianna Deynzer

### PRIMARY INDUSTRIES - Applications received from Pam Wood

#### 3.2.4 Student [redacted]

The below student had come from Columbia and studied Civil Engineering through the Universidad EAFIT. The student wanted to use two of the courses they had achieved to get a general elective course to go into the Bachelor of Viticulture and Winemaking programme.

☒ Cross Credit

☐ Credit Transfer

☐ RPL

From: Universidad EAFIT – Civil Engineering	To: Bachelor of Viticulture and Winemaking
OG0591 Initiative + Corporate Culture (Institutional Training Course) OG0262 Project Environmental Assessment	GEL501A General Elective, 15 Credits, Level 5

It was resolved that the **Cross Credit application for student [redacted]** be approved in full.

Silvia Gassebner – **Approved**  
 Shine Kelly – **Approved**



Kim Davies – **Approved**  
 Nelly Asmatullayeva – **Approved**  
 Pam Vinluan – **Approved**  
 Sarah Arnold – **Approved**  
**Action RACC Secretary**

Enter the CC as per minutes for student 13505370 and notify the programme area.

## RECOGNITION OF ACADEMIC CREDIT COMMITTEE

### ACTION LIST

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

Actions from Tuesday 11 <sup>th</sup> of January 2022				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
3.1.1	Student [redacted] - Enter the CC as per minutes for student [redacted] and notify the programme area.	Alana		Completed 11/01/2022



## NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY RECOGNITION OF ACADEMIC CREDIT COMMITTEE E-VOTE MINUTES

Monday 7<sup>th</sup> of March 2022

**Members:** Silvia Gassebner (Chair), Shine Kelly, Carmen Cayuelas, Nelly Asmatullayeva and Sarah Arnold.  
**Non voting:** Alana Cohen (Secretary)  
**Apologies:** Pam Vinluan and Marianna Deynzer

### 7. Minutes of previous meeting

#### 1.6. Minutes from Tuesday 8<sup>th</sup> of February 2022 – for approval

*It was resolved that the minutes from the meeting on Tuesday 8<sup>th</sup> of February 2022 be accepted as a true and accurate record.*

Silvia Gassebner – **Approved**  
 Shine Kelly – **Approved**  
 Carmen Cayuelas – **Approved**  
 Nelly Asmatullayeva – **Approved**  
 Sarah Arnold – **Approved**  
**Action RACC Secretary**  
 Upload minutes onto the intranet.

### 8. Matters arising

#### 8.1. Refer to Active Action List.

### 9. Student Results

#### 3.3 RAC Applications

#### ENGINEERING AND CONSTRUCTION - Applications received from Reid Carnegie

##### 3.3.1 Addition to Schedule for Carpentry

The below application was to be approved onto a schedule, the course titles, aims, level and credits are all the same except for the course codes. This is because it was a level three programme getting cross credited into the first year (level 3) of the level 4 programme of study.

☒ Cross Credit – Addition to Schedule

☐ Credit Transfer

☐ RPL

From: New Zealand Certificate in Construction Trade Skills (Level 3)	To: New Zealand Certificate in Carpentry (Level 4)
TSC301 Workplace Safety Fundamentals	CAR301 Workplace Safety Fundamentals
TSC302 Core Construction and Communication Skills	CAR302 Core Construction and Communications Skills
TSC303 Preliminary Works for Construction Activity	CAR303 Preliminary Works for Construction Activity
TSC304 Skill Development for Construction	CAR304 Skill Development for Construction

It was resolved that the **Cross credit application for Carpentry addition to Schedule** be approved in full.

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Carmen Cayuelas – **Approved**

Nelly Asmatullayeva – **Approved**

Sarah Arnold – **Approved**

**Action RACC Secretary**

Add the courses to the schedule and notify the programme area.

### 3.3.2 Addition to Schedule Mechanical Engineering

The below application is for approval onto the schedule for students that had done previous experience, gained the relevant unit standards as well as completing some of the level 4 NMIT courses. There were checklists the students must have signed off when receiving RAC for certain courses as per the mapping.

☐ Cross Credit

☐ Credit Transfer

☒ RPL – Addition to Schedule

From: NZQA Unit Standards and NMIT courses	To: New Zealand Certificate in Engineering Fabrication (Trade) with strands in Heavy Fabrication and Light Fabrication
Please see mapping schedule	CFE301 Health and Safety 1
Please see mapping schedule	CFE302 General Fabrication Practices 1
Please see mapping schedule	CFE304 Engineering Core Skills 2
Please see mapping schedule CFE404 Engineering Materials 2	CFE305 Engineering Materials 1
Please see mapping schedule	CFE306 Machining Processes 1 (General Machining)
Please see mapping schedule CFE405 Engineering Calculations and Drawing 2 CFE406 Engineering Core Skills 3	CFE307 Engineering Calculations and Drawing 1
Please see mapping schedule	CFE308 Welding Processes 1 (Basic Welding)

It was resolved that the **Cross credit application for Mechanical Engineering addition to Schedule** be approved in full.

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Carmen Cayuelas – **Approved**

Nelly Asmatullayeva – **Approved**

Sarah Arnold – **Approved**

**Action RACC Secretary**

Add the courses to the schedule and notify the programme area.

AVIATION – Applications received from Wayne Cooper

### 3.3.3 Student Protect the privacy of

The below application was from Aviation where a student used their NZCAA Licence and workplace training/experience report to receive two courses through RPL to go into the New Zealand Diploma in Aeronautical Maintenance Certification.

☐ Cross Credit

☐ Credit Transfer

☒ RPL

From: NZCAA Licence and Workplace training/experience report	To: New Zealand Diploma in Aeronautical Maintenance Certification
Refer to Mapping	DAM403 Aircraft Maintenance Workplace Experience
Refer to Mapping	DAM404 Rotorcraft

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

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Carmen Cayuelas – **Approved**

Nelly Asmatullayeva – **Approved**

Sarah Arnold – **Approved**

**Action RACC Secretary**

Enter RPL as per minutes for student 2306316 and notify the programme area.

#### APPLIED BUSINESS - Applications received from Hannah Emms-Healey

##### 3.3.4 Student [redacted]

The below student was wanting to use their work experience to receive RPL for one course in the New Zealand Diploma in Business (Accounting).

☐ Cross Credit

☐ Credit Transfer

☒ RPL

From: Work experience at Ideal Electrical	To: New Zealand Diploma in Business (Accounting)
Please see mapping	NZB501 Organisations in a New Zealand Context

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

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Carmen Cayuelas – **Approved**

Nelly Asmatullayeva – **Abstained**

Sarah Arnold – **Approved**

**Action RACC Secretary**

Enter RPL for student [redacted] and notify the programme area.

#### HEALTH – Applications received from Paula Steel

##### 3.3.5 Student [redacted]

The below student was wanting to use previous study and their work experience to receive RPL for course NIR511 Interpersonal Relationships.

☐ Cross Credit

☐ Credit Transfer

☒ RPL

From: Previous Study and Work experience at New Zealand Healthcare Setting; Laura Fergusson trust in Wellington and Healthcare NZ Support worker	To: Bachelor of Nursing
Please see mapping	NIR511 Interpersonal Relationships

It was resolved that the **RPL application for student** [redacted] be approved in full; subject to receiving the students current CV.

Silvia Gassebner – **Approved**  
 Shine Kelly – **Approved**  
 Carmen Cayuelas – **Approved**  
 Nelly Asmatullayeva – **Approved**  
 Sarah Arnold – **Approved**

**Action RACC Secretary**

Let the programme area know the application has been approved subject to receiving the students CV.

**Action RACC Secretary**

Enter RPL for student [redacted] when the committee has received the CV and notify the programme area.

### RECOGNITION OF ACADEMIC CREDIT COMMITTEE ACTION LIST

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

Actions from Monday 7 <sup>th</sup> of March 2022				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
1.1	Upload minutes onto the intranet.	Alana		Completed 09.03.22
3.1.1	Carpentry - Add the courses to the schedule and notify the programme area.	Alana		Completed 08.03.22
3.1.2	Mechanical Engineering - Add the courses to the schedule and notify the programme area.	Alana		Completed 09.03.22
3.1.3	Student [redacted] - Enter RPL as per minutes for student [redacted] and notify the programme area.	Alana		Completed 08.03.22
3.1.4	Student [redacted] - Enter RPL for student [redacted] and notify the programme area.	Alana		Completed 08.03.22
3.1.5	Student [redacted] - Let the programme area know the application has been approved subject to receiving the students CV	Alana		Completed 04.03. 22 Received 07.03.22
3.1.5	Student [redacted] - Enter RPL for student [redacted] when the committee has received the CV and notify the programme area.	Alana		Completed 09.03.22

[Back to agenda](#)

## Programme and Course Change Approvals

For endorsement at the 11 May 2022 Academic Committee meeting:

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from														
APPLIED BUSINESS & ENGLISH LANGUAGE																		
Bachelor of Commerce	n/a	12.04.22	05127	21 February 2022														
2022 Rollover updates. Programme Regulations: <ul style="list-style-type: none"><li>Minor updates to spelling, formatting and grammar</li><li>Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li><li>List of references amended where appropriate throughout the document</li><li>s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li><li>Health and Safety Risk Management – update wording</li><li>Course Descriptors: Updates to effective from date and version control table</li></ul>																		
Postgraduate Certificate in Applied Management Postgraduate Diploma in Applied Management Master of Applied Management	20.04.22	26.04.22	17109	21 February 2022														
<p><b>Rationale for change/s:</b></p> <p>2022 rollover - COVID-19 vaccination policy wording and update to H&amp;S Risk Management. No version change as update to new version not yet delivered following Type 2 changes remains 17109.</p> <p>Update to teaching hours in MGT811, WBP801, RES902, RES903 and RES904 to include split between taught and supervision hours to reflect course delivery.</p> <p>Change to assessment in MGT806 following from the programme area’s self-assessment process, the area will transition the majority of postgraduate courses from 3 to 2 assessments. This is response to student, tutor, degree monitor and external moderation feedback. Effective assessment of the learning outcomes is highly achievable within 2 assessments and the team are currently redesigning and pre-moderating new assessments prior to delivery.</p>																		
<p><b>Programme Regulations:</b></p> <ul style="list-style-type: none"><li>Information for Applicants – inclusion of standard COVID-19 Vaccination information. Computer requirements moved from S36 Other Requirements</li><li>S13 Schedule of Courses – total teaching hours updated for RES903 and RES904 (PGDipAM and MAM only)</li><li>S17 Completion Requirements – reformatted (no material change)</li><li>S18 Teaching and Learning Approaches – included wording that English is the language of instruction for all programmes</li><li>S27 Special Assessment Circumstances – Conceded Pass wording updated, specific courses not available RES901, RES902; RES903; RES904</li><li>S34 Health and Safety Risk Management – updated to align with current wording</li><li>S36 Other Requirements deleted</li></ul>																		
<p><b>Course Descriptors:</b></p> <p><b>MGT811 Special Topic 15cr</b> Teaching hours split - total teaching hours unchanged</p> <table><tr><td>Teaching hours</td><td>2030</td></tr><tr><td>Supervision hours (one on one)</td><td>10</td></tr><tr><td>Total teaching hours</td><td>30</td></tr></table> <p><b>WBP801 Work Based Project 30cr</b> Teaching hours split - total teaching hours unchanged</p> <table><tr><td>Teaching hours</td><td>2430</td></tr><tr><td>Supervision hours (one on one)</td><td>6</td></tr><tr><td>Total teaching hours</td><td>30</td></tr><tr><td>Workplace learning hours</td><td>120</td></tr></table> <p><b>RES902 Research Proposal 15cr</b> Teaching hours split - total teaching hours unchanged</p>					Teaching hours	2030	Supervision hours (one on one)	10	Total teaching hours	30	Teaching hours	2430	Supervision hours (one on one)	6	Total teaching hours	30	Workplace learning hours	120
Teaching hours	2030																	
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Total teaching hours	30																	
Workplace learning hours	120																	

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
<b>Teaching hours</b>				<b>2430</b>
<b>Supervision hours (one on one)</b>				<b>6</b>
<b>Total teaching hours</b>				<b>30</b>
<b>RES903 Research Project 30cr</b> Teaching hours split – reduction in total teaching hours from 30 to 29				
<b>Teaching hours</b>				<b>1530</b>
<b>Supervision hours (one on one)</b>				<b>14</b>
<b>Total teaching hours</b>				<b>29</b>
<b>RES904 Research Thesis 60cr</b> Teaching hours all supervision and increased from 17 to 24				
<b>Teaching hours</b>				<b>017</b>
<b>Supervision hours (one on one)</b>				<b>24</b>
<b>Total teaching hours</b>				<b>24</b>
<b>MGT806 Agile Management</b>				
<b>Basis of assessment</b>		<b>Achievement based assessment</b>		
<b>Assessment</b>	<b>Learning outcomes</b>		<b>% weightings</b>	
Assessment 1	1, 2		20%40%	
Assessment 2	3, 4		40%60%	
Assessment 3	2, 4		40%	

**DIGITAL TECHNOLOGIES AND ARTS & MEDIA**

<b>Bachelor of Arts and Media</b>	06.04.22	06.04.22	17105	21 February 2022
<p><b>Rationale for change/s:</b>  2022 rollover updates effective from 21 February 2022. Version remains 17105.  AAD513 Minor update to LO1 following post-delivery review of course changes made in 2021. Improves alignment with Course Aim. It is important for students to be researching and exploring rather than focus on the use of skills. Weighting altered to reflect nature of assessment tasks</p> <p><b>Brief description of change/s:</b>  NZQA Type 1:  Programme Regulations:</p> <ul style="list-style-type: none"> <li>• Minor updates to spelling, formatting and grammar</li> <li>• Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>• S1.2 Study Pathways – updated diagram to include NZ Cert in Study and Career Preparation L4. Changed order of courses so those currently offered appear first</li> <li>• S2.6 Schedule of Courses – removed 4b online delivery option for courses not offered in this mode.</li> <li>• S3 Delivery – updated table to include courses delivered online</li> <li>• S3.6 Health and Safety Risk Management – update wording to reflect current NMIT practice</li> <li>• S4.1.1 Information for Applicants - Include course requirements information from s6 Other Requirements with links to website. Added COVID-19 vaccination status statement</li> <li>• S4.3 Recognition of Credit – removed limit for Credit Transfer to align with current policy</li> <li>• S6 Other Requirements removed – information transferred to s4.1.1</li> <li>• Appendix 2 GP and Assessment Mapping – updated AAD513 as per below</li> <li>• <b>Course Descriptors:</b> Updates to effective from date and version control table</li> <li>• AAD513 Communication Lab (confirmed Type 1 with NZQA Evaluator)</li> </ul>				



Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
<b>On successful completion of this course students will be able to:</b>				
<b>1</b> <u>Explore</u> presentation skills, <u>formats</u> and strategies appropriate to communicate within arts and design practice.				
<b>2</b> Investigate education and employment opportunities relevant to a career in arts, craft and/or design.				
<b>Basis of Assessment:</b> Achievement Based assessment				
<b>Methods of Assessment</b>		<b>Learning Outcomes</b>	<b>% Weighting</b>	
<b>Assessment 1</b>		<b>1-2</b>	<b>5545%</b>	
<b>Assessment 2</b>		<b>1-2</b>	<b>4555%</b>	
NZ Certificate in Arts and Design L4 NZ Diploma in Arts and Design L5 NZ Diploma in Arts and Design L6	06.04.22	06.04.22	17103	21 February 2022
<b>Rationale for change/s:</b> 2022 rollover updates effective from 21 February 2022. Version remains 17103. AAD513 Minor update to LO1 following post-delivery review of course changes made in 2021. Improves alignment with Course Aim. It is important for students to be researching and exploring rather than focus on the use of skills. Weighting altered to reflect nature of assessment tasks <b>Brief description of change/s:</b> NZQA Type 1: Programme Regulations: <ul style="list-style-type: none"> <li>• Minor updates to spelling, formatting and grammar</li> <li>• Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>• List of references amended where appropriate throughout the document</li> <li>• <b>Course Descriptors:</b> Updates to effective from date and version control table</li> <li>• AAD513 Communication Lab (confirmed Type 1 with NZQA Evaluator)</li> </ul>				
<b>On successful completion of this course students will be able to:</b>				
<b>1</b> <u>Use Explore</u> presentation skills, <u>formats</u> and strategies appropriate to communicate within arts and design practice.				
<b>2</b> Investigate education and employment opportunities relevant to a career in arts, craft and/or design.				
<b>ASSESSMENTS</b>				
<b>Basis of Assessment:</b> Achievement Based assessment				
<b>Methods of Assessment</b>		<b>Learning Outcomes</b>	<b>% Weighting</b>	
<b>Assessment 1</b>		<b>1-2</b>	<b>455%</b>	
<b>Assessment 2</b>		<b>1-2</b>	<b>545%</b>	
Contemporary Music Level 4 and Level 5	06.04.22	06.04.22	18103	21 February 2022
2022 Rollover updates. <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>• Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>• s.3.6 Health and Safety Risk Management – update wording</li> <li>• s.4.2 Insert Covid Vaccination status statement under Information for Applicants heading, update Information for Applicants</li> <li>• s.8 Other Requirements deleted - moved under s.4 Information for Applicants</li> <li>• s5.11 Requirements for Ensuring Consistency added</li> </ul>				
New Zealand Certificate in Computing (Intermediate User) (Level 3)	n/a	12.04.22	16104	1 January 2022

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
2022 Rollover updates. <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>• Minor updates to spelling, formatting and grammar</li> <li>• Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>• List of references amended where appropriate throughout the document</li> <li>• s.4 - Insert Covid Vaccination status statement under 4.3. Information for Applicants heading</li> <li>• Health and Safety Risk Management – update wording</li> <li>• s.10 - Insert Consistency Arrangements section</li> </ul>				
ACE318 Basic Electronics and Electricity for Makers, Developers and Creators	05.04.22	11.04.22	110422	1 April 2022
New course (not assessed) in response to demand. 2 credits (20 Teaching hours), Level 3, with the aim to introduce learners to the principles of electronic systems and electricity, electronic components, and tools, using industry standard techniques to be applied in the creation of artwork and craft				
<b>ENGINEERING &amp; CONSTRUCTION</b>				
NZ Certificate in Construction Trade Skills (L3)	n/a	05.04.22	17102	21 February 2022
2022 Rollover updates. <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>• Minor updates to spelling, formatting and grammar</li> <li>• Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>• List of references amended where appropriate throughout the document</li> <li>• s.4 - Insert Covid Vaccination status statement under 4.3. Information for Applicants heading</li> <li>• s.6 Other Requirements moved into s.4.3 Information for Applicants</li> <li>• s. 3.5 Health and Safety Risk Management – update wording</li> <li>• ITO 'The Skills Organisation' changed to WDC 'Toitu te Waiora Community, Health, Education and Social Services Workforce Development Council'</li> </ul>				
NZ Certificate in Automotive Electrical Engineering (Level 4)	n/a	06.04.22	18100	1 January 2022
2022 Rollover updates. <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>• Minor updates to spelling, formatting and grammar</li> <li>• Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>• List of references amended where appropriate throughout the document</li> <li>• s.4 - Insert Covid Vaccination status statement under s.4.3. Information for Applicants heading</li> <li>• s.6 Other Requirements moved into s.4.3 Information for Applicants</li> <li>• s.3.5 Health and Safety Risk Management – update wording</li> </ul> <b>Course Descriptors:</b> Updates to effective from date.				
NZ Certificate in Mechanical Engineering (Trade) with strands in Fitting and Machining and General Engineering	06.04.22	06.04.22	18100	1 January 2022
2022 Rollover updates. <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>• s.4.2 Insert Covid Vaccination status statement under Information for Applicants heading</li> <li>• s.4.4 Remove 'RAC is not available for a complete qualification'</li> <li>• Add 4.5 Cross Credit Schedule. Add statement and table: 'The following courses already completed as part of the New Zealand Certificate in Mechanical Engineering (Level 3) will be recognised through Cross Credit towards the New Zealand Certificate in Mechanical Engineering (Trade) with strands in Fitting and Machining and General Engineering.'</li> </ul> <b>Course Descriptors:</b> Updates to effective from date and version control table				
NZ Certificate in Engineering Fabrication (Trade) with strands in Heavy Fabrication and Light Fabrication	06.04.22	06.04.22	18100	1 January 2022
<ul style="list-style-type: none"> <li>• 2022 Rollover updates. <b>Programme Regulations:</b></li> <li>• s.4.2 Insert Covid Vaccination status statement under Information for Applicants heading</li> <li>• s.4.4 Remove 'RAC is not available for a complete qualification'</li> </ul> <b>Course Descriptors:</b> Updates to effective from date and version control table				
NZ Certificate in Heavy Automotive Engineering (Level 4) with strands in Road Transport, and Plant and Equipment	20.04.22	26.04.22	17103	21 February 2022
Rationale for change/s: Version change from 17102 to 17103				
<ul style="list-style-type: none"> <li>• 2022 Rollover updates</li> </ul>				

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
<ul style="list-style-type: none"> <li>• Correction of course title to HAE428 Heavy Vehicle On-road Telematics and High Voltage Systems (an error in Toi Ohomai 2017 programme documents)</li> </ul> <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>• General updates for 2022 delivery:</li> <li>• Minor updates to spelling, formatting and grammar</li> <li>• Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>• List of references amended where appropriate throughout the document</li> <li>• s.4 - Insert Covid Vaccination status statement under 4.3. Information for Applicants heading</li> <li>• s.6 Other Requirements moved into s.4.3 Information for Applicants</li> <li>• s. 3.5 Health and Safety Risk Management – update wording</li> <li>• Change of course code and title to HAE428 Heavy Vehicle On-road Telematics and High Voltage Systems (previously 'HAE416 Heavy Vehicle On-road Telematics &amp; Hybrid Systems', error correction)</li> </ul>				
<b>HOSPITALITY AND SERVICE SECTOR PATHWAYS</b>				
<b>NZ Certificate in Hairdressing (Salon Support) (Level 3)</b>	n/a	12.04.22	15103	21 February 2022
2022 Rollover updates. <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>• Minor updates to spelling, formatting and grammar</li> <li>• Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>• List of references amended where appropriate throughout the document</li> <li>• s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li> <li>• Health and Safety Risk Management – update wording</li> <li>• External Regulations – update wording</li> <li>• s.7 – Added Consistency Arrangements section</li> <li>• <b>Course Descriptors:</b> Updates to effective from date and version control table</li> </ul>				
<b>Trainee Chef (Level 4); Culinary Arts (Level 5) – Cookery; Culinary Arts (Level 5) – Pastry and Baking</b>	n/a	12.04.22	18102	21 February 2022
2022 Rollover updates. <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>• Minor updates to spelling, formatting and grammar</li> <li>• Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>• List of references amended where appropriate throughout the document</li> <li>• s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li> <li>• Health and Safety Risk Management – update wording</li> </ul> <b>Course Descriptors:</b> Updates to effective from date and version control table				
<b>NZ Certificate in Tourism (Level 3) with strand in Tourism and Travel</b> <b>NZ Certificate in Tourism (Level 4) (Operations)</b> <b>Tourism and Travel (Level 4)</b>	n/a	12.04.22	16101	21 February 2022
2022 Rollover updates. <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>• Minor updates to spelling, formatting and grammar</li> <li>• Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>• List of references amended where appropriate throughout the document</li> <li>• s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li> <li>• Health and Safety Risk Management – update wording</li> <li>• s.4.8.1 – Insert heading for Distinction or Merit for Qualifications</li> <li>• <b>Course Descriptors:</b> Updates to effective from date and version control table</li> </ul>				
<b>Tourism and Hospitality (Level 5); Hospitality Management (Level 5);</b> <b>Tourism Management (Level 5)</b>	n/a	12.04.22	19101	21 February 2022
2022 Rollover updates. <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>• Minor updates to spelling, formatting and grammar</li> <li>• Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>• List of references amended where appropriate throughout the document</li> <li>• s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li> <li>• Health and Safety Risk Management – update wording</li> </ul>				

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
<ul style="list-style-type: none"> <li>• s.7 – Insert Consistency Arrangements</li> </ul> <b>Course Descriptors:</b> Updates to effective from date and version control table				
<b>MARITIME, ADVENTURE TOURISM &amp; CONSERVATION</b>				
<b>Diploma in Nautical Science (Level 6)</b>	29.03.22	06.04.22	17101	1 January 2022
2022 Rollover updates. <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>• Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>• Update s. 3.5.2 Workplace Learning</li> <li>• Update s. 3.5.3 Evaluation of Workplace Learning</li> <li>• s.4.2 Insert Covid Vaccination status statement under Information for Applicants heading, update Information for Applicants, and 4.3 Selection</li> <li>• s.8 Other Requirements deleted - moved under s.4 Information for Applicants</li> <li>• s.3.6 Health and Safety Risk Management – update wording</li> <li>• s.7 ITO 'The Skills Organisation' changed to WDC 'Toitu te Waioara Community, Health, Education and Social Services Workforce Development Council'.</li> <li>• s5.11 Requirements for Ensuring Consistency added</li> </ul>				
<b>Certificate in Superyacht Crewing</b>	29.03.22	06.04.22	15101 21100	1 January 2022
2022 Rollover updates. <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>• Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>• s.3.6 Health and Safety Risk Management – update wording</li> <li>• s.4.2 Insert Covid Vaccination status statement under Information for Applicants heading, update Information for Applicants, and 4.3 Selection</li> <li>• s.8 Other Requirements deleted - moved under s.4.2 Information for Applicants</li> <li>• s.7 ITO organisation names changed to corresponding WDC organisation names for unit standard assessment requirements</li> <li>• s5.11 Requirements for Ensuring Consistency added</li> <li>• Update of US 19491 and US 19492 to latest version</li> </ul> <b>Course Descriptors:</b> <ul style="list-style-type: none"> <li>• No version change: 21100, effective 01 January 2022</li> <li>• US versions change to courses: RTO304 Maritime Restricted Radiotelephone Operators Certificate (MRROC)               <ul style="list-style-type: none"> <li>○ US 19491 version 4</li> <li>○ US 19492 version 4</li> </ul> </li> </ul>				
<b>Certificate in Domestic Maritime Operations (Restricted Limits) (Level 4)</b>	06.04.22	06.04.22	15102	1 January 2022
2022 Rollover updates. <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>• Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>• s.3.6 Health and Safety Risk Management – update wording</li> <li>• s.4.2 Insert Covid Vaccination status statement under Information for Applicants heading, update Information for Applicants, and 4.3 Selection</li> <li>• s.8 Other Requirements deleted - moved under s.4.2 Information for Applicants</li> <li>• s.7 ITO organisation names changed to corresponding WDC organisation names for unit standard assessment requirements</li> <li>• s5.11 Requirements for Ensuring Consistency added</li> <li>• Update of US 19491 and US 19492 to latest version</li> </ul> <b>Course Descriptors:</b> <ul style="list-style-type: none"> <li>• No version change: 21100, effective 01 January 2022</li> <li>• US versions change to courses: RTO304 Maritime Restricted Radiotelephone Operators Certificate (MRROC)               <ul style="list-style-type: none"> <li>○ US 19491 version 4</li> <li>○ US 19492 version 4</li> </ul> </li> </ul>				
<b>Adventure Tourism and Guiding (Level 4) and (Level 5)</b>	06.04.22	06.04.22	18104	1 January 2022
2022 Rollover updates. <b>Programme Regulations:</b> <ul style="list-style-type: none"> <li>• Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li> <li>• s.4.2 Insert Covid Vaccination status statement under Information for Applicants heading, update Information for Applicants, and 4.3 Selection</li> </ul>				



Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
<ul style="list-style-type: none"><li>• s.8 Other Requirements deleted - moved under s.4.1.3 Information for Applicants</li><li>• New section 4.1.4 Gear Requirements linked to information on NMIT website</li><li>• s.7 ITO changed to WDC titles</li></ul> <p><b>Course Descriptors:</b> Correct mapping of LOs and assessments in course <b>ATG401 Core Adventure Guiding Skills</b></p>				
<b>ASSESSMENT AND RESULTS</b>				
<b>Basis of Assessment</b>	Graded competency-based assessment is used in this course.			
<b>Assessment</b>	<b>Relates to Assessment Standard ID</b>	<b>Learning Outcomes</b>	<b>Pass Criteria</b>	
Assessment 1 (25%)	30689 *	1, 2, <del>3</del>	Must Pass	
Assessment 2 (50%)	30689 *	2, <del>3</del> , 4	Must Pass	
Assessment 3 (25%)	30689 *	2, <del>3</del> , 4	Must Pass with 100%	
* Optional unit standard.				
<b>NZ Diploma in Marine Engineering Class 3 and Class 4 (Level 6)</b>	06.04.22	06.04.22	15102	21 February 22
2022 Rollover updates. <b>Programme Regulations:</b> <ul style="list-style-type: none"><li>• Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li><li>• Update s. 3.5.2 Workplace Learning</li><li>• Update s. 3.5.3 Evaluation of Workplace Learning</li><li>• s.4.2 Insert Covid Vaccination status statement under Information for Applicants heading, update Information for Applicants, and 4.3 Selection</li><li>• s.8 Other Requirements deleted - moved under s.4 Information for Applicants</li><li>• s.3.6 Health and Safety Risk Management – update wording</li><li>• s.7 ITO ‘The Skills Organisation’ changed to WDC ‘Toitu te Waioara Community, Health, Education and Social Services Workforce Development Council’.</li><li>• s5.11 Requirements for Ensuring Consistency added</li></ul>				
<b>Predator Trapping Methods</b>	n/a	12.04.22	20100	21 February 2022
2022 Rollover updates. <b>Programme Regulations:</b> <ul style="list-style-type: none"><li>• Minor updates to spelling, formatting and grammar</li><li>• Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li><li>• List of references amended where appropriate throughout the document</li><li>• s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li><li>• Added Health and Safety Risk Management wording</li></ul> <p><b>Course Descriptors</b> - Updates to effective from date and version control table</p>				
<b>SOCIAL SCIENCES</b>				
<b>Bachelor of Career Development</b>	n/a	22.04.22	17109	1 February 2022
2022 Rollover updates. <b>Programme Regulations:</b> <ul style="list-style-type: none"><li>• Minor updates to spelling, formatting and grammar</li><li>• Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)</li><li>• List of references amended where appropriate throughout the document</li><li>• s.4 - Insert Covid Vaccination status statement under Information for Applicants heading</li><li>• Health and Safety Risk Management – update wording</li></ul> <p><b>Course Descriptors</b> - Updates to effective from date and version control table</p>				

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