NMIT Academic Committee Meeting – 15 June 2022 – Open

Room M306 NMIT Nelson Campus – Wednesday 15 June 2022 3.15PM

6. General Business

   6.1   Course and Programme Changes – *for endorsement*   KD   **85**

   6.2   Key Meeting Messages   KD

7. Resolution to Exclude the Public

   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	Minutes of the In-Committee NMIT Academic Committee Meeting – 13 April 2022	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)
9.1 9.1.1 9.1.2 9.1.3 9.1.4 9.1.5	2021 Self-Assessment Reports - Bachelor of Arts and Media including NZ Diplomas in Arts and Design (Levels 5, 6) - Postgraduate Certificate in Professional Supervision - Bachelor of Career Development including Graduate Certificate in Career Development - Bachelor of Viticulture and Winemaking - Bachelor of Social Work	Section 9(2) (a) of the Official Information Act – protect the privacy of natural persons, including that of deceased natural persons Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)

OPEN
DRAFT Minutes of a meeting of the Academic Committee

11 May 2022 at 03.15PM in Room M306 and via Microsoft Teams

PRESENT: Marja Kneepkens Director Teaching + Learning (Acting Chair), Sarah Fraser Principal Academic Staff
            Member, Bradley Hannigan Principal Academic Staff Member, Shine Kelly Academic Advisor (proxy for
            Silvia Gassebner Team Leader Curriculum + Academic Registry), Shinn Krammer NMIT Student, Darcy
            Liddell Quality Enhancement Manager (left 3.56PM), Chanelle Taylor Senior Academic Staff Member, ,
            Mary Woodward Administrator Curriculum + Academic Registry (minute-taker, non-voting)

1. Welcome, Apologies, Notices
    Marja Kneepkens opened the meeting and noted that she would be chairing. She advised that apologies had
    been received from Carole Crawford Director Marlborough, Silvia Gassebner Team Leader Curriculum +
    Academic Registry, Olivia Hall Executive Director Ōritetanga, Teaching + Learners, Kim Davies Director Academic
    + Quality (Chair) (for lateness), Darcy Liddell (for leaving early) Dan Hall NMIT Student, Nicole Akuhata Director
    Ōritetanga + Māori Relationships.

2. Administrative
    2.1   Minutes of NMIT Academic Committee Meeting 13 April 2022 - Open
           41/22 **RESOLVED** that the minutes of the NMIT Academic Committee Meeting 13 April 2022 - Open be
           confirmed as a true and accurate record.

                                                                            Chanelle Taylor/Darcy Liddell
                                                                                              CARRIED

                                                                                               ACTION
                                                                                        Mary Woodward
                                                                    Upload confirmed Minutes to Academic Committee site

    2.2   Action Items of NMIT Academic Committee Meetings
    Action Item 2 – 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 3 – Administrative LOIGMA / OIA
    Investigate who is able to attend meetings moved into 'in committee / confidential' business
    -   Mary Woodward reported that this action up had been followed-up with Kate Redgrove NMIT Board Ltd
        Secretary who had advised that if attendees are members of the Academic Committee and there is nothing
        in the Academic Committee Terms of Reference or other governance documents that makes provision for
        their exclusion or limits their membership as against the rights of other members, then strictly speaking
        they are entitled to remain for the duration of the meeting. However, if they are conflicted in relation to
        the subject matter to be discussed, and that might be an open or in-committee item, as members they
        should declare the conflict and either remove themselves from the discussion or even from the room. It
        was noted that Kate Redgrove had made themselves available to discuss in more detail if there is a level of
        discomfort around this or, for instance, privacy concerns but she would need to properly understand the
        basis of appointments and membership status.

The Committee Members agreed that this information needs to be clearly advised when the meeting does move into in committee/confidential business.

2.3   Correspondence Schedule
42/22 **RESOLVED** that the inwards correspondence be received.

<div align="right">Shine Kelly/Bradley Hannigan
CARRIED</div>

43/22 **RESOLVED** that the outwards correspondence be endorsed.

<div align="right">Shine Kelly/Bradley Hannigan
CARRIED</div>

3. Academic and Quality
    3.1   Academic Development Tracking Report
The Committee reviewed the Academic Development Tracking Report. Shine Kelly advised:
- There is currently a large number of developments being worked through including in the Primary Industries Curriculum Area

Marja Kneepkens advised that the first steps were underway to manage the operationalisation of moving to some unified programmes in 2023. She noted there were implications and an element of risk in not yet having all information pertaining to what unified programmes would be available and that teams would need good communications and guidance to continue to move through business as usual this year in the absence of some key information. She questioned if an overview of the operationalisation of Te Pūkenga unified programmes process should be added as a standing committee agenda item as this will be a key area that the Academic Committee will need to know is being managed.

<div align="right">**ACTION**
Kim Davies</div>

Consider addition of Operationalisation of Te Pūkenga Unified Programmes as standing agenda item

3.2   NMIT Operating + Financial Parameters (OFP) Report
The Committee reviewed the NMIT Operating + Financial Parameters (OFP) report. Shine Kelly advised that the report outlines recent submissions made to Te Pūkenga for permission to submit to NZQA.

Marja Kneepkens noted that in regard to the former Community College (Comcol) Blenheim programmes NMIT will be going through the application process for accreditation to deliver NCEA credits to this cohort, identified as YG Marlborough. She advised that the Marlborough campus was looking at how delivery to this target group can be further developed and grown.

3.3   Approvals
    3.3.1 New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) [125993] Capability Letter and Variance Changes

Shine Kelly noted that NMIT was seeking accreditation to deliver this Otago Polytechnic developed programme and advised that the programme would provide a pathway for New Zealand Certificate in Apiculture (Level 3) graduates.

44/22 **RESOLVED** that the New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) [128993 Otago] Capability Letter and Variance Changes be approved.

<div align="right">Sarah Fraser/Chanelle Taylor</div>

3.3.2 New Zealand Diploma in Primary Industry Business Management (Level 5) [NZ2221 v2} Capability Letter and Variance Changes

Shine Kelly noted that NMIT was seeking accreditation to deliver this Southern Institute of Technology developed programme.

45/22 **RESOLVED** that the New Zealand Diploma in Primary Industry Business Management (Level 5) [NZ2221 v2} Capability Letter and Variance Changes be approved.

Bradley Hannigan/Sarah Fraser
CARRIED

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

Shine Kelly noted that NMIT was seeking accreditation to deliver this Otago Polytechnic developed programme.

46/22 **RESOLVED** that the New Zealand Diploma in Horticulture Production (Level 5) with strand in Wine Growing [124077] Capability Letter and Variance Changes be approved.

Marja Kneepkens/Darcy Liddell
CARRIED

3.4   2022 Consistency Review Overview
Darcy Liddell advised:
- 3418 New Zealand Certificate in Music (Level 4) and 3431 New Zealand Diploma in Music (Level 5) workshop had been held with no further evidence requested
- planning is currently underway for four review workshops
- all 2022 reviews and some 2023 reviews have now been scheduled and communications sent to Curriculum Managers and Business Support Coordinators

Following a question on how confident she was that following their engagement in consistency reviews, Curriculum Areas have in place the processes needed to collect and provide evidence and information to meet consistency for future reviews, Darcy Liddell advised that it was not as consistent as it could be across all areas but that she was hopeful areas were starting to incorporate these processes as part of business as usual.

3.5   Self-Assessment Overview
Darcy Liddell advised that currently the focus is on endorsing and approving the Degree Self-Assessment reports.

3.6   2022 Degree Monitoring and Monitoring
Darcy Liddell advised:
- five Degree Monitoring visits have so far taken place this year with preparation underway for four visits
- new resources have been developed to support and add value to the degree monitoring process

Following advice from Darcy Liddell that she was leaving the meeting Marja Kneepkens made the decision to close the meeting as quorum would no longer be met.

4   Sector Updates

It was noted that due to no longer meeting quorum this item was not discussed.

5   Reports from Committees and Working Parties

5.1   Learning and Teaching Committee Minutes – Meeting of 23.03.2022

5.2   Recognition of Academic Credit Committee Minutes – Meetings of 27.01.2022, 08.02.2022 and E-Meetings of 11.01.2022, 07.03.2022

It is noted that due to no longer meeting quorum these Committee Minutes were not receipted and will be resubmitted for receipt at the 15 June 2022 Academic Committee meeting.

ACTION
Mary Woodward
Resubmit Committee Minutes for receipt at the 15 June 2022
Academic Committee meeting

6   General Business

6.1   Course and Programme Changes

It was noted that due to no longer meeting quorum these Course and Programme Changes were not reviewed for endorsement and will be resubmitted for endorsement at the 15 June 2022 Academic Committee meeting.

ACTION
Mary Woodward
Resubmit Course and Programme Changes for endorsement at the 15 June 2022
Academic Committee meeting

6.2   Key Messages from Meeting

It was noted that due to no longer meeting quorum this item was not reviewed.

Meeting Closed 03.57PM

Academic Committee Action List – 11 May 2022

	RES NO	ACTION	WHO	WHEN	PROGRESS
Action Items 19.01.2022					
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
Action Items 16.03.2022					
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 15 June 2022	WIP
Action Items 13.04.2022					
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	Closed
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
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
Action Items 11.05.2022					
4	2.2	Upload confirmed Minutes to Academic Committee site	Mary Woodward	Report back 15 June 2022	
5	3.1	Academic and Quality Academic Development Tracking Report Consider addition of Operationalisation of Te Pūkenga Unified Programmes as standing agenda item	Kim Davies	Report back 15 June 2022	
6	5.1 5.2	Reports from Committee and Working Parties Learning and Teaching Committee Minutes – Meeting of 23.03.2022 Recognition of Academic Credit Committee Minutes – Meetings of 27.01.2022, 08.02.2022 and E-Meetings of 11.01.2022, 07.03.2022 Resubmit Committee Minutes for receipt at the 15 June 2022 Academic Committee meeting	Mary Woodward	Prior to 15 June 2022	
7	6.1	General Business Course and Programme Changes Resubmit Course and Programme Changes for endorsement at the 15 June 2022 Academic Committee meeting	Mary Woodward	Prior to 15 June 2022	

Academic Committee Action List – 15 June 2022

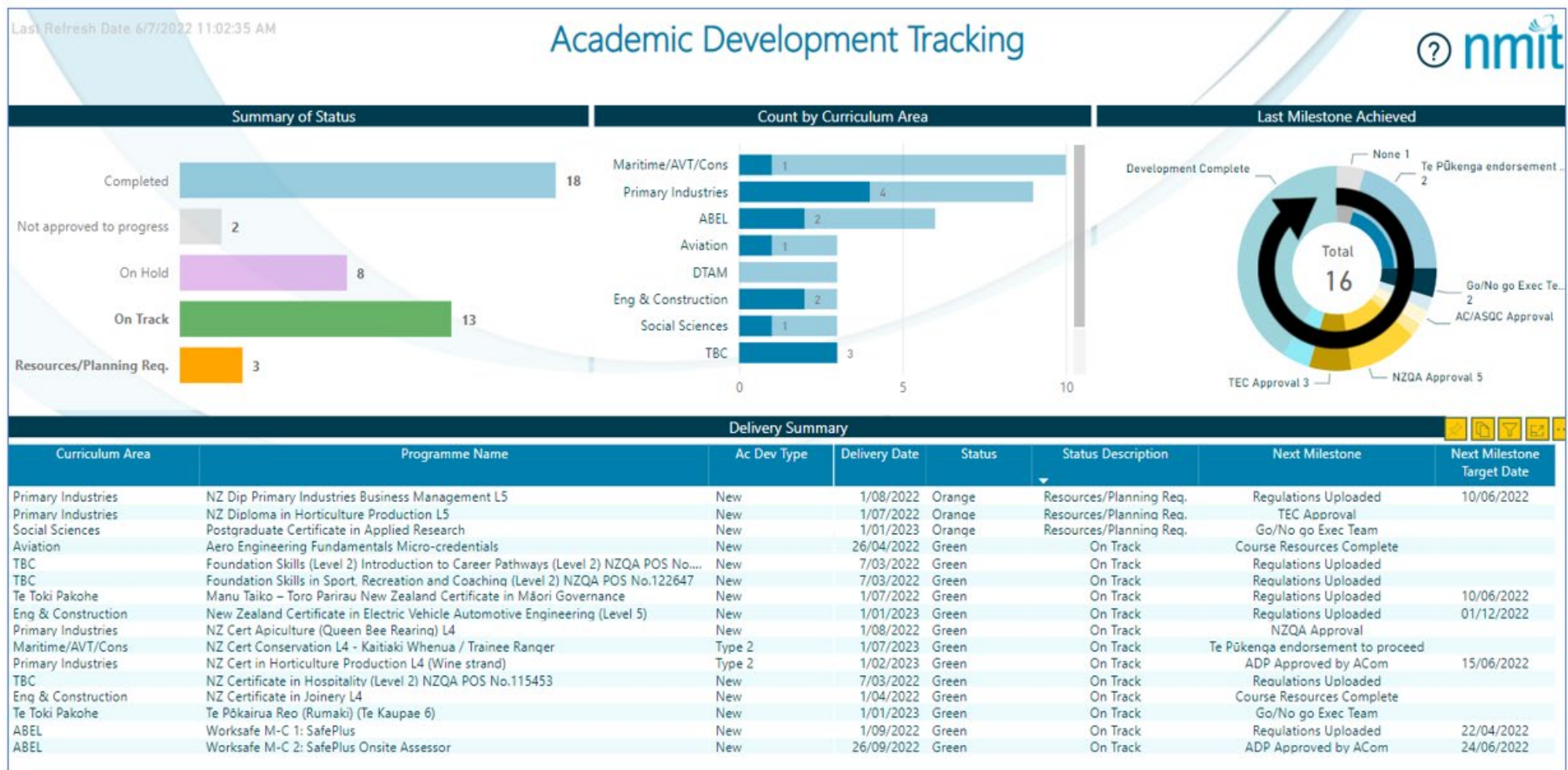|		ACTION	WHO	WHEN	PROGRESS
Action Items 16.03.2022					
1	4.1	Sector Updates Te Pūkenga Working Group Reports Discuss how the Polly site 'Te Pūkenga hub, Meeting updates,' can be shared more widely and kept up to date	Kim Davies / Marja Kneepkens	Report back 11 May 2022	WIP
Action Items 11.05.2022					
2	2.2	Upload confirmed 13.04.2022 Minutes to Academic Committee site	Mary Woodward	Report back 15 June 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*
3	3.1	Academic and Quality Academic Development Tracking Report Consider addition of Operationalisation of Te Pūkenga Unified Programmes as standing agenda item	Kim Davies	Report back 15 June 2022	
4	5.1 5.2	Reports from Committee and Working Parties Learning and Teaching Committee Minutes – Meeting of 23.03.2022 Recognition of Academic Credit Committee Minutes – Meetings of 27.01.2022, 08.02.2022 and E-Meetings of 11.01.2022, 07.03.2022 Resubmit Committee Minutes for receipt at the 15 June 2022 Academic Committee meeting	Mary Woodward	Prior to 15 June 2022	Completed
5	6.1	General Business Course and Programme Changes Resubmit Course and Programme Changes for endorsement at the 15 June 2022 Academic Committee meeting	Mary Woodward	Prior to 15 June 2022	Completed

CORRESPONDENCE

Inwards

1.	Te Pūkenga	04.05.22	OFP Request Form approval – to seek accreditation to deliver Te Pōkairua Reo (Rumaki) (Te Kaupae 6) / NZ Diploma in Te Reo (Rumaki) (Level 6)
2.	Te Pūkenga	03.05.22	OFP Request Form approval – NZQA Type 2 changes to NZ Certificate in Horticulture (General) Level 3 programme to award version 2 of the NZ2677 qualification
3.	Te Pūkenga	06.05.22	OFP Request Form approval - Type 2 changes to NZ Certificate in Primary Industry Skills (Level 2) programme
4.	Te Pūkenga	06.05.22	OFP Request Form approval - proposed NZQA Type 2 changes to NMIT's Conservation Field Skills Training Scheme
5.	NZQA-CR	10.05.22	CR workshop NZQA invitation for 3130- NZ Cert in Seafood Processing (Level 3)
6.	NZQA	18.05.22	Accreditation to deliver NZ Diploma in Horticulture Production Level 5
7.	NZQA	18.05.22	Accreditation to deliver NZ Diploma in Primary Industries Business Management Level 5
8.	NZQA	20.05.22	Approval of Type 2 changes to NZ Certificate in Primary Industry Skills Level 2
9.	NZQA-CR	26.05.22	CR interim Report received for New Zealand Certificate in Music (Level 4)
10.	NZQA	25.05.22	Approval of Type 2 changes to Conservation Field Skills Training Scheme
11.	NZQA	25.05.22	Approval of Type 2 changes to NZ Certificate in Horticulture (General) Level 3
12.	Te Pūkenga	02.06.22	OFP Request Form approval - proposed development of a new programme of study leading to a new Postgraduate Certificate in Advanced Applied Research qualification
13.	NZQA-CR	09.06.22	Email acknowledging late submission of 2907: Diploma in Aeronautical Mechanical Certificate, L6 CR material
14.	Te Pūkenga	02.06.2022	Operational guidance for 2023 enrolment and delivery set-up

Outwards

15.	Te Pūkenga	04.05.22	OFP Request Form - proposed NZQA Type 2 changes to NMIT's Conservation Field Skills Training Scheme
16.	Te Pūkenga	04.05.22	OFP Request Form - proposed Type 2 changes to NZ Certificate in Primary Industry Skills (Level 2) programme
17.	NZQA-CR	06.05.22	SA Report submission of 3627 - New Zealand Diploma in Sport, Recreation and Exercise (Multi-sector) (Level 5) & 3628 - New Zealand Diploma in Sport, Recreation and Exercise (Multi-sector) (Level 6)
18.	NZQA-CR	06.05.22	To seek clarification about missing CR schedule on NZQA website.
19.	NZQA	13.05.22	Application for accreditation to deliver NZ Diploma in Horticulture Production Level 5
20.	NZQA	13.05.22	Application for accreditation to deliver NZ Diploma in Primary Industries Business Management Level 5
21.	NZQA	13.05.22	Application for Type 2 changes to NZ Certificate in Primary Industry Skills Level 2
22.	NZQA	16.05.22	Application for Type 2 changes to Conservation Field Skills Training Scheme

23.	NZQA	16.05.22	Application for Type 2 changes to NZ Certificate in Horticulture (General) Level 3
24.	NZQA-CR	17.05.22	PowerPoint Presentation submission of 3627 - New Zealand Diploma in Sport, Recreation and Exercise (Multi-sector) (Level 5) & 3628 - New Zealand Diploma in Sport, Recreation and Exercise (Multi-sector) (Level 6
25.	NZQA	17.05.22	Application for accreditation to deliver NZ Certificate in Apiculture (Queen Bee Rearing) (Level 4)
26.	NZQA-CR	24.05.22	PowerPoint Presentation re-submission of 3627 - New Zealand Diploma in Sport, Recreation and Exercise (Multi-sector) (Level 5) & 3628 - New Zealand Diploma in Sport, Recreation and Exercise (Multi-sector) (Level 6) Post-review Reflection for 3627 - New Zealand Diploma in Sport, Recreation and Exercise (Multi-sector) (Level 5)
27.	NZQA-CR	25.05.22	Post-review Reflection for 3628 - New Zealand Diploma in Sport, Recreation and Exercise (Multi-sector) (Level 6)
28.	Te Pūkenga	26.05.22	OFP Request Form - proposed development of a new programme of study leading to a new Postgraduate Certificate in Advanced Applied Research qualification
29.	Te Pūkenga	02/06.22	OFP Request Form - seeking accreditation to deliver a Vocational Pathways (NCEA L2) (Service Industries) programme
30.	NZQA-CR	09.06.22	Email advising of delay in sending submission material for 2907: Diploma in Aeronautical Mechanical Certificate, L6

Academic Development Tracking as at 07 June 2022

Academic Development Tracking

Last Refresh Date 6/7/2022 11:02:35 AM

Summary of Status

Status	Count
Completed	18
Not approved to progress	2
On Hold	8
On Track	13
Resources/Planning Req.	3

Count by Curriculum Area

- Maritime/AVT/Cons: 1
- Primary Industries: 4
- ABEL: 2
- Aviation: 1
- DTAM
- Eng & Construction: 2
- Social Sciences: 1
- TBC: 3

Last Milestone Achieved

Total 16

- None 1
- Te Pūkenga endorsement 2
- Development Complete
- Go/No go Exec Te. 2
- AC/ASQC Approval
- NZQA Approval 5
- TEC Approval 3

Delivery Summary

Curriculum Area	Programme Name	Ac Dev Type	Delivery Date	Status	Status Description	Next Milestone	Next Milestone Target Date
Primary Industries	NZ Dip Primary Industries Business Management L5	New	1/08/2022	Orange	Resources/Planning Req.	Regulations Uploaded	10/06/2022
Primary Industries	NZ Diploma in Horticulture Production L5	New	1/07/2022	Orange	Resources/Planning Req.	TEC Approval	
Social Sciences	Postgraduate Certificate in Applied Research	New	1/01/2023	Orange	Resources/Planning Req.	Go/No go Exec Team	
Aviation	Aero Engineering Fundamentals Micro-credentials	New	26/04/2022	Green	On Track	Course Resources Complete	
TBC	Foundation Skills (Level 2) Introduction to Career Pathways (Level 2) NZQA POS No....	New	7/03/2022	Green	On Track	Regulations Uploaded	
TBC	Foundation Skills in Sport, Recreation and Coaching (Level 2) NZQA POS No.122647	New	7/03/2022	Green	On Track	Regulations Uploaded	
Te Toki Pakohe	Manu Taiko – Toro Parirau New Zealand Certificate in Māori Governance	New	1/07/2022	Green	On Track	Regulations Uploaded	10/06/2022
Eng & Construction	New Zealand Certificate in Electric Vehicle Automotive Engineering (Level 5)	New	1/01/2023	Green	On Track	Regulations Uploaded	01/12/2022
Primary Industries	NZ Cert Apiculture (Queen Bee Rearing) L4	New	1/08/2022	Green	On Track	NZQA Approval	
Maritime/AVT/Cons	NZ Cert Conservation L4 - Kaitiaki Whenua / Trainee Ranger	Type 2	1/07/2023	Green	On Track	Te Pūkenga endorsement to proceed	
Primary Industries	NZ Cert in Horticulture Production L4 (Wine strand)	Type 2	1/02/2023	Green	On Track	ADP Approved by ACom	15/06/2022
TBC	NZ Certificate in Hospitality (Level 2) NZQA POS No.115453	New	7/03/2022	Green	On Track	Regulations Uploaded	
Eng & Construction	NZ Certificate in Joinery L4	New	1/04/2022	Green	On Track	Course Resources Complete	
Te Toki Pakohe	Te Pōkairua Reo (Rumaki) (Te Kaupae 6)	New	1/01/2023	Green	On Track	Go/No go Exec Team	
ABEL	Worksafe M-C 1: SafePlus	New	1/09/2022	Green	On Track	Regulations Uploaded	22/04/2022
ABEL	Worksafe M-C 2: SafePlus Onsite Assessor	New	26/09/2022	Green	On Track	ADP Approved by ACom	24/06/2022

Filtered to open developments only

Back to agenda

NMIT Operating + Financial Parameters (OFP) Report

OFP_Request_Register_070622

	34	←TOTAL OFP				30	29			
#	Name	Summary	Academic Advisor	TP Categor	Urgent	Sent to TP	Approved TP	Note	TP Approval Matter *only populate/finalise once sent to TP*	Urgency reason *only populate once sent to TP*
23	Postgraduate Certificate in Advanced Applied Research	Expand current 2 x TS to PGCert 60 credits, 3 x 20 credit MCs.		28 Add / Re	y	26/05/22	2/06/22	26/5 revised OFP submitted. 21/3 TP want	proposed development of a new programme of study leading to a new Postgraduate Certificate in Advanced Applied Research qualification	NZQA Degree approval deadline 29 July 2022
24	NZ Certificate in Cookery (Level 3)	pick up from Ara		28 Add / Re	Y	9/12/21	13/12/21		seeking accreditation to deliver the Ara Institute of Technology programme of study leading to the NZ Certificate in Cookery (Level 3) (NZ2100 v1) from July 2022	Requires NZQA approval for mid-year 2022 delivery.
26	Community College Blenheim	pick up 3 progs from ComCol		28 Add / Re	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 / Re	N			10/5/22 drafted. Sent to	proposed Type 2 changes to the NMIT Programme Kaitiaki Whenua Trainee Ranger delivering the qualification NZ	n/a
28	NZ Cert Apiculture (QueenBee) L4	pick up from OP	Shine	28 Add / Re	N	7/03/22	8/03/22		seeking accreditation to deliver the NZ Certificate in Apiculture (Queen Bee Rearing) (Level 4) from August 2022 using the	n/a
29	Te Pōkairua Reo (Rumaki) (Te Kaupae 6)	PoS TBC	Shine	28 Add / Re	N	29/04/22	3/05/22		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 / Re	Y	29/04/22	3/05/22		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 Training Scheme	rename to 'Vertebrate Pesticides Control Methods', remove trapping content, add AVCM content.	Shine	28 Add / Re	Y	4/05/22	5/05/22		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 / Re	Y	4/05/22	5/05/22		proposed Type 2 changes to NZ Certificate in Primary Industry Skills (Level 2) programme	Requires NZQA Type 2 change approval prior to proposed delivery start date 30 May 2022.
33	Vocational Pathways (NCEA L2)	ComColl programme graduates can get additional unit standards to gain NCEA L2		28 Add / Re	Y	2/06/22			seeking accreditation to deliver a Vocational Pathways (NCEA L2) (Service Industries) programme	Links to Request for Approval for Marlborough Community College – Blenheim approved 14 Feb 2022. Learners currently studying Level 2 NZ Certificates also gained credit through a Vocational Pathway (NCEA Level 2) (Services Industries) programme to gain additional unit standards required for NZQA to award NCEA Level 2 along with their NZ Certificate.

ACADEMIC DEVELOPMENT PROPOSAL

Accreditation to deliver an approved sub-degree programme (Level 1-6) *Complete s 1-2 & s 5-13 (attach Qualification Specification from NZQA website)*	☐
Accreditation to deliver an approved degree programme *Complete 1-13*	☐
Develop new sub-degree programme (Level 1-6) *Complete 1-2 & 5-13 (attach Qualification Specification from NZQA website)*	☒
Develop new degree programme *Complete 1-13*	☐
Significant change to an existing NMIT programme *Complete 2; 3-4 (or attach Qual Specification from NZQA website for sub-degree) & 5-13*	☐
New delivery mode for a programme *Complete 2; 3-4 (or attach Qual Specification from NZQA website for sub-degree) & 11-13*	☐
New delivery site for a programme *Complete 2; 3-4 (or attach Qual Specification from NZQA website for sub-degree) & 11-13*	☐
New delivery arrangement *Complete 1-2; 3-4 (or attach Qual Specification from NZQA website for sub-degree) & 5-13*	☐

Proposal

Programme Title	Vocational Pathways (NCEA Level 2) (Service Industries)
Curriculum Area	Marlborough - Foundation
Delivery Start Date	ASAP
Te Pūkenga Approval	7/06/2022
Directorate Approval	10/06/2022

1. Collaboration

Status of Te Pūkenga unified programme:
No current unified programme. Not on unification timeline.
Accreditation for an approved programme? Specify whose:
NA
For accreditation, note whether agreement is in place for resource sharing:
Some resources obtained from Community Colleges of NZ Limited (ComCol) when NMIT took over delivery of existing programmes in Marlborough
Development of a new programme. If yes, include brief details:

To seek approval and accreditation to deliver a Vocational Pathways (NCEA L2) (Service Industries) programme to provide learners enrolled on the three existing approved ex ComCol programmes to achieve additional unit standards to gain NCEA L2. Funding is via Youth Guarantee. This mirrors previous ComCol delivery in Marlborough

Following discussion with NZQA, due to unit standard based nature of Vocational Pathway (VP) programmes NMIT is best to future proof delivery by seeking its own approval and accreditation rather than gaining accreditation to deliver the existing ComCol VP programme.

2. Qualification Details

Qual Code	Version	Qualification Title	Level	Credits
0973 [W] 0973 NCEA Level 2.doc	NA	National Certificate of Educational Achievement (Level 2) Awarded by NZQA	2	80

3. Qualification(s) Strategic Purpose Statement *(Refer attached Qualification Specification for sub-degree)*

Target learner group:

Those learners who have left school without achieving NCEA Level 2 and want to learn basic and core skills identified by employers as being relevant to employment in the Service Industries

Iwi, Industry and or Community group benefiting from the qualification:

Vocational Pathways help students see how their learning is valued in the real world by aligning standards that can be achieved through NCEA with six industries. Vocational Pathways was developed to ensure students gain a better understanding of how their NCEA studies applies to the world of work, and the qualifications and skills required by industry.

Together with their NCEA level 2 (awarded by NZQA), students can achieve a Vocational Pathways Award.

The standard at which the graduate will operate, within the defined scope of practice:

NCEA (Level 2) is designed to enable access to the foundation skills required for employment. People certificated at Level 2 have typically shown themselves able to integrate knowledge and skills to solve familiar problems; access and use available sources of information; and work in directed activity. The qualification also provides a foundation for further study and knowledge and skills acquisition

4. Qualification(s) Graduate Outcomes *(Refer attached Qualification Specification for sub-degree)*

Graduate Profile Outcomes(s):

Graduates will be capable of integrating knowledge and skills to solve familiar problems; access and use available sources of information and work in directed activities. Graduates will also have a foundation for further study and knowledge and skill acquisition

Education Pathways:

Learners completing the Vocational Pathway programme will have the skills and knowledge to enter higher level programmes such as Hospitality, Sport, Recreation and Exercise, Travel and Tourism and Business Administration

Employment Pathways:

The service industry covers hospitality, travel and tourism, hair and beauty, retail, sports and recreation, events, journalism, advertising, administration, and much more.

5. Programme Structure

Proposed courses (include course titles/levels/credits – summaries if available):

Learners complete the course related to the New Zealand Certificate programme they are also enrolled on
- Foundation Skills in Sport, Recreation and Coaching (Level 2)

- New Zealand Certificate in Hospitality (Level 2)
- Foundation Skills (Level 2) – Introduction to Career Pathways

Title	Level	Credits	Standards	Comp/Elective
VPA201 Sport Recreation and Coaching	2	81	Refer schedule	E
VPA202 Hospitality	2	82	Refer schedule	E
VPA203 Career Pathways	2	84	Refer schedule	E

Programme Length:

Year	Teaching Weeks	Study Break Weeks	Total Weeks
	26 weeks	0	26 weeks

6. Programme Aim

Brief aim statement:

This programme is aimed at school leavers (16-19 years old) who have not achieved NCEA and want to learn basic and core skills which have been identified by employers as being important for the workplace. The programme has been designed so learners will be able to transfer successfully into employment, community life and/or further study.

7. Programme Design/Coherence

Explain the progression and integration of learning through the programme:

Learners choose the elective course related to their linked New Zealand Certificate programme. Each contains 80 credits which when successfully completed lead to NCEA (Level 2) Service Industries vocational pathway

8. Assessment Standards

Existing Consent to Assess

Standard	Title	Level	Credits
	Refer schedule – held for all standards		

New Consent to Assess required

NA

9. Iwi Partnerships

Indicate how the development and delivery will connect with Iwi

Currently connecting with local Iwi to identify opportunities to include MPTT students who are locally based

10. Industry Partnerships

Indicate how the development and delivery will connect with Industry

Same as that provided when initial ComCol programmes were picked up for delivery by NMIT. Learners previously gained both a NZ Certificate and NCEA L2 from their study with ComCol.

Feedback on need to maintain continuity for NEET learners from MBIE, Marlborough Smart and Connected, local schools and colleges, MOE, MSD, Marlborough Chamber of Commerce, REAP Marlborough, Marlborough Youth Trust

11. Delivery Methods

Delivery Options	Part time	☒
	Full time	☐
	Block	☐
	Work-based	☐
Delivery Mode(s)	On-campus (Blended)	☒

	Hybrid (Flexible)	☐
	Off-campus (Block)	☐
	Wholly online	☐
	Distance	☐

Explain why these are appropriate for the programme: *(e.g. how it meets learner/iwi/industry need; contributes to students meeting the learning outcomes; how it relates to the target learner group, and the proposed graduate profile outcomes)*

As the programme is aimed at school leavers (16-19 years old) who have not achieved NCEA, the on campus blended delivery with regular class hours create the stability necessary to support learner success.

	Approved NMIT site(s): - Marlborough - Nelson	☒
Delivery site(s)	New site(s): -	☐
	N/A	☐

Explain why the site(s) is appropriate for the programme: *(e.g. how it meets learner/iwi/industry need; contributes to students meeting the learning outcomes; how it relates to the target learner group, and the proposed graduate profile outcomes)*

Initial delivery will be from Marlborough campus but could be extended to Nelson in the future and potentially to other TP subsidiaries

	Approved sub-contract: -	☐
Delivery Arrangements	New sub-contract: -	☐
	Partnership(s): -	☐
	N/A	☐

Explain why the delivery arrangement(s) is appropriate for the programme: *(e.g. how it meets learner/iwi/industry need; how it contributes to students meeting the learning outcomes; how it relates to the target learner group and the proposed graduate profile)*

NA

12. Strategic Relationships

Identify how this proposal is consistent with the following:
NMIT Strategic Objectives (2020-2025)
Meeting regional needs - when initial ComCol programmes were picked up for delivery by NMIT. Learners previously gained both a NZ Certificate and NCEA L2 from their study with ComCol.   Feedback on need to maintain continuity for NEET learners from MBIE, Marlborough Smart and Connected, local schools and colleges, MOE, MSD, Marlborough Chamber of Commerce, REAP Marlborough, Marlborough Youth Trust
Te Pūkenga Priorities and Principles
Te Pae Tawhiti (2020-2025)
Tertiary Education Strategy
TES Objective 1 LEARNERS AT THE CENTRE: Learners with their whānau are

at the centre of education Priority 2 Have high aspirations for every learner/ākonga, and support these by partnering with their whānau and communities to design and deliver education that responds to their needs, and sustains their identities, languages and cultures

TES Objective 2 BARRIER FREE ACCESS: Great education opportunities and outcomes are within

reach for every learner Priority 1: Reduce barriers to education for all, including for Māori and

Pacific learners/ākonga, disabled learners/ākonga and those with learning support needs Priority 2 Ensure every learner/ākonga gains sound foundation skills, including language*, literacy and numeracy

Other
NA

13. Rationale/Other Comments

We are currently working on a business case to show the current status and future opportunities for these programmes, including being able to deliver at other ITPs across the TP network. There are additional vocational pathways available that would enable of other options including Intro to Construction Trades, Intro to Forces and Policing, Intro to Hair and Beauty, Intro to Primary Industries, Intro to Mechanical Engineering, Health and Wellbeing and combinations of the above that we are currently canvasing stakeholders and students to record their level of interest. All options being investigated will pathway to other current NMIT programmes at level 3 and would enable learners to meet the entry criteria for these.

Current students enrolled are heavily weighted to priority learners who identify as Maori and Pasifika and the additional pastoral care required in Wairau to support these learners is being investigated.

Briefly outline (and attach) any further relevant information:
Draft 3v4 is attached, as sited by Brian but not yet signed off as we are still determining the final landing place for the non teaching staff and where these are to be charged to, along with identifying some of the initial set up costs and capex items to get the kitchen up to a useable standard

Proposer (Curriculum Manager) Name	Pam Wood		
Signature	P.J.Wood	Date	10/06/2022

The Academic Development Proposal, signed by the Curriculum Manager, must be with the Academic and Quality Administrator one week prior to the Academic Standards and Quality Committee for inclusion in the meeting papers.

If the project is not progressed within 6 months of Academic Board approval, the Academic Development Proposal must be re-presented to the Academic Standards and Quality Committee.

Received by Academic and Quality Team		Date	10/06/2022
Endorsed by Academic Standards and Quality Committee:		Date	Click to enter a date.
Approved by Academic Committee		Date	Click to enter a date.

Note: The original Academic Development Proposal is filed centrally by the Academic and Quality Team

Schedule of Assessment Standards

Domain	Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR	SSB
Adventure Based Learning	467	Demonstrate personal and social development through participation in adventure based learning	2	3	5	99	Toi Mai
Business Administration Services	121	Demonstrate and apply knowledge of office equipment and administration processes	2	4	8	113	Ringa Hora / NZQA
	327	Demonstrate and apply knowledge of financial transaction source documents	2	3	8	113	Ringa Hora / NZQA
Cookery	13271	Cook food items by frying	2	2	5	112	Ringa Hora / Service IQ
	13272	Cook food items by baking	2	2	5	112	Ringa Hora / Service IQ
	13273	Cook food items by boiling	2	2	5	112	Ringa Hora / Service IQ
	13274	Cook food items by poaching	2	2	5	112	Ringa Hora / Service IQ
	13275	Cook food items by steaming	2	2	5	112	Ringa Hora / Service IQ
	13276	Cook food items by grilling	2	2	5	112	Ringa Hora / Service IQ
	13277	Cook food items by braising and stewing	2	2	5	112	Ringa Hora / Service IQ
	13278	Cook food items by roasting	2	2	5	112	Ringa Hora / Service IQ
	13279	Cook food items by microwaving	2	2	6	112	Ringa Hora / Service IQ
	13280	Prepare fruit and vegetable cuts in a commercial kitchen	2	2	6	112	Ringa Hora / Service IQ
	13281	Prepare and assemble, and present basic sandwiches for service	2	2	6	112	Ringa Hora / Service IQ

Domain	Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR	SSB
	13283	Prepare and assemble, and present salads for service	2	2	5	112	Ringa Hora / Service IQ
	13284	Clean food production areas and equipment	2	2	5	112	Ringa Hora / Service IQ
	13285	Handle and maintain knives in a commercial kitchen	2	2	5	112	Ringa Hora / Service IQ
	13334	Prepare and cook jams	2	2	7	112	Ringa Hora / Service IQ
	13344	Demonstrate knowledge of the characteristics of cookery methods and their applications in commercial catering	2	3	7	112	Ringa Hora / Service IQ
	22234	Compare characteristics of international dishes and prepare and present international dishes	2	4	6	112	Ringa Hora / Service IQ
	24526	Apply safe working practices in a commercial kitchen	2	4	5	112	Ringa Hora / Service IQ
Exercise Prescription	21794	Demonstrate, instruct, and monitor static stretching	2	3	1	69	Toi Mai / Skills Active Aotearoa Ltd
First Aid	6401	Provide first aid	2	1	6	230	Toitu te Waiora / The Skills Organisation
Food and Beverage Service	14425	Prepare and serve hot and cold non-alcoholic drinks for a commercial hospitality establishment	2	5	8	112	Ringa Hora / ServiceIQ
	14431	Demonstrate knowledge of food service styles and menu types in the hospitality industry	2	3	7	112	Ringa Hora / ServiceIQ
	14434	Prepare and clear areas for table service for a commercial hospitality establishment	2	3	8	112	Ringa Hora / ServiceIQ
	14443	Pack food and beverage orders in a commercial hospitality environment	2	2	8	112	Ringa Hora / ServiceIQ
	17285	Demonstrate knowledge of commercial espresso coffee equipment and prepare espresso beverages under supervisor	2	4	10	112	Ringa Hora / ServiceIQ
Food Assessment	167	Practice food safety methods in a food business under supervision	2	4	7	112	Ringa Hora / ServiceIQ

Domain	Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR	SSB
Food Safety	20666	Demonstrate basic knowledge of contamination hazards and control methods used in a food business	2	2	6	112	Ringa Hora / ServiceIQ
Generic Computing	29769	Use the main features and functions of a word processing application for a purpose	2	3	1	226	Toi Mai / NZQA
	29771	Use the main features and functions of a presentation application for a purpose	2	2	1	226	Toi Mai / NZQA
	29780	Configure and use contemporary and emerging digital devices	2	3	1	226	Toi Mai / NZQA
	29781	Use the internet and common digital devices and software to gather information and connect with other users and devices	2	7	1	226	Toi Mai / NZQA
Hospitality - Generic	14466	Demonstrate knowledge of maintaining a safe and secure environment for people in the hospitality industry	2	2	6	112	Ringa Hora / ServiceIQ
	14469	Provide customers with information about an establishment in the hospitality industry	2	2	6	112	Ringa Hora / ServiceIQ
Human Anatomy, Physiology and Nutrition	6571	Demonstrate knowledge of micro and macro nutrients and nutritional imbalances	3	5	6	99	Toi Mai / Skills Active Aotearoa Ltd
Interpersonal Communications	1277	Communicate information in a specified workplace	2	3	7	113	NZQA
	9677	Communicate in a team or group which has an objective	2	3	10	113	NZQA
Merchandising and Marketing	11949	Create displays using supplied materials in a retail or distribution environment	2	2	4	225	Ringa Hora / ServiceIQ
	11951	Present goods for sale in a retail or distribution environment	2	2	2	225	Ringa Hora / ServiceIQ
Outdoor Navigation	431	Navigate in good visibility on land	2	3	6	0099	Toi Mai / Skills Active Aotearoa Ltd
Physical Education	91327	Examine the role and significance of physical activity in the lives of young people in New Zealand	2	3	2	233	Ministry of Education
	91330	Perform a physical activity in an applied setting	2	4	3	233	Ministry of Education

Domain	Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR	SSB
	91333	Analyse the application of risk management strategies to a challenging outdoor activity	2	3	2	233	Ministry of Education
Rafting	485	Participate in an introductory rafting experience	2	3	8	99	Toi Mai / Skills Active Aotearoa Ltd
Recreation and Sport - Core Skills	22769	Demonstrate knowledge of basic skills and rules at a beginner level for a sport	2	2	2	99	Toi Mai / Skills Active Aotearoa Ltd
Retail and Distribution Core Skills	11941	Establish and maintain positive customer service interactions in a retail environment	2	2	7	225	Ringa Hora / ServiceIQ
	11968	Demonstrate and apply knowledge of legislation applicable to sale of goods and services	2	4	9	225	Ringa Hora / ServiceIQ
	11971	Use safe work practices in a retail environment under supervision	2	3	7	225	Ringa Hora / ServiceIQ
	24998	Identify suspicious behaviour by customers and deter theft and fraud in a retail or distribution environment	2	4	3	225	Ringa Hora / ServiceIQ
	25000	Demonstrate knowledge of security systems and procedures used in a retail or distribution environment	2	3	2	225	Ringa Hora / ServiceIQ
	25795	Demonstrate knowledge of process loss in a retail or distribution environment	2	5	2	225	Ringa Hora / ServiceIQ
Retail and Distribution Core Skills	28298	Demonstrate knowledge of cash handling in a retail environment	2	3	3	225	Ringa Hora / ServiceIQ
	28301	Demonstrate knowledge of products and product information in a retail environment	2	5	3	225	Ringa Hora / ServiceIQ
Sales Transactions	28295	Identify suspicious behaviour by customers and deter theft and fraud in a retail or distribution environment	2	4	3	225	Ringa Hora / ServiceIQ
Service Delivery	57	Provide customer service	2	2	10	112	Ringa Hora / ServiceIQ
	62	Maintain personal presentation and a positive attitude in a workplace involving customer contact	2	3	10	112	Ringa Hora / ServiceIQ
	28145	Interact with customers in a service delivery context	2	2	1	112	Ringa Hora / ServiceIQ

Domain	Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR	SSB
Tramping	425	Experience day tramps	1	2	7	99	Toi Mai / Skills Active Aotearoa
Weather Interpretation in the Outdoors	20159	Demonstrate knowledge of weather information for an outdoor activity	2	2	2	99	Toi Mai / Skills Active Aotearoa Ltd
Work and Study Skills	377	Demonstrate knowledge of diversity in the workplace	2	2	8	113	NZQA National Qualifications Services
	26622	Write to communicate ideas for a purpose and audience	1	4	4	113	NZQA
	26623	Use number to solve problems	1	4	4	113	NZQA
	26624	Read texts with understanding	1	3	5	113	NZQA
	26625	Actively participate in spoken interactions	1	3	6	113	NZQA
	26626	Interpret statistical information for a purpose	1	3	4	113	NZQA
	26627	Use measurement to solve problems	1	3	4	113	NZQA
Mountain Biking	20138	Set up and undertake basic maintenance of a mountain or cycle touring bike for outdoor recreation	2	2	2	113	NZQA National Qualifications Services
	457	Demonstrate mountain biking skills on grade 2 terrain	2	2	7	99	Toi Mai / Skills Active Aotearoa
Canoeing – Kayaking	476	Roll a decked paddle craft on flat water	2	2	7	99	Toi Mai / Skills Active Aotearoa
High Wires and High Ropes	473	Demonstrate safe practices for participation in high ropes course activities	2	1	7	99	Toi Mai / Skills Active Aotearoa
Outdoor Equipment	4573	Communicate in the outdoors using a two-way radio	2	2	7	99	Toi Mai / Skills Active Aotearoa
Rock Climbing	20157	Demonstrate novice rock climbing and belaying skills on Ewbank Grade 12 and above	2	2	3	99	Toi Mai / Skills Active Aotearoa
Recreation and Sport – Core Skills	21649	Demonstrate knowledge of basic anatomy to the performance of a complex sport skill	2	3	3	99	Toi Mai / Skills Active Aotearoa
Visitor Services	24729	Demonstrate knowledge of world tourist destinations	2	4	3	78	Ringa Hora / ServiceIQ
	24731	Demonstrate knowledge of destination New Zealand	2	4	4	78	Ringa Hora / ServiceIQ

Domain	Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR	SSB
Generic Computing	29770	Use the main features and functions of a spreadsheet application for a purpose	2	3	1	226	Toi Mai / NZQA
	29771	Use the main features and functions of a presentation application for a purpose	2	2	1	226	Toi Mai / NZQA

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Outcome 2021 AS+Q Committee Spot Check on Course Results

1	Number of individual spot check events undertaken	3
2	Number of Course Result links reviewed	26
3	Number of individual Learner Course Results reviewed	339
4	Set of Learner results are selected for internal audit – these are selected randomly by date and curriculum area – a minimum of 10 separate individual results is recommended	26 sets of results selected
5	Results Committee Minutes are available, accurate and quorum is reached (note – minimum quorum is 1 x CM 1 x Co-ordinator or PLS 2 x Tutors from programme area)	20 accurate 6 not accurate: - All 6 met minimum quorum requirement of 4 but did not have required mix of 1x CM, 1x Coordinator, 2x Tutor - 4 did not note the position titles of voters - 1 was not dated
6	Individual course results are checked for accuracy against requirements for successful completion in the relevant course also refer special assessment circumstances.	24 accurate 2 not accurate
7	Date of endorsement for assessment results is prior to course result approval date and matches RCM date	17 endorsed prior to course result approval date and match RCM date 1 endorsed one day before RCM close date 8 results not checked, either audit log check timed out or not attempted, ie larger cohorts
8	Course results have been approved and signed off by Head of A&Q or proxy	25 approved and signed off 1 no approval or date in ASQ minutes (have followed up with SG -MW)
9	Course result approval date matches Course Result Report date.	21 match course result report date 5 did not match – now resolved
10	Course results reports have been completed and forwarded to academic committee for receipt?	26 completed and forwarded to committee
11	Information in ebs reflects what is signed off in the results committee	22 where ebs information reflects what is signed off in the results committee 4 – identified issues resolved as per number 9

CONFIRMED Minutes of a meeting of the Academic Standards + Quality Committee

05 April 2022 at 10.00AM Room M306 and via Microsoft Teams

PRESENT:
Committee: Kim Davies (Chair), Monique Day, Trisha Krishnasamy, Darcy Liddell (joined 10.16AM left 11.14AM), Marja Kneepkens, Ren Stronach, Hannah Emms-Healey, Paula Steele, Silvia Gassebner, Alison Hart (left 11.05AM), Reid Carnegie (joined 10.16AM), Julie Bytheway Mary Woodward (Minute taker, non-voting)

In Attendance: Deidre Hemera, Shine Kelly

1. Administrative
    1.1   Welcome, Apologies, Notices
    Kim Davies opened the meeting and welcomed Members. She advised that apologies had been received from Victoria Whitmore and Pam Wood.

2. Moderation
    2.1   Moderation Reports
    The following Moderation Reports were received:

No.	Curriculum Area	Moderation Report Coversheet	Moderation Report	Result Assessment Material	Result Assessor Judgement	Requirements	Recommendations	Commendations	Action Plan	Follow-Up
1	ABEL	IBS803 21NN/EX/OOL-T3 and Report		Met	Met	No	No	Yes*	*addressed in report	KD
2	ABEL	MGT803-21NN/EX/OOL-T3 and Report		Met	Met	No	No	Yes*	*addressed in report	SG
3	ABEL	MGT804-21OOL-T2	Report	Met/Mod	Met	Yes	Yes	Yes	Action Plan	DL
4	ABEL	IBS690-21NN-S1 and Report		Met	Met	No	No	Yes*	*addressed in report	MK
5	ABEL	LSC801 21NN/EX-T2 and Report		Met	Met	No	No	Yes*	*addressed in report	JB
6	ABEL	NZCB301 21EX-M03/06-QX/TX and Report		Met/Mod	Met	No	Yes*	No	*addressed in report	KN
7	ABEL	NZCB302 21EX-M07-TX and Report		Met	Met	No	No	Yes*		RS
8	MAC	ATG521 FY-20	Report	Not Met	Met	Yes	Yes	No	Action Plan	AH
9	MAC	ATG402 FY-21	Report	Met	Met	No	No	No		WC
10	MAC	ATG420 FY-20	Report	Met	Met	No	Yes	No	Action Plan	PS
11	PI	CCO301 21ML-S1	Report	Met	Met	No	No	No		MO
12	PI	CCO302 21ML-S1	Report	Met	N/A	No	No	No		MD
13	PI	CCO303 21ML-S1	Report	Met	A1 Met A2 N/A	No	No	No		TK
14	PI	CCO304 21ML-S1	Report	Met	A1 Met A2 Not Met	Yes	No	No	Action Plan	RC
15	SS	CALNE501 21EC-FLFY	Report	Met/Mod	Met/Mod		Yes*		*addressed in report	HEH
16	SS	BCD603 21EX-S2	Report	Met	Met			Yes*	*noted on coversheet	KD
17	SS	BCD601 21EX-S2	Report	Met	Met					SG

The Committee Members advised their satisfaction of the Moderation Reports presented for receipt with the following six exceptions:
- MGT804 21OOL-T2 – it was requested that the Action Plan be redone using the new template to ensure all actions have been completed

- CCO303 21ML-S1 – it was requested that the report be relooked at, and an Action Plan developed that addresses the Moderator's notes
- ATG402 FY-21 – Kim Davies to review report and report back to Committee
- CCO301 21ML-S1 – Kim Davies to review report and report back to Committee
- ATG420 FY-20 – Paula Steele to review report and report back to Committee
- NZCB302 21EX-M07-TX – Ren Stronach to review report and report back to Committee

In regard to the eCampus moderation NZCB301 21EX-M03/06-QX/TX, the Committee Members questioned what the obligations are for Moderation Reports with a 'Not Met' or 'Met/Modify' results.

In regard to the eCampus moderation CALNE501 21EC-FLFY Kim Davies noted the Moderator's linking of the Learning Outcomes to the Graduate Profile Outcomes and noted that this should be looked at internally as part of programme design.

The Committee Members noted their concern in regard to the New Zealand Certificate in Cellar Operations (Level 3) moderation process and recommended a more focused approach on the moderation process be undertaken with this programme area.

The Committee Members discussed the current moderation process and the role of the Academic Standards and Quality Committee in that process especially in ensuring that a consistent approach is applied to the moderation process across all programme areas.

Action Mary Woodward
With the exception of reports MGT804, CCO303, ATG402, CCO301, ATG420, NZCB302, forward tabled Moderation Reports to Eleanor Upton for noting receipt on the Moderation Tracksheet
- MGT804 21OOL-T2 – Advise ABEL Moderation Coordinator that Action Plan be redone using the new template to ensure all actions have been completed
- CCO303 21ML-S1 – Advise PI Moderation Coordinator that the report be relooked at, and an Action Plan developed that addresses the Moderator's notes

Action Kim Davies
ATG402 FY-21, CCO301 21ML-S1, Review report and report back to Committee

Action Paula Steele
ATG420 FY 20, Review report and report back to Committee

Action Ren Stronach
NZCB302 21EX-M07-TX, Review report and report back to Committee

Action Kim Davies / Hannah Emms-Healey / Zanna Bird
Determine what are the obligations are for eCampus Moderation Report 'Not Met' or 'Met/Modify' results

Action Kim Davies
Review how to address the mapping of Learning Outcomes to the Graduate Profile Outcomes as part of programme design

Action Marja Kneepkens / Kim Davies
Undertake a more focused approach on the moderation process with the New Zealand Certificate in Cellar Operations (Level 3) programme area

Action Marja Kneepkens / Kim Davies
Initiate a wider conversation on how to address the moderation process across all programme area and the role of the AS+Q and other Sub-Committees in that process

3. Academic + Quality
   3.1 2022 Consistency Review Overview
   Darcy Liddell advised that:
   - The Polly Knowledge Base Consistency Reviews site has been updated with resources now on one page
   - A "Planning Underway" column has been added to the overview spreadsheet

- Preparation is currently underway for six reviews
- NZQA has advised of all upcoming reviews to July 2022
- Curriculum Managers are notified of an upcoming review once notification is received from NZQA

3.2   2021 Degree Self-Assessment Report Review Schedule
Darcy Liddell advised that:
- Committee Members unable to complete their degree SAR review by 29 April should contact her as delays at this stage may mean reports will not be approved in time to meet NZQA timelines
- Two reports, Bachelor of Information Technology and Postgraduate Applied Business are still needing reviewers
- Thank you to those currently reviewing and working with report authors on the degree SAR feedback

Action Committee Members
Contact Darcy Liddell if able to review a SAR report

3.3   Self-Assessment 2021 vs 2022 SAR Status
Darcy Liddell advised that:
- 84% of final 2021 subdegree and business support SARs are currently with A&Q compared with 33% at the same time last year
- 13% of 2021 subdegree and business support SARs are still to be reviewed
- 2 reports are still to come from Primary Industries

3.4   2022 Degree Monitoring and Monitoring Overview
Darcy Liddell advised that:
- It had been a busy fortnight with Degree Monitoring visits
- This reiterates the importance of having SARs in on time as Degree Monitors are able to view the draft SARs to inform their visit and to have the most up to date information at hand, in order to give NMIT constructive advice
- BSW was able to update their SAR to include Degree Monitor feedback meaning that the SAR information is as current as possible when submitted to NZQA.
- Verbal feedback on the four visits is that they went well, the BSW monitor report has been received and will be shared with this committee following a factual accuracy check.
- Preparation meetings have been scheduled with the three BSCs coordinating the next scheduled visits
- Following the BIT visit, Business Support Coordinator Benjamin Wallace suggested a process improvement to help prepare participants for Monitoring visits in the form of a one-page summary, highlighting key programme information to be used to inform the monitor when speaking with NMIT staff
- Susannah Roddick is also keen to revisit how degree SARs are created as a Process Redesign project initiative.

3.5   Learner Voice Activity
Darcy Liddell advised that as part of the Process Redesign project she was working with Susannah Roddick and Jeremy D'Hervill to look improving the student survey process.

4.   Course and Programme Changes
4.1   3V6 Approval Form ACE318 Basic Electronics and Electricity for Makers, Developers and Creators 2022
   a.   3V6 Approval Form ACE318 Basic Electronics and Electricity for Makers, Developers and Creators 2022
   b.   ACE318 Basic Electronics and Electricity for Makers, Developers and Creators Course Descriptor 2022

Kim Davies advised that this 3V6 Approval Form required a change from three to two credits.

RESOLVED that subject to the noted minor changes being made the 3v6 Approval Form ACE318 Basic Electronics and Electricity for Makers, Developers and Creators 2022 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Tricia Krishnasamy / Monique Day
CARRIED
Action Mary Woodward
Advise Academic Advisor of required minor changes to 3v6 form
Once 3V6 form with minor changes received advise Academic Advisor of endorsement
Forward updated 3v6 to Director of Academic & Quality for approval

5. Quality Management System
    5.1   Student Reference Guidelines for Students and Staff
    Darcy Liddell presented the Student Reference Guidelines for information. She advised that these guidelines were not part of the Quality Management System and would be available via the POD Team and the Student website. She noted that these guidelines were for personal not professional references.

    Following discussion, the Committee Members requested that:
    • a clarifying statement be added to the Purpose section noting that references can be in written or verbal form
    • an update be added to the Principles section noting that Students are only able to request a written or verbal reference relevant to their current study

Action Darcy Liddell
Request POD:
• add a clarifying statement to the Purpose section in regard to providing a written or verbal reference relevant to current study
• add an update to the Principles section in regard to Students being able to request a written or verbal reference relevant to current study

6. Minutes of the Previous Meetings
    6.1   Award Application Approval Reports
        6.1.1   18 REPORT Award Applications 09.03.2022
        6.1.2   19 REPORT Award Applications 11.03.2022
        6.1.3   20 REPORT Award Applications 16.03.2022
        6.1.4   21 REPORT Award Applications 17.03.2022
        6.1.5   22 REPORT Award Applications 23.03.2022
        6.1.6   23 REPORT Award Applications 30.03.2022

RESOLVED that the Approval Reports for the Award Applications Academic Standards and Quality Committee meetings held on 09.03.2022, 11.03.2022, 16.03.2022, 17.03.2022, 23.03.2022, 30.03.2022 be received.

Silvia Gassebner / Monique Day
CARRIED

Kim Davies moved the Committee into the in-committee (confidential) portion of the meeting. SANITI Manager, Alison Hart left the meeting.

In-Committee (Confidential) Meeting

7. Minutes of the Previous Meetings
    7.1   Academic Standards and Quality Draft Minutes
        7.1.1   2022-03-11 to 14 ASQ Minutes – Draft
        7.1.2   2022-03-18 to 22 ASQ Minutes – Draft
        7.1.3   2022-03-25 to 29 ASQ Minutes – Draft

RESOLVED that the Minutes of the e-meeting held on 11 to 14.03.2022 be accepted as a true and accurate record of this meeting.

RESOLVED that the Minutes of the e-meetings held on 18 to 22.03.2022 and 25 to 29.03.2022 be accepted as a true and accurate record of this meeting.

Kim Davies/Silvia Gassebner
CARRIED
ACTION Mary Woodward
Resave minutes as Confirmed and forward to Academic Committee for receipt

7.2   Course Results Approval Reports
      7.2.1   18 REPORT Course Results 16.03.2022
      7.2.2   19 REPORT Course Results 23.03.2022
      7.2.3   20 REPORT Course Results 30.03.2022

RESOLVED that the Approval Reports for the Course Results Academic Standards and Quality Committee meetings held on 16.03.2022, 23.03.2022, 30.03.2022 be received.

Silvia Gassebner / Monique Day
CARRIED

8.   Matters Arising
    8.1   Action List
    18.11.2021
    Action Item 13.2
    2021 Checklist for Course Results – Contact Monique Day to review Course Results receipted at this meeting.
- Monique Day advised she had completed the checking of these course results. Mary Woodward advised analysis of the 2021 course result checklist process would be presented at the 10 May meeting.

    08.02.2022
    Action Item 1- Moderation Reports
    Follow-up on the Information Technology action plans
- Kim Davies advised this was a work in progress

    Follow-up on the NFS205 US26627 action plan
- On behalf of Victoria Whitmore, Kim Davies advised this was a work in progress

    Follow-up with Jackie Rees on the unmet eCampus moderation
- Kim Davies advised this was a work in progress

    Follow-up on the Action Plan 'Closing the Loop' process
- Darcy Liddell advised that:
  - The new Action Plan template is now available.
  - She is working with Christian Galbraith to get the PowerBI Report to reflect/illustrate this new additional 'step' in the process.
  - She will work with BSCs and CMs on 'advertising,' coaching and training on the new template so everyone will know what iss expected of them.
  - The new template will be a critical piece of additional work for the BSCs as they need to ensure that the material and supporting documents for an updated assessment is the one and only assessment in use by tutors.
  - It might take a bit of time for this 'best practice' to become BAU in the Programme Areas.

    Action Item 2- 2021 Checklist for Course Results
    Contact Misty Ormsby to review the Course Results receipted at this meeting
- Mary Woodward advised that she had forwarded the course results to Mistry Ormsby for checking

    Action Item 3 – Student Matters
    Send 2021 Outstanding Course Results communication to Curriculum Managers
- Marja Kneepkens advised this was a work in progress

    15 March 2022

Action item 4 – Moderation Reports

Advise English Language Programme Area of request for a more detailed plan addressing requirements/recommendations to be submitted

Advise Mechanical Engineering Programme Area of request for a more detailed plan addressing requirements/recommendations and clarifying the outcomes following the noted discussion to be resubmitted

- Mary Woodward advised this was a work in progress

Action item 14 Correspondence Schedule

Discuss how to ensure decisions made by the Committee are communicated

It was requested that this item be deferred to the 10 May meeting

9.   Student Matters

9.1   Extension Requests Approval Via Flowingly Process

Silvia Gassebner presented the extension requests approved via the Flowingly process for information. She advised that these requests were for a date after the 31 March and had been approved by both the Curriculum Manager and Director of Teaching and Learning.

Flow 12957	Flow 12531

Meeting closed 11.30AM

Academic Standards + Quality Committee Action List 05 April 2022

Actions for the Academic Standards and Quality Committee Face to Face-Meeting #44 – 18.11.2021				
Item	**Action**		**Person**	**Progress**
13.2.	**Matters Arising (Confidential)** **2021 Checklist for Course Results** Contact Monique Day to review Course Results receipted at this meeting		**Mary Woodward**	Completed
08 February 2022				
1	2	Moderation Reports Follow-up on the Information Technology action plans	Kim Davies / Trisha Krishnasamy	10.05.2022	
		Follow-up on the NFS205 US26627 action plan	Victoria Whitmore	10.05.2022	
		Follow-up with Jackie Rees on the unmet eCampus moderation	Kim Davies	10.05.2022	
		Follow-up on the Action Plan 'Closing the Loop' process	Kim Davies / Darcy Liddell	05.04.2022	Completed
2	7.2	2021 Checklist for Course Results Contact Misty Ormsby to review Course Results receipted at this meeting	Mary Woodward	05.04.2022	Completed
3	8.2	Student Matters Send 2021 Outstanding Course Results communication to Curriculum Managers	Marja Kneepkens	10.05.2022	WIP

15 March 2022					
	Item Reference	**Action**	**Who**	**When**	**Progress**
4	2.1	Moderation Reports **With the exceptions noted below forward tabled Moderation Reports**	Mary Woodward	05.04.2022	Completed

		to Eleanor Upton for noting receipt on the Moderation Tracksheet			
		Advise English Language Programme Area of request for a more detailed plan addressing requirements/recommendations to be resubmitted	Mary Woodward	10.05.2022	
		Advise Mechanical Engineering Programme Area of request for a more detailed plan addressing requirements/recommendations and clarifying the outcomes following the noted discussion, to be resubmitted	Mary Woodward	10.05.2022	
5	2.3	Moderation Summary and Analysis Add Column E to 'At a glance' chart to present statistics for post moderation only	Eleanor Upton	10.05.2022	WIP – in meantime the statistics wrap-up has been provided to JH for Te Koriri
6	3.2	Consistency Reviews Report Review ASQ Committee responsibilities to determine if CR reports should be tabled	Darcy Liddell Kim Davies Marja Kneepkens	05.04.2022	Incorporate into Process Redesign project workstream Closed
7	3.3	Self-Assessment Overview Advise Darcy Liddell if able to review SAR	Committee Members	ASAP	Ongoing
8	3.4	Learner Voice Activity Pass on Sara Matthew's name to Susannah Roddick as a possible implementation team member	Darcy Liddell	05.04.2022	Trisha K has spoken to Susannah R Completed
9	4	Quality Management System Regarding the updated Safe Driving and Fleet Management Policy and update of False Citation definition in Academic Integrity and Academic Misconduct Policy and the Academic Misconduct Procedure • Advise Jane Horder to add to Te Koriri newsletter • Add to Policy Digest information	Darcy Liddell Eleanor Upton	05.04.2022	 WIP Completed
10	4	Quality Management System Where possible include information on upcoming policy review in monthly Policy Digest	Eleanor Upton	10.05.2022	WIP
11	4	Quality Management System Form Working Group to review/clarify definition of 'False Citation'	Kim Davies Deidre Hemara Alison Hart Hannah Emms-Healey Angela McLean	10.05.2022	WIP Meeting 06.04.22 to discuss
12	5.1	Award Application Approval Reports	Silvia Gassebner	10.05.2022	WIP to be discussed as part of Process redesign

		Establish a process for carrying out a spot-check on the award approval process			
13	6.1.1 To 6.1.6	Academic Standards and Quality Draft Minutes Resave minutes as Confirmed and forward to Academic Committee for receipt	Mary Woodward	05.04.2022	Completed
14	7.2	Correspondence Schedule Discuss how to ensure decisions made by the Committee are communicated	Hannah Emms-Healey Julie Bytheway Kim Davies	10.05.2022	Deferred
15	8.2	Extension Requests Complete an analysis on the outcomes/completion trends of extensions over the past three years	Silvia Gassebner	05.04.2022	WIP

Action List – E-Meeting of 11 to 14 March 2022

	Item Reference	Action	Who	When	Progress
16	1.1	Course and Programme Changes 3V6 Approval Form Aeronautical Engineering (Level 3) all courses 2022 19103	Mary Woodward	ASAP	Completed
	1.2	3V6 Approval Form NZ Certificate in Mechanical Engineering (L3) all courses 2022 17102			
	1.3	3V6 Approval Form NZ Certificate in Automotive Engineering (L3) all courses 2022 17101			
	1.4	3V6 Approval Form NZ Certificate in Carpentry (L4) CAR413, 414, 417 2022 17102			
	1.5	3V6 Approval Form NZ Certificate in Light Automotive Engineering (L4) all courses 2022 17101			
	1.6	3V6 Approval Form NZ Certificates in Business (Administration and Technology) (L3) (L4) all courses 2022 17105			
	1.7	3V6 Approval Form NZ Certificates in Business (Introduction to Small Business (L3), (Small Business) (L4) all courses 2022 17102			
	1.8	3V6 Approval Form NZ Certificates in Business (Introduction to Team Leadership (L3), (First Line Management) (L4) all courses 2022 16102			
	1.9	3V6 Approval Form NZ Certificate in Information Technology Essentials (L4) 2022 16105			
	1.10	3V6 Approval Form NZ Certificate in Project Management (L4) all courses 2022 17102 Advise Academic Advisor of 3v6 Approval Form endorsements Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 14.03.2022 in notification			

Action List – E-Meeting of 18 to 22 March 2022

	Item Reference	Action	Who	When	Progress
17	1.1	Course and Programme Changes 3V6 Approval Form ACE308 Horticultural Practices 2022	Mary Woodward	ASAP	Completed

		Advise Academic Advisor that 3V6 Approval Form ACE308 is endorsed subject to: • Review/recalculation of the EFTs factor with ACE formula to reflect the changed teaching hours • Creation of a new course with new code Once changes completed forward updated 3v6 Approval Forms to Director of Academic & Quality for approval <mark>Use endorsement date 22.03.2022 in notification</mark>			
18	1.2	Course and Programme Changes 3V6 Approval Form NZC Study and Career Preparation (L4) 2022 16106 Advise Academic Advisor that 3V6 Approval Form NZC Study and Career Preparation (L4) is endorsed subject to: • the addition to rationale – *'that the update is to align with NMIT Standardised entry provisions and NCEA L1 literacy and numeracy.'* Once changes completed forward updated 3v6 Approval Forms to Director of Academic & Quality for approval <mark>Use endorsement date 22.03.2022 in notification</mark>	Mary Woodward	ASAP	Completed
19	1.3	Course and Programme Changes 3V6 Approval Form DipFVOps (MFU-SFVU) 2022 16101 Advise Academic Advisor of 3v6 Approval Form endorsement Forward 3v6 Approval Forms to Director of Academic & Quality for approval <mark>Use endorsement date 22.03.2022 in notification</mark>	Mary Woodward	ASAP	Completed
Action List – E-Meeting of 25 to 29 March 2022					
	Item Reference	**Action**	**Who**	**When**	**Progress**
20	1.1 1.2	Course and Programme Changes 3V6 Approval Form Diploma in Nautical Science (Level 6) All Courses 2022 17101 3V6 Approval Form Certificate in Superyacht Crewing All Courses 2022 15101 Advise Academic Advisor of 3v6 Approval Form endorsement Forward 3v6 Approval Forms to Director of Academic & Quality for approval <mark>Use endorsement date 29.03.2022 in notification</mark>	Mary Woodward	ASAP	Completed
Action List – Meeting of 05 April 2022					
	Item Reference	**Action**	**Who**	**When**	**Progress**
21	2.1	Moderation Reports With the exception of reports MGT804, CCO303, ATG402, CCO301, ATG420, NZCB302, forward tabled Moderation Reports to Eleanor Upton for noting receipt on the Moderation Tracksheet	Mary Woodward	10.05.22	Completed
		MGT804 21OOL-T2 – Advise ABEL Moderation Coordinator that Action Plan be redone using the new template to ensure all actions have been completed	Mary Woodward	10.05.22	Closed – Advised by WR that this report was not the latest one - the new report will be

					submitted to the next meeting
		CCO303 21ML-S1 – Advise PI Moderation Coordinator that the report be relooked at, and an Action Plan developed that addresses the Moderator's notes	Mary Woodward	10.05.22	WIP email sent 20.04.22
		ATG402 FY-21, CCO301 21ML-S1, Review report and report back to Committee	Kim Davies	10.05.22	
		ATG420 FY 20, Review report and report back to Committee	Paula Steele	10.05.22	Completed PS - This report met assessment material and assessor's judgment. There were some recommendations which were addressed with an action plan. I have no concerns.
		NZCB302 21EX-M07-TX, Review report and report back to Committee	Ren Stronach	10.05.22	Completed RS - I have reviewed this and it is Met, Met and looks pretty straight forward with minimal recommendations about logging Turnitin scores in order to be able to prove it is the students own work. All other feedback was great.
		Determine what are the obligations are for eCampus Moderation Report 'Not Met' or 'Met/Modify' results	**Kim Davies Hannah Emms-Healey Zanna Bird**	10.05.22	
		Review how to address the mapping of Learning Outcomes to the Graduate Profile Outcomes as part of programme design	Kim Davies	10.05.22	
		Undertake a more focused approach on the moderation process with the New Zealand Certificate in Cellar Operations (Level 3) programme area	Marja Kneepkens Kim Davies	10.05.22	
		Initiate a wider conversation on how to address the moderation process across all programme area and the role of the AS+Q and other Sub-Committees in that process	Marja Kneepkens Kim Davies	10.05.22	
22	3.2	2021 Degree Self-Assessment Report Review Schedule Contact Darcy Liddell if able to review a SAR report	Committee Members	ASAP	

23	4.1	Course and Programme Changes *3V6 Approval Form ACE318 Basic Electronics and Electricity for Makers, Developers and Creators 2022* Advise Academic Advisor of required minor changes to 3v6 Once 3V6 form with minor changes received advise Academic Advisor of endorsement Forward updated 3v6 to Director of Academic & Quality for approval <mark>Use endorsement date 05.04.2022 in notification</mark>	Mary Woodward	ASAP	Completed
24	5.1	Quality Management System Student Reference Guidelines for Students and Staff Request POD: • add a clarifying statement to the Purpose section in regard to providing a written or verbal reference relevant to current study • add an update to the Principles section in regard to Students being able to request a written or verbal reference relevant to current study	Darcy Liddell	10.05.22	
25	7.1	Minutes of the Previous Meetings Resave minutes as Confirmed and forward to Academic Committee for receipt	Mary Woodward	ASAP	Completed

OPEN

CONFIRMED Minutes of a meeting of the Academic Standards + Quality Committee

02 May 2022 at 03.00PM Room M306 and via Microsoft Teams

PRESENT:

Committee: Kim Davies (Chair), Monique Day, Trisha Krishnasamy, Paula Steele, Shine Kelly (proxy for Silvia Gassebner, Alison Hart, Julie Bytheway Kate Neame, Camille Nicholls (proxy for Misty Ormsby), Wayne Cooper, Mary Woodward (Minute taker, non-voting)

1. Administrative
    1.1   Welcome, Apologies, Notices
    Kim Davies opened the meeting and welcomed Members. She noted that apologies had been received from Marja Kneepkens, Ren Stronach, Reid Carnegie, Darcy Liddell, Pam Wood, Hannah Emms-Healey and advised that Shine Kelly was attending as proxy for Silvia Gassebner and Camille Nicolls was attending as proxy for Misty Ormsby.

2. Moderation
    There were no Moderation items.

3. Academic + Quality
    3.1 Academic Development Proposals
        3.1.1   New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) [128993 Otago]
        3.1.2   New Zealand Diploma in Primary Industry Business Management (Level 5) [SIT]
        3.1.3   New Zealand Diploma in Horticulture Production (Level 5) with strand in Wine Growing [124077 Otago]
        Kim Davies advised that these three Academic Development Proposals (ADPs) had been submitted for information only as they had been approved by Academic Committee at the 13 April 2022 meeting. She noted that normally ADPs are submitted for Academic Standards and Quality Committee endorsement prior to being submitted for Academic Committee approval and advised that this did not happen with these ADPs due to the urgency to get them approved.

Kim Davies advised that these ADPs were well written, thorough, and included a lot of information. She noted that some courses from the New Zealand Diploma in Primary Industry Business Management (Level 5) programme would be made 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 programmes have only the option to use generic elective business courses.

Kim Davies advised that there had been discussion with Te Pūkenga regarding the ramifications of these programmes transitioning into Te Pūkenga unified programmes.

3.2   Endorsements
3.2.1   New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) [125993] Capability Letter and Variance Changes

Kim Davies advised that the New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) [125993] Capability Letter and Variance Changes were being submitted for endorsement and noted that the Otago Polytechnic New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) Programme Document had been made available to Committee Members as a reference point for the proposed variance changes. She advised that when applying to pick up an existing Institute of Technology and Polytechnics (ITPs) sector programme the institute needs to supply NZQA with a letter of capability, the variance gap and the provider's programme regulations. She noted that Otago Polytechnic will be making their resources available and supporting the NMIT Tutors. She advised that as NMIT is applying just for accreditation only generic changes were being made to the Otago Polytechnic programme.

RESOLVED that the New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) [125993] Capability Letter and Variance Changes be endorsed by this Committee and sent to the Academic Committee for approval.
Tricia Krishnasamy / Kate Neame
CARRIED

3.2.2   New Zealand Diploma in Primary Industry Business Management (Level 5) NZ2221 v2 Capability Letter and Variance Changes

Kim Davies advised that the New Zealand Diploma in Primary Industry Business Management (Level 5) NZ2221 v2 Capability Letter and Variance Changes were being submitted for endorsement and noted that the Southern Institute of Technology (SIT) New Zealand Diploma in Primary Industry Business Management (Level 5) NZ2221 v Programme Document had been made available to Committee Members as a reference point for the proposed variance changes. She noted that SIT would be sharing resources with NMIT.

RESOLVED that New Zealand Diploma in Primary Industry Business Management (Level 5) NZ2221 v2 Capability Letter and Variance Changes be endorsed by this Committee and sent to the Academic Committee for approval.
Kim Davies / Julie Bytheway
CARRIED

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

Kim Davies advised that the New Zealand Diploma in Horticulture Production (Level 5) with strand in Wine Growing [124077] Capability Letter and Variance Changes were submitted for endorsement and noted that the Otago Polytechnic New Zealand Diploma in Horticulture Production (Level 5) (Fruit Production) (Wine Growing) Programme Document had been made available to Committee Members as a reference point for the proposed variance changes. She advised that NMIT has existing capability to deliver this Level 5 programme as already delivering the Bachelor of Viticulture and Winemaking. She requested clarity on the programme's course result key NMIT AC-TANZ-01 as course result key AC-NMIT-06 is used in the Bachelor of Viticulture and Winemaking programme and noted this could be an issue if the programmes are co-taught.

RESOLVED that, subject to clarifying what the course result key, the New Zealand Diploma in Horticulture Production (Level 5) with strand in Wine Growing [124077] Capability Letter and Variance Changes be endorsed by this Committee and sent to the Academic Committee for approval.

ACTION
Shine Kelly
Follow-up with Pam Wood on which course result key is to be used for this programme

4. Quality Management Systems
   There were no Quality Management Systems items.

5. Minutes of the Previous Meetings
   There were no Minutes of the Previous Meetings.

6. Matters Arising
   There were no Matters Arising.

7. Student Matters
   There were no Student Matters

Meeting closed 03.30PM

Academic Standards + Quality Committee Action List 02 May 2022

02 May 2022					
	Item Reference	Action	Who	When	Progress
1	3.2.3	Approvals New Zealand Diploma in Horticulture Production (Level 5) with strand in Wine Growing [124077] Capability Letter and Variance Changes Follow-up with Pam Wood on which course result key is to be used for this programme	Shine Kelly	ASAP	Completed

OPEN
CONFIRMED Minutes of a meeting of the Academic Standards + Quality Committee

10 May 2022 at 10.30AM Room M306 and via Microsoft Teams

PRESENT:
Committee: Kim Davies (Chair), Julie Bytheway, Reid Carnegie, Monique Day, Silvia Gassebner, Alison Hart, Darcy Liddell (joined 10.45AM left 11.25AM), Marja Kneepkens, Kate Neame (joined 10.52AM), Camilla Nicholls, Ren Stronach, Chanelle Taylor (joined 10.45AM proxy for Trisha Krishnasamy), Mary Woodward (Minute taker, non-voting)

In Attendance: Deidre Hemera, Shine Kelly (joined 10.50AM), Eleanor Upton (left 11.15AM)

1. Administrative
   1.1   Welcome, Apologies, Notices
   Kim Davies opened the meeting and welcomed Members. She advised that apologies had been received from Wayne Cooper, Hannah Emms-Healey, Trisha Krishnasamy, Paula Steele, Victoria Whitmore, and Pam Wood.

2. Moderation

   2.1   2022 External Annual Moderation Plans

Eleanor Upton presented the 2022 External Annual Moderation Plans for endorsement. She advised that each plan is comprised of courses identified for moderation and that each course or assessment represents an event on the Power BI Annual Moderation Summary - Events report. She noted that the Committee were being asked to endorse only the blue-coloured events in the report as these events were completed with all required information entered, the yellow-coloured events do not have all required information entered. She advised that there were still a number of Annual Moderation Plans to be added to the report and that these plans will be submitted to the 07 June Committee meeting. She noted that she was working with Curriculum Areas on their outstanding 2022 External Moderation Plans.

Followed discussion Marja Kneepkens advised that she would follow-up with Business Support Coordinators about missing plans, events, and information.

RESOLVED that the following 2022 External Annual Moderation plans be endorsed by this Committee:
- Adult Learning and Teaching 1 event
- Adventure Tourism 3 events
- Aeronautical Engineering 3 events
- Apiculture 3 events
- Arts & Media 9 events
- Automotive 12 events
- Beauty & Body Therapy 4 events
- Business 37 events
- Civil Engineering 5 events
- Construction 3 events
- Cookery 4 events
- Digital Technology 21 events
- English Language 4 events
- Fitness 2 events
- Foundation Studies 3 events
- Hairdressing 2 events
- Horticulture 10 events
- Marine 8 events
- Marine Engineering 2 events
- Mechanical Engineering – Aviation 2 events
- Mechanical Engineering 2 events
- Music 4 events
- Nursing 2 events
- Restaurant 2 events
- Social Sciences 11 events
- Trades Academy (V&W) 6 events
- Viticulture & Wine 13 events

Camille Nicholls / Silvia Gassebner
CARRIED
Action Mary Woodward
Advise Eleanor Upton of endorsement of AMP events for noting on Moderation Tracksheet
Action Marja Kneepkens
Follow up with Business Support Coordinators on missing Annual Moderation plans, events, and information

   2.2   2021 External Moderation Activity Overview

Eleanor Upton presented the 2021 External Moderation Activity Overview report, showing the planned 2021 moderation activity against actual activity, information. She advised that comments can be added to the report to provide a narrative on the incomplete activity.

The Committee Members noted the good information provided in the report and that deferred 2021 moderation events should be carried over to 2022.

Action Eleanor Upton Marja Kneepkens
Meet to review Moderation activity data

2.3   Moderation Reports
The following Moderation Reports were received:

No.	Curriculum Area	Moderation Report Coversheet	Moderation Report	Result Assessment Material	Result Assessor Judgement	Requirements	Recommendations	Commendations	Action Plan	Follow-Up
1	ABEL	RES902 21NN-T3	Report	Met	Met	No	No	No	Tutor response in report	SG
2	ABEL	MGT801 21OOL-T2 Coversheet and Report		Met	Met	No	No	No		MK
3	ABEL	RES901 21NN-T2/21EX-T1 Coversheet and Report		Met	Met	No	No	Yes		JB
4	ABEL	ENL303 21NN-CS07	Report	Met	Met	No	No	No		RS
5	ABEL	MGT804 21OOL-T2 Coversheet, Report, Action Plan		Met/Mod	Met	Yes	Yes	Yes	Action Plan included with report	KN
6	Health	NKN611 21NN-FY	Report	Met	Met	No	No	Yes		AH
7	Health	NPR511 21NN-S1	Report	Met	Met	No	No	Yes		JB
8	MAC	EXT302 US12310 22NN-CS04	Report	NA	Met	No	No	No		MD
9	SS	SCP403 21NN-S2	Report	Met	Met					RC
10	SS	BCD604 21EX-FY	Report	Met	Met					DL
11	SS	BCD703 21EX-FY	Report	Met	Met					SG

The Committee Members advised their satisfaction of the Moderation Reports presented for receipt with the following exception:
- BCD703 21EX-FY – it was requested that the report be relooked at, and an Action Plan developed that addresses the Moderator's recommendations

Kim Davies advised that she had been in conversation with the Learning and Teaching Committee regarding the setting up of a combined Academic Standards and Quality Committee and Learning and Teaching Committee working group to review Moderation Reports. She noted this group would bring a consistency to the review process, would be able to look for recurring themes and come up with high level assessment design insights and recommendations. She advised that there was more work to be done before a proposal could be taken to committee.

Action Mary Woodward
With the exception of report BCD703, forward tabled Moderation Reports to Eleanor Upton for noting receipt on the Moderation Tracksheet
BCD703 21EX-FY – Advise SS Moderation Coordinator that the report be relooked at, and an Action Plan developed that addresses the Moderator's recommendations

3.   Academic + Quality
3.1   2022 Consistency Review Overview
Darcy Liddell advised that there has been a lot of activity across the programmes involved with Consistency Reviews and noted:

- 2722 New Zealand Certificate in Cellar Operations (Level 3) had been rated 'Sufficient'
- 3418 New Zealand Certificate in Music (Level 4) and 3431 New Zealand Diploma in Music (Level 5) workshop had been held and no further evidence was requested.
- all 2022 reviews and some 2023 reviews have now been scheduled and communications sent to Curriculum Managers and Business Support Coordinators

3.2   2021 Degree Self-Assessment Reports

Darcy Liddell advised that four Degree Self-Assessment reports were being presented for endorsement and thanked everyone involved in the process.

3.2.1   2021 Self-Assessment Report Bachelor of Career Development including Graduate Certificate in Career Development

Marja Kneepkens noted that this was a good and reflective document.

RESOLVED that the 2021 Self-Assessment Report Bachelor of Career Development including Graduate Certificate in Career Development be endorsed by this Committee and sent to the Academic Committee for approval.

Kate Neame / Marja Kneepkens
CARRIED

3.2.2   2021 Self-Assessment Report Bachelor of Social Work

Silvia Gassebner advised that this document was thorough and provided good insights into how the area works, supports students, and approached the Covid-19 situation. She questioned the accuracy of the qualification Educational Performance Indicators (EPI) information in the report and advised she would follow this up with Sarah Fraser.

RESOLVED that the 2021 Self-Assessment Report Bachelor of Social Work be endorsed by this Committee and sent to the Academic Committee for approval.

Alison Hart / Silvia Gassebner
CARRIED

Action Silvia Gassebner
Follow up with Sarah Fraser about the qualification EPI information in the report

3.2.3   2021 Self-Assessment Report Postgraduate Certificate in Professional Supervision

Darcy Liddell advised this was a well-structured and written report.

RESOLVED that the 2021 Self-Assessment Report Postgraduate Certificate in Professional Supervision be endorsed by this Committee and sent to the Academic Committee for approval.

Camille Nicholls / Julie Bytheway
CARRIED

3.2.4   2021 Self-Assessment Report Bachelor of Viticulture and Winemaking

Julie Bytheway advised that the report was clearly written, assessable and well evidenced.

Darcy Liddell noted that this report was a good read and commended report authors, Catherine Harris Programme Lead Specialist and Pam Wood Curriculum Manager on their work.

RESOLVED that the 2021 Self-Assessment Report Bachelor of Viticulture and Winemaking be endorsed by this Committee and sent to the Academic Committee for approval

Julie Bytheway / Monique Day
CARRIED

Kim Davies thanked everyone involved in the self-assessment process for their time and effort. She requested that all reports are reviewed to ensure the accuracy of the EPI statements.

Action Silvia Gassebner, Darcy Liddell

3.3   2022 Degree Monitoring and Monitoring Overview

Darcy Liddell advised:

- five Degree Monitoring visits have so far taken place this year and preparation is underway for four visits and thanked those involved for their mahi
- she has been working with the Business Support Coordinators to ensure the quality and consistency of visits, as well as helping to guide those involved
- these annual visits are both a part of an NZQA requirement for approval and accreditation and an opportunity to receive good constructive feedback for further programme improvements
- the Bachelor of Nursing degree visit has been postponed and she is working with the team and external monitor on this to prioritise the New Zealand Nursing Council visit occurring at the end of this month

3.4.1   NZQA Degree Monitoring Report Bachelor of Information Technology, Graduate Diploma in Information Technology 22 March 2022

Darcy Liddell advised:

- it was the first visit for the BIT monitor and it was great practice to get fresh eyes on these programmes
- there were good recommendations throughout the report with particular notice on how well the team managed in regard to declining student numbers, covid-19 impacts support of students and the transition to Te Pukenga
- the Curriculum Manager received commendation for being held in high regard by all stakeholders and the strong support for these programmes from local industry and student representatives

3.4.2   NZQA Degree Monitoring Report Bachelor of Social Work 28 February 2022

Darcy Liddell advised:

- the two recommendations from the last visit (staffing levels; pastoral care needs increasing for students and the demand on BSW teaching staff-development of a care code supported by institutional accountabilities and services-to guide the identification and referral of student concerns), were noted as continuing to have impacts on the programme
- due to the visit occurring so early in the year, the recommendations, (update stakeholder engagement plan; field educations are informed about possibilities for reduced fees) have been incorporated as goals into the Degree SAR for 2021

4.   Course and Programme Changes

4.1   3V6 Approval Form New Zealand Diplomas in Animation (Level 5) [123844] (Level 6) [123845] CGI501 Professional Practice 1, CGI603 Rigging and Animation 2 2022 18103

    a.   3V6 Approval Form NZ Diplomas in Animation (Level 5) [123844] (Level 6) [123845] CGI501 Professional Practice 1, CGI603 Rigging and Animation 2 2022 18103

    b.   New Zealand Diplomas in Animation Programme Regulations 2022 18103

It is noted that due to time constraints the 3V6 Approval Form New Zealand Diplomas in Animation (Level 5) [123844] (Level 6) [123845] CGI501 Professional Practice 1, CGI603 Rigging and Animation 2 2022 18103 was not reviewed for endorsement and will be submitted for endorsement via Academic Standards + Quality Committee e-vote.

4.2   3V6 Approval Form Bachelor of Computer-Generated Imagery [123936] Graduate Diploma in Computer Generated Imagery [123937] CGI501 Professional Practice 1, CGI603 Rigging and Animation 2, CGI703 Advanced Animation 2022 18104

    a.   3V6 Approval Form Bachelor of Computer-Generated Imagery [123936] Graduate Diploma in Computer Generated Imagery [123937] CGI501 Professional Practice 1, CGI603 Rigging and Animation 2, CGI703 Advanced Animation 2022 18104

    b.   BCGI and GradDip CGI Programme Regulations 2022 18104

    c.   BCGI GDCGI NZ Dips in Animation Course Descriptors 2022 18104

It is noted that due to time constraints the 3V6 Approval Form Bachelor of Computer-Generated Imagery [123936] Graduate Diploma in Computer Generated Imagery [123937] CGI501 Professional Practice 1, CGI603 Rigging and Animation 2, CGI703 Advanced Animation 2022 18104was not reviewed for endorsement and will be submitted for endorsement via Academic Standards + Quality Committee e-vote.

Action Mary Woodward
Arrange for an e-vote of the 3V6 Approval Forms

5. Quality Management System
    There were no Quality Management System documents

6. Minutes of the Previous Meetings
    6.1   Award Application Approval Reports
    6.1.1 24 REPORT Award Applications 07.04.2022
    6.1.2 25 REPORT Award Applications 07.04.2022
    6.1.3 26 REPORT Award Applications 13.04.2022
    6.1.4 27 REPORT Award Applications 22.04.2022
    6.1.5 28 REPORT Award Applications 26.04.2022
    6.1.6 29 REPORT Award Applications 27.04.2022
    6.1.7 30 REPORT Award Applications 28.04.2022

    It is noted that due to time constraints these Award Application Reports were not reviewed and will be submitted for receipt at the 07 June 2022 Academic Standards + Quality Committee meeting.

Action Mary Woodward
Resubmit Award Application Reports for receipt at the 07 June 2022 AS+Q Committee meeting

7. Late Items
    7.1   Outstanding Awards
    Silvia Gassebner advised that eligible awards are not being put through for approval and asked that Curriculum Areas review the Power BI Passed Award Rules report weekly to ensure awards are approved in a timely manner.

    7.2   3V6 Approval Form Conservation Field Skills Training Scheme CFS428 Advance Animal
          Pest Control Methods 2022 17102
              a.   3V6 Approval Form Conservation Field Skills Training Scheme CFS428 Advance Animal Pest Control Methods 2022 17102
              b.   Conservation Field Skills Training Scheme (Level 4) Regulations 2022 17102
              c.   Conservation Field Skills Training Scheme (Level 4) Course Descriptors 2022 17102

    Monique Day advised that this change had been requested by the Department of Conservation following a review of the course and a desire not to replicate what is delivered in the Predator Trapping Methods Micro-credential course PRT301 Predator Trapping Methods,

    RESOLVED that the 3v6 Approval Form Conservation Field Skills Training Scheme CFS428 Advance Animal Pest Control Methods 2022 17102 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Kim Davies / Ren Stronach
CARRIED
Action Mary Woodward
Advise Academic Advisor of endorsement
Forward 3V6 to Director of Academic & Quality for approval

    7.3   3V6 Approval Form New Zealand Certificate in Horticulture (General) (Level 3) 2022 16102
              a.   3V6 Approval Form New Zealand Certificate in Horticulture (General) (Level 3) 2022 16102
              b.   NZ Certificate in Horticulture L3 Programme Regulations 2022 16102

Kim Davies advised that a change to version 2 of the qualification is required due to the impending expiry of version 1 of the qualification.

RESOLVED that the 3v6 Approval Form New Zealand Certificate in Horticulture (General) (Level 3) 2022 16102 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

<div align="right">

Silvia Gassebner / Monique Day
CARRIED
Action Mary Woodward
Advise Academic Advisor of endorsement
Forward updated 3V6 to Director of Academic & Quality for approval

</div>

8. Minutes of the Previous Meetings
   8.1 Academic Standards and Quality Draft Minutes
       8.1.1 2022-04-05 ASQ Minutes – Draft
       8.1.2 2022-04-13 to 20 ASQ Minutes – Draft
       8.1.3 2022-04-29 to 2022-05-02 ASQ Minutes - Draft

It is noted that due to time constraints these Academic Standards and Quality Draft Minutes were not reviewed will be resubmitted for confirmation at the 07 June 2022 Academic Standards + Quality Committee meeting.

<div align="right">

Action Mary Woodward
Resubmit Academic Standards and Quality Draft Minutes for confirmation at the 07 June 2022 AS+Q Committee meeting

</div>

8.2 Course Results Approval Reports
    8.2.1 21 REPORT Course Results 06.04.2022 Approved 07.04.2022
    8.2.2 22 REPORT Course Results 13.04.2022
    8.2.3 23 REPORT Course Results 20.04.2022
    8.2.4 24 REPORT Course Results 22.04.2022
    8.2.5 25 REPORT Course Results 27.04.2022
    8.2.6 26 REPORT Course Results 03.05.2022
    8.2.7 27 REPORT Course Results 03.05.2022

It is noted that due to time constraints these Course Results Reports were not reviewed and will be resubmitted for receipt at the 07 June 2022 Academic Standards + Quality Committee meeting.

<div align="right">

Action Mary Woodward
Resubmit Course Results Reports for receipt at the 07 June 2022 AS+Q Committee meeting

</div>

9. Matters Arising
   9.1 Action List
   It is noted that due to time constraints the action list was not reviewed and will be resubmitted for review at the 07 June 2022 Academic Standards + Quality Committee meeting.

<div align="right">

Action Mary Woodward
Resubmit action list for receipt at the 07 June 2022 AS+Q Committee meeting

</div>

   9.2 Outcome 2021 Spot-Check on Course Results
   It is noted that due to time constraints the outcome of 2021 spot-check on course results were not reviewed and will be resubmitted for information at the 07 June 2022 Academic Standards + Quality Committee meeting.

<div align="right">

Action Mary Woodward
Resubmit the outcome of 2021 spot-check on course results for information at the 07 June 2022 AS+Q Committee meeting

</div>

10. Student Matters
    10.1 Extension Requests Approval Via Flowingly Process

Flow 13100 Student 1785292	Flow 13101 Student 13506935

It is noted that due to time constraints the Flowingly Process extension requests approvals were not reviewed and will be resubmitted for information at the 07 June 2022 Academic Standards + Quality Committee meeting.

Action Mary Woodward

Resubmit Flowingly Process extension requests approvals for information at the 07 June 2022 AS+Q Committee meeting

Meeting closed 11.30AM

Academic Standards + Quality Committee Action List 10 May 2022

08 February 2022					
	Item Reference	**Action**	**Who**	**When**	**Progress**
1	2	Moderation Reports Follow-up on the Information Technology action plans Follow-up on the NFS205 US26627 action plan Follow-up with Jackie Rees on the unmet eCampus moderation	Kim Davies / Trisha Krishnasamy Victoria Whitmore Kim Davies	10.05.2022 10.05.2022 10.05.2022	
2	8.2	Student Matters Send 2021 Outstanding Course Results communication to Curriculum Managers	Marja Kneepkens	10.05.2022	WIP; down to last 15

15 March 2022					
	Item Reference	**Action**	**Who**	**When**	**Progress**
3	2.3	Moderation Summary and Analysis Add Column E to 'At a glance' chart to present statistics for post moderation only	Eleanor Upton	10.05.2022	Completed. Sent to MK for Learning ad Teaching committee.
4	4	Quality Management System Regarding the updated Safe Driving and Fleet Management Policy and update of False Citation definition in Academic Integrity and Academic Misconduct Policy and the Academic Misconduct Procedure • Advise Jane Horder to add to Te Koriri newsletter • Add to Policy Digest information	Darcy Liddell / Eleanor Upton	10.05.2022	WIP- Contacted JH on 04.05.22; awaiting outcome of discussion noted in item 6 below re False Citation Completed
5	4	Quality Management System Where possible include information on upcoming policy review in monthly Policy Digest	Eleanor Upton	10.05.2022	WIP
6	4	Quality Management System Form Working Group to review/clarify definition of 'False Citation'	Kim Davies Deidre Hemara Alison Hart Hannah Emms-Healey	10.05.2022	WIP Meeting 06.04.22 to discuss

			Angela McLean		
7	5.1	Award Application Approval Reports Establish a process for carrying out a spot-check on the award approval process	Silvia Gassebner	10.05.2022	WIP to be discussed as part of Process redesign
8	7.2	Correspondence Schedule Discuss how to ensure decisions made by the Committee are communicated	Hannah Emms-Healey Julie Bytheway Kim Davies	10.05.2022	Deferred
9	8.2	Extension Requests Complete an analysis on the outcomes/completion trends of extensions over the past three years	Silvia Gassebner	05.04.2022	Completed <u>Withdrawal Statistics 2019-2021</u>

Action List – Meeting of 05 April 2022

	Item Reference	Action	Who	When	Progress
10	2.1	Moderation Reports With the exception of reports MGT804, CCO303, ATG402, CCO301, ATG420, NZCB302, forward tabled Moderation Reports to Eleanor Upton for noting receipt on the Moderation Tracksheet	Mary Woodward	10.05.22	Completed
		MGT804 21OOL-T2 – Advise ABEL Moderation Coordinator that Action Plan be redone using the new template to ensure all actions have been completed	Mary Woodward	10.05.22	Closed – Advised by WR that this report was not the latest one - the new report will be submitted to the 10.05.2022 meeting
		CCO303 21ML-S1 – Advise PI Moderation Coordinator that the report be relooked at, and an Action Plan developed that addresses the Moderator's notes	Mary Woodward	10.05.22	WIP email sent 20.04.22
		ATG402 FY-21, Review report and report back to Committee	Kim Davies	10.05.22	
		CCO301 21ML-S1, Review report and report back to Committee	Kim Davies		KD- ATG402 all good, CCO301 – to be followed up on
		ATG420 FY 20, Review report and report back to Committee	Paula Steel	10.05.22	Completed PS - This report met assessment material and assessor's judgment. There were some recommendations which were addressed with an action plan. I have no concerns.
				10.05.22	

		NZCB302 21EX-M07-TX, Review report and report back to Committee	Ren Stronach		Completed RS - I have reviewed this and it is Met, Met and looks pretty straight forward with minimal recommendations about logging Turnitin scores in order to be able to prove it is the students own work. All other feedback was great. EU: please see Jackie Reese's answer and explanation to this question.
		Determine what are the obligations are for eCampus Moderation Report 'Not Met' or 'Met/Modify' results	**Kim Davies Hannah Emms-Healey Zanna Bird**	10.05.22 10.05.22	
		Review how to address the mapping of Learning Outcomes to the Graduate Profile Outcomes as part of programme design	Kim Davies	10.05.22	
		Undertake a more focused approach on the moderation process with the New Zealand Certificate in Cellar Operations (Level 3) programme area	Marja Kneepkens Kim Davies	10.05.22	
		Initiate a wider conversation on how to address the moderation process across all programme area and the role of the AS+Q and other Sub-Committees in that process	Marja Kneepkens Kim Davies		
11	3.2	2021 Degree Self-Assessment Report Review Schedule Contact Darcy Liddell if able to review a SAR report	Committee Members	ASAP	
12	4.1	Course and Programme Changes 3V6 Approval Form ACE318 Basic Electronics and Electricity for Makers, Developers and Creators 2022 Advise Academic Advisor of required minor changes to 3v6 Once 3V6 form with minor changes received advise Academic Advisor of endorsement Forward updated 3v6 to Director of Academic & Quality for approval Use endorsement date 05.04.2022 in notification	Mary Woodward	ASAP	Completed
13	5.1	Quality Management System Student Reference Guidelines for Students and Staff Request POD: • add a clarifying statement to the Purpose section in regard to providing a written or verbal reference relevant to current study • add an update to the Principles section in regard to Students being able to request a written or verbal reference relevant to current study	Darcy Liddell	10.05.22	WIP

14	7.1	Minutes of the Previous Meetings Resave minutes as Confirmed and forward to Academic Committee for receipt	Mary Woodward	ASAP	Completed

Action List – Meeting of 13 to 20 April 2022

	Item Reference	Action	Who	When	Progress
15	1.1 1.2	Course and Programme Changes 3V6 Approval Form NZC Heavy Automotive Engineering (Level 4) with strands in Road Transport, and Plant and Equipment, HAE416 (change to HAE428) Heavy Vehicle On-road Telematics and High Voltage Systems 2022 17103 3V6 Approval Form PGCertAM, PGDipAM, MAM – MGT811, WBP801, RES902, RES903, RES904, MGT806 2022 17109 Advise Academic Advisor of 3v6 Approval Form endorsement Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 20.04.2022 in notification	Mary Woodward	ASAP	Completed

Action List – Meeting of 29 April to 02 May 2022

	Item Reference	Action	Who	When	Progress
16	1.1 1.2	Course and Programme Changes 3V6 Approval Form Bachelor of Information Technology Graduate Diploma in Information Technology SEC602 Systems Security 2022 08221 3V6 Approval Form Bachelor of Commerce Graduate Diploma in Accounting Graduate Diploma in Management Graduate Diploma in Marketing BUS750 Advanced Business Project 2022 18106 21100 Advise Academic Advisor of 3v6 Approval Form endorsement Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 02.05.2022 in notification	Mary Woodward	ASAP	Completed
17	2.1	Matters Arising Amendment to 3V6 Approval Form New Zealand Certificate in Study and Career Preparation (Level 4) 2022 16106 Replace the revised academic entry statement '10 NCEA Level 1 literacy credits' with '10 NCEA Level **2** literacy credits'	Shine Kelly	ASAP	

Action List - 02 May 2022

	Item Reference	Action	Who	When	Progress
1	3.2.3	Approvals New Zealand Diploma in Horticulture Production (Level 5) with strand in Wine Growing [124077] Capability Letter and Variance Changes Follow-up with Pam Wood on which course result key is to be used for this programme	Shine Kelly	ASAP	Completed

Action List – Meeting of 10 May 2022

	Item Reference	Action	Who	When	Progress
18	2.1	Moderation 2022 External Annual Moderation Plans	Mary Woodward	ASAP	Completed

		Advise Eleanor Upton of endorsement of AMP events for noting on Moderation Tracksheet			
19	2.1	Moderation 2022 External Annual Moderation Plans Follow up with Business Support Coordinators about missing Annual Moderation events and information	Marja Kneepkens	07.06.2022	
20	2.2	Moderation 2021 External Moderation Activity Overview Meet to review Moderation activity data	Marja Kneepkens / Eleanor Upton	07.06.2022	
21	3.2.2	Academic + Quality 2021 Degree Self-Assessment Reports 2021 Self-Assessment Report Bachelor of Social Work Follow-up with Sarah Fraser about the qualification EPI information in this report	Silvia Gassebner	07.06.2022	
22	3.2	Academic + Quality 2021 Degree Self-Assessment Reports Review EPI Statements in reports to ensure accuracy	Silvia Gassebner, Darcy Liddell	07.06.2022	
23	4.1 4.2	3V6 Approval Form New Zealand Diplomas in Animation (Level 5) [123844] (Level 6) [123845] CGI501 Professional Practice 1, CGI603 Rigging and Animation 2 2022 18103 3V6 Approval Form Bachelor of Computer-Generated Imagery [123936] Graduate Diploma in Computer Generated Imagery [123937] CGI501 Professional Practice 1, CGI603 Rigging and Animation 2, CGI703 Advanced Animation 2022 18104 Arrange for an e-vote of the 3V6 Approval Forms	Mary Woodward	ASAP	Completed
24	6 8	Minutes of the Previous Meetings Award Application Approval Reports Academic Standards and Quality Draft Minutes Course Results Approval Reports Resubmit for receipt at the 07 June 2022 AS+Q Committee meeting	Mary Woodward	31.05.2022	Completed
25	9.1	Action List Resubmit action list for receipt at the 07 June 2022 AS+Q Committee meeting	Mary Woodward	31.05.2022	Completed
26	10.1	Student Matters Extension Requests Approval Via Flowingly Process	Mary Woodward	31.05.2022	Completed

Open
CONFIRMED Minutes of an e-meeting of the Academic Standards + Quality Committee

13 April 2022 at 09.31AM via email closed 20 April 2022 at 03.31PM

Participants: Wayne Cooper, Adrienne Dawson (proxy for Misty Ormsby), Silvia Gassebner, Marja Kneepkens, Trisha Krishnasamy, Kate Neame, Paula Steele, Ren Stronach, Mary Woodward (minute-taker, non-voting)

Responses:

Wayne Cooper	Approved
Adrienne Dawson	Approved
Kate Neame	Approved
Ren Stronach	Approved
Trisha Krishnasamy	Approved

Silvia Gassebner	Approved
Marja Kneepkens	Approved
Paula Steele	Approved

1. Course and Programme Changes

1.1 3V6 Approval Form New Zealand Certificate in Heavy Automotive Engineering (Level 4) with strands in Road Transport, and Plant and Equipment, HAE416 (change to HAE428) Heavy Vehicle On-road Telematics and High Voltage Systems 2022 17103

    a. 3V6 Approval Form NZC Heavy Automotive Engineering (Level 4) with strands in Road Transport, and Plant and Equipment, HAE416 (change to HAE428) Heavy Vehicle On-road Telematics and High Voltage Systems 2022 17103

    b. NZ Certificate Heavy Automotive Engineering (Level 4) Programme Regulations 2022 17103

RESOLVED that the 3V6 Approval Form New Zealand Certificate in Heavy Automotive Engineering (Level 4) with strands in Road Transport, and Plant and Equipment, HAE416 (change to HAE428) Heavy Vehicle On-road Telematics and High Voltage Systems 2022 17103 be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

CARRIED

1.2 3V6 Approval Form Postgraduate Certificate in Applied Management [123132] Postgraduate Diploma in Applied Management [123129] Master of Applied Management [123125] – MGT811, WBP801, RES902, RES903, RES904, MGT806 2022 17109

    a. 3V6 Approval Form PGCertAM, PGDipAM, MAM – MGT811, WBP801, RES902, RES903, RES904, MGT806 2022 17109

    b. MAM PGDipAM PGCertAM Course Descriptors 2022 17109

    c MAM PGDipAM PGCertAM Programme Regulations 2022 17109

RESOLVED that the 3V6 Approval Form Postgraduate Certificate in Applied Management [123132] Postgraduate Diploma in Applied Management [123129] Master of Applied Management [123125] – MGT811, WBP801, RES902, RES903, RES904, MGT806 2022 17109 be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

CARRIED

Meeting closed 03.31PM
Action List – E-Meeting of 13 to 20 April 2022

	Item Reference	Action	Who	When	Progress
	1.1 1.2	Course and Programme Changes 3V6 Approval Form NZC Heavy Automotive Engineering (Level 4) with strands in Road Transport, and Plant and Equipment, HAE416 (change to HAE428) Heavy Vehicle On-road Telematics and High Voltage Systems 2022 17103 3V6 Approval Form PGCertAM, PGDipAM, MAM – MGT811, WBP801, RES902, RES903, RES904, MGT806 2022 17109 Advise Academic Advisor of 3v6 Approval Form endorsement Forward 3v6 Approval Forms to Director of Academic & Quality for approval <mark>Use endorsement date 20.04.2022 in notification</mark>	Mary Woodward	ASAP	

Open
CONFIRMED Minutes of an e-meeting of the Academic Standards + Quality Committee

29 April 2022 at 09.08AM via email closed 02 May 2022 at 12.45PM

Participants: Kim Davies (Chair), Adrienne Dawson (Proxy for Misty Ormsby), Monique Day, Silvia Gassebner, Alison
                  Hart, Marja Kneepkens, Trisha Krishnasamy, Kate Neame, Pam Wood, Ren Stronach (proxy for Olivia Hall),
                  Mary Woodward (minute-taker, non-voting)
Responses:

Kim Davies (Chair)	Approved subject to item 2.1 correction to academic entry statement
Monique Day	Approved
Silvia Gassebner	Approved
Alison Hart	Approved
Marja Kneepkens	Approved
Trisha Krishnasamy	Approved
Kate Neame	Approved
Pam Wood	Approved
Adrienne Dawson	Approved
Ren Stronach	Approved

1. Course and Programme Changes
    1.1   3V6 Approval Form Bachelor of Information Technology Graduate Diploma in Information Technology SEC602
          Systems Security 2022 08221
              c. 3V6 Approval Form Bachelor of Information Technology Graduate Diploma
                   in Information Technology SEC602 Systems Security 2022 08221
              d. BIT GradDipIT Course Descriptors 2022 08221
              e. BIT GradDipIT Programme Regulations 2022 08221

          RESOLVED that the 3V6 Approval Form Bachelor of Information Technology Graduate Diploma in Information
          Technology SEC602 Systems Security 2022 08221 be endorsed by this Committee and sent to the Director of
          Academic & Quality for approval.

                                                                                                        CARRIED

    1.2   3V6 Approval Form Bachelor of Commerce Graduate Diploma in Accounting Graduate Diploma in Management
          Graduate Diploma in Marketing BUS750 Advanced Business Project 2022 18106 21100
              a. 3V6 Approval Form Bachelor of Commerce Graduate Diploma in Accounting Graduate Diploma in
                  Management Graduate Diploma in Marketing BUS750 Advanced Business Project 2022 18106 21100
              b. BCom (NZQF No 3874) Course Descriptors 2022 18106 21100

          RESOLVED that the 3V6 Approval Form Bachelor of Commerce Graduate Diploma in Accounting Graduate Diploma in
          Management Graduate Diploma in Marketing BUS750 Advanced Business Project 2022 18106 21100 be endorsed by
          this Committee and sent to the Director of Academic & Quality for approval.
                                                                                                        CARRIED

                                                                                          Action Mary Woodward
                                                                Advise Academic Advisor of 3v6 Approval Form endorsements
                                                      Forward 3v6 Approval Forms to Director of Academic & Quality for approval

2. Matters Arising

2.1 Amendment to 3V6 Approval Form New Zealand Certificate in Study and Career Preparation (Level 4) 2022 16106 endorsed 22 March 2022 as a NZQA Type 2 Change with a proposed start date of 18 July 2022 now amended to a NZQA Type 1 change with a start date of 21 February 2022

    a. 3V6 Approval Form New Zealand Certificate in Study and Career Preparation (Level 4) 2022 16106 endorsed 22 March 2022

    b. 3V6 Approval Form New Zealand Certificate in Study and Career Preparation (Level 4) 2022 16106 amended to a NZQA Type 1 change with start date 21 February 2022

    c. NZ Certificate in Study and Career Preparation (Level 4) Programme Regulations 2022 16106

The amended 3V6 Approval Form New Zealand Certificate in Study and Career Preparation (Level 4) 2022 16106 corrected to a NZQA Type 1 change and a 21 February 2022start date was presented for information.

Kim Davies advised that the revised academic entry statement *'10 NCEA Level 1 literacy credits'* needed to be replaced with *'10 NCEA Level 2 literacy credits.'*

Action Shine Kelly
Replace the revised academic entry statement '10 NCEA Level 1 literacy credits'
with '10 NCEA Level **2** literacy credits'

Meeting closed 02 May 2022
Action List – E-Meeting of 29.04.2022 to 02.05.2022

	Item Reference	Action	Who	When	Progress
1	1.1 1.2	Course and Programme Changes 3V6 Approval Form Bachelor of Information Technology Graduate Diploma in Information Technology SEC602 Systems Security 2022 08221 3V6 Approval Form Bachelor of Commerce Graduate Diploma in Accounting Graduate Diploma in Management Graduate Diploma in Marketing BUS750 Advanced Business Project 2022 18106 21100 Advise Academic Advisor of 3v6 Approval Form endorsement Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 02.05.2022 in notification	Mary Woodward	ASAP	
2	2.1	Matters Arising Amendment to 3V6 Approval Form New Zealand Certificate in Study and Career Preparation (Level 4) 2022 16106 Replace the revised academic entry statement '10 NCEA Level 1 literacy credits' with '10 NCEA Level **2** literacy credits'	Shine Kelly	ASAP	

OPEN
CONFIRMED Minutes of an e-meeting of the Academic Standards + Quality Committee

12 May 2022 at 02.38PM via email closed 13 May 2022 at 10.50AM

Participants: Kim Davies, Silvia Gassebner, Marja Kneepkens, Chanelle Taylor (proxy for Trisha Krishnasamy), Camille Nicholls, Kate Neame, Ren Stronach, Pam Wood, Mary Woodward (minute-taker, non-voting)

Responses:

Kim Davies	Approved
Silvia Gassebner	Approved
Marja Kneepkens	Approved
Chanelle Taylor	Approved
Kate Neame	Approved
Camille Nicholls	Approved
Ren Stronach	Approved
Pam Wood	Approved

1.   Course and Programme Changes
    1.1   3V6 Approval Form Bachelor of Computer Generated Imagery [123936] Graduate Diploma in Computer Generated Imagery [123937] CGI501 Professional Practice 1, CGI603 Rigging and Animation 2, CGI703 Advanced Animation 2022 18104
        a.   3V6 Approval Form Bachelor of Computer Generated Imagery [123936] Graduate Diploma in Computer Generated Imagery [123937] CGI501 Professional Practice 1, CGI603 Rigging and Animation 2, CGI703 Advanced Animation 2022 18104
        b.   BCGI and GradDip CGI Programme Regulations 2022 18104
        c.   BCGI GDCGI NZ Dips in Animation Course Descriptors 2022 18104

        RESOLVED that the 3V6 Approval Form Bachelor of Computer Generated Imagery [123936] Graduate Diploma in Computer Generated Imagery [123937] CGI501 Professional Practice 1, CGI603 Rigging and Animation 2, CGI703 Advanced Animation 2022 18104 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

        CARRIED

    1.2   3V6 Approval Form NZ Diploma in Animation L5 [123844] NZ Diploma in Animation L6 [123845] CGI501 Professional Practice 1 CGI603 Rigging and Animation 2 2022 18103
        a.   3V6 Approval Form NZ Diploma in Animation L5 [123844] NZ Diploma in Animation L6 [123845] CGI501 Professional Practice 1 CGI603 Rigging and Animation 2 2022 18103
        b.   NZ Diplomas in Animation Programme Regulations 2022 18103

        RESOLVED that the 3V6 Approval Form NZ Diploma in Animation L5 [123844] NZ Diploma in Animation L6 [123845] CGI501 Professional Practice 1 CGI603 Rigging and Animation 2 2022 18103 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

        CARRIED

    1.3   3V6 Approval Form NZ Certificate in Primary Industry Skills (Level 2) 2022 20102
        a.   3V6 Approval Form NZ Certificate in Primary Industry Skills (Level 2) 2022 20102

        RESOLVED that the 3V6 Approval <u>Form NZ Certificate in Primary Industry Skills (Level 2) 2022 20102 and supporting Academic + Quality documents be endorsed</u> by this Committee and sent to the Director of Academic & Quality for approval.

        CARRIED

        Action Mary Woodward
        Advise Academic Advisor of 3V6 Approval Form endorsements
        Forward 3v6 Approval Forms to Director of Academic & Quality for approval

2.   Matters Arising
    2.1   Amendment to 3V6 Approval Form New Zealand Certificate in Heavy Automotive Engineering (Level 4) with strands in Road Transport, and Plant and Equipment, with change from HAE416 to

HAE428 Heavy Vehicle On-road Telematics and High Voltage Systems 2022 17103 Type 1 change with a proposed start date of 21 February 2022 endorsed 20 April 2022

    a.   3V6 Approval Form New Zealand Certificate in Heavy Automotive Engineering (Level 4) with strands in Road Transport, and Plant and Equipment, with change from **HAE416 to HAE428** Heavy Vehicle On-road Telematics and High Voltage Systems 2022 17103 *endorsed 20 April 2022*

    b.   Amended 3V6 Approval Form New Zealand Certificate in Heavy Automotive Engineering (Level 4) with strands in Road Transport, and Plant and Equipment **HAE416** Heavy Vehicle On-road Telematics and High Voltage Systems 2022 17103

    c.   NZ Certificate in Heavy Automotive Engineering (L4) Programme Regulations 17103

The amended 3V6 Approval Form New Zealand Certificate in Heavy Automotive Engineering (Level 4) with strands in Road Transport, and Plant and Equipment HAE416 Heavy Vehicle On-road Telematics and High Voltage Systems 2022 17103 with corrected course title HAE416 Heavy Vehicle On-road Telematics and High Voltage Systems was submitted for information.

Action Mary Woodward

Advise Academic Advisor that amended 3V6 Approval Form has been submitted for information

Meeting closed 10.50AM

Action List – E-Meeting of 12 to 13 May 2022

	Item Reference	Action	Who	When	Progress
1	1.1 1.2 1.3	Course and Programme Changes -3V6 Approval Form Bachelor of Computer Generated Imagery [123936] Graduate Diploma in Computer Generated Imagery [123937] CGI501 Professional Practice 1, CGI603 Rigging and Animation 2, CGI703 Advanced Animation 2022 18104 -3V6 Approval Form NZ Diploma in Animation L5 [123844] NZ Diploma in Animation L6 [123845] CGI501 Professional Practice 1 CGI603 Rigging and Animation 2 2022 18103 -3V6 Approval Form NZ Certificate in Primary Industry Skills (Level 2) 2022 20102 Advise Academic Advisor of 3v6 Approval Form endorsement. Forward 3v6 Approval Forms to Director of Academic & Quality for approval <mark>Use endorsement date 13.05.2022 in notification</mark>	Mary Woodward	ASAP	Completed
2	2.1	Matters Arising -Amended 3V6 Approval Form New Zealand Certificate in Heavy Automotive Engineering (Level 4) with strands in Road Transport, and Plant and Equipment **HAE416** Heavy Vehicle On-road Telematics and High Voltage Systems 2022 17103 Advise Academic Advisor that amended 3V6 Approval Form has been submitted for information <mark>Use date 13.05.2022 in notification</mark>	Mary Woodward	ASAP	Completed

OPEN

CONFIRMED Minutes of an e-meeting of the Academic Standards + Quality Committee

16 May 2022 at 02.00PM via email closed 20 May 2022 at 10.00AM

Participants: Kim Davies, Silvia Gassebner, Alison Hart, Marja Kneepkens, Trisha Krishnasamy, Camille Nicholls, Kate Neame, Paula Steele, Ren Stronach, Pam Wood, Mary Woodward (minute-taker, non-voting)

Responses:

Kim Davies	Approved
Silvia Gassebner	Approved
Alison Hart	Approved, with the exception of the replacement of the 50 hours of Workplace Learning Hours in course BCG602 with Learner Managed Hours
Marja Kneepkens	Approved
Trisha Krishnasamy	Approved
Kate Neame	Approved
Camille Nicholls	Approved
Paula Steele	Approved
Ren Stronach	Approved
Pam Wood	Approved

3. Course and Programme Changes
   3.1 3V6 Approval Form Paetahi Tumu Kōrero Bachelor of Counselling BCG602 Change and Wellbeing, BCG603 He Oranga Tangata/Foundations of Practice in Mental Health and Addictions, BCG702 Presentation and Review of Counselling Practice, BCG604 Working with Whānau 2022 18104
      a. 3V6 Approval Form Paetahi Tumu Kōrero Bachelor of Counselling BCG602 change and Wellbeing, BCG603 He Oranga Tangata/Foundations of Practice in Mental Health and Addictions, BCG702 Presentation and Review of Counselling Practice, BCG604 Working with Whānau 2022 18104
      b. Paetahi Tumu Kōrero Bachelor of Counselling Course Descriptors 2022 18104
      c. Paetahi Tumu Kōrero Bachelor of Counselling Programme Regulations 2022 18104

   Alison Hart noted:
   "I am happy to support moving the placement hours from 2nd to 3rd year however I don't think the hours should all be moved to 'Learner Managed hours'. Feedback from students in the past has been that they had felt under prepared for their Placements. Therefore I think there should be an increase in teaching hours in the 2nd year, rather than just increasing the learner managed hours. Teaching hours could be increased to 70-80 hours with the balance going into learner managed hours.

   Based on the student feedback the Association has received, moving all the placement hours to learner managed hours would not be appropriate in the 2nd year. Has the programme area discussed these changes with their programme reps, if so, what was their feedback?"

   RESOLVED that the 3V6 Approval Form Paetahi Tumu Kōrero Bachelor of Counselling BCG602 Change and Wellbeing, BCG603 He Oranga Tangata/Foundations of Practice in Mental Health and Addictions, BCG702 Presentation and Review of Counselling Practice, BCG604 Working with Whānau 2022 18104 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

   CARRIED
   Action Mary Woodward
   Forward Alison Hart's comments to Academic Advisor
   Advise Academic Advisor of 3v6 Approval Form endorsement

Forward 3v6 Approval Form to Director of Academic & Quality for approval

Action Shine Kelly

Follow up with Marja Kneepkens, Caroline Day, Victoria Whitmore Kim Davies on Alison Hart's comments regarding the replacement of the 50 Workplace Learning Hours in course BCG602 with Learner Managed Hours

Meeting closed 10.00AM

Action List – E-Meeting of 16 to 20 May 2022

	Item Reference	Action	Who	When	Progress
1	1.1	Course and Programme Changes -3V6 Approval Form Paetahi Tumu Kōrero Bachelor of Counselling BCG602 change and Wellbeing, BCG603 He Oranga Tangata/Foundations of Practice in Mental Health and Addictions, BCG702 Presentation and Review of Counselling Practice, BCG604 Working with Whānau 2022 18104 Forward Alison Hart's comments to Academic Advisor Advise Academic Advisor of 3v6 Approval Form endorsement Forward 3v6 Approval Forsm to Director of Academic & Quality for approval Use endorsement date **20.05.2022** in notification	Mary Woodward	ASAP	Completed
		Follow up with Marja Kneepkens, Caroline Day, Victoria Whitmore Kim Davies on Alison Hart's comments regarding the replacement of the 50 Workplace Learning Hours in course BCG602 with Learner Managed Hours	Shine Kelly	ASAP	Completed

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 Muchecheterwa, Ren Stronach, Pam Wood, Mary Woodward (Minute taker, non-voting)

1. Mihimihi
   Marja Kneepkens opened the meeting and welcomed Members.

2. 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 Muchecheterwa advised that they met and created a PowerPoint presentation on the induction modules which had been taken to teams for feedback.

3. 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 te 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.

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

</div>

5. General Business
    5.1   2022 Meeting Schedule

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ACTION
Mary Woodward
Send 2022 Meeting Requests to Committee Members
Arrange for 2022 meeting information to be added to Polly Events

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    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
Action List 17 February 2022					
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 imput in developing the Assessment and Moderation induction modules	Sara Matthews Bradley Hannigan Shingai Muchecheterwa	20.04.2022	WIP
Action List 23 March 2022					
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

CONFIRMED Minutes of a meeting of the Learning and Teaching Committee
04 May 2022 at 03.30PM room H127 and via Microsoft Teams

PRESENT:

Committee: Marja Kneepkens (Chair), Claire Dallison (arrived 4PM), Kim Davies, Juan Liang, Shinn Krammer, Angela McLean, Shingai Muchecheterwa, Mary Woodward (Minute taker, non-voting)

1. Mihimihi
   Marja Kneepkens opened the meeting and welcomed Members. She advised apologies had been received from Sara Matthews, Pam Wood and Ren Stronach. She welcomed Juan Liang, Applied Business Academic Staff Member onto the Committee

2. Previous Minutes and Actions
   2.1   Learning + Teaching Committee 23.03.2022 Draft Minutes for confirmation

   RESOLVED that the minutes of the Learning and Teaching Committee meeting 23 March 2022 be confirmed as a true and accurate record.

   Marja Kneepkens/Kim Davies
   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 noted that this action had been completed

   Action Item 3: Discuss how to get academic input in developing the Assessment and Moderation induction modules
   It was noted this action was still a work in progress

   Action Item 5: Forward Ako Aotearoa website information to Curriculum Managers for ideas on Professional Development
   It was noted that an update was to come from Claire Dallison

   Action Item 6: Forward Te Whati Kairangi Aotearoa Tertiary Educator Awards awards information to Curriculum Managers
   It was noted that an update was to come from Claire Dallison

   Action Item 8: Consider content of Learning and Teaching space in Te Korihi newsletter and feedback on ideas

It was noted that this action was included as an agenda item

3. Teaching and Learning Support
   3.1 Student Representatives Update
   Shinn Krammer gave an update on student representatives and advised:
   - Marja Kneepkens was now involved in meeting with student representatives and working on the alignment of the Student Representative Policy.
   - He will be resigning as Student President in July with current Student Vice-President Dan Hall taking on this role

   Marja Kneepkens advised she had followed up with Curriculum Managers on the programmes under their purview that do not currently have student representatives.

   3.2 Teaching and Learning Coach Update
   Claire Dallison advised that:
   - 32 staff members are currently enrolled on the New Zealand Certificate in Adult and Tertiary Teaching (Level 5) (NZCATT) programme with 16 enrolled on the first NZCATT course
   - Due to ongoing content issues with the current eCampus NZCATT programme delivery NMIT may transition to the Open Polytechnic delivery of the NZCATT programme in 2023
   - Teaching staff are tired and pressured, especially in regard to resources, mentoring and managing students with covid, there are also a number of new teaching staff this year

   3.3 2022 Learning + Teaching Committee Priorities
   Following a review and discussion of the proposed 2022 focus areas the Committee Members agreed that the Committee prioritise:
   - Moderation Practice
   - Assessment, Moderation, and Induction
   - On-line Delivery
   - Ako Aotearoa – Teaching Excellence Awards
   - Transition to Te Pūkenga
   - Staff Wellbeing

   In agreeing to these priorities, the Committee Members noted:
   - the need to link the priorities to the learning and teaching perspective to bring Academic Staff alongside and keep them informed
   - the difficulty in knowing what Te Pūkenga information should be released especially information that affects staff and students
   - the increased accessibility of the Ako Aotearoa Teaching Excellence Awards, Marja Kneepkens suggested that the Committee support the one nomination that had so far been received
   - the capability gap when designing robust assessments that lead to successful student completions especially now tutors are required to develop in-house assessment materials
   - the extent and magnitude of change happening under Te Pukenga which will take NMIT a major leap forward into putting in place those practices which we claim to already do:
     - the honouring of Te Tirit o Waitangi principles
     - the embedding of expectations around Te Reo practices
     - students as partners in terms of engagement and input into learning

   The Committee Members requested that:
   - Te Tiriti o Waitangi and Students as Partners, both with a focus on Te Pūkenga direction and support of these areas, be added as agenda standing items
   - Establish what the intention is for the Blended Online Delivery (BOLD) professional development project and planned workshops

Marja Kneepkens advised that the next step is for individual Committee Members to select a focus area to lead and from there pull together people from inside or outside of the Committee to look at what actions to undertake to make a difference.

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ACTION
Mary Woodward
Update the priority list with the agreed focus areas
Add as standing items to agenda:
-Te Tiriti o Waitangi and Students as Partners with a focus on Te Pūkenga direction and support
Marja Kneepkens
Establish what the intention is for the Blended Online Delivery (BOLD) professional development project and planned workshops
Shingai Muchecheterwa
Forward the planned BOLD schedule to Marja Kneepkens
Committee Members
Select a focus area/s to lead and pull together people from inside or outside of the Committee to look at what actions to undertake to make a difference

</div>

3.4   External Moderation Process
The Committee Members reviewed the 2021 Pre and Post External Moderation Summary.

Marja Kneepkens noted that moderation had been a priority over the last few years and the lack of improvement in moderation outcomes and questioned what the Committee could do this year that would make a difference for people and be continued in a meaningful way.

Kim Davies noted that to have a broader, consistent oversight of the moderation process and to target training she would like to form a moderation oversight group made up of Members from both the Academic Standards and Quality Committee and the Learning and Teaching Committee.

3.5   Consistency Reviews
This item was not discussed

4.   Emerging Initiatives
This item was not discussed

5.   General Business
5.1   Committee Membership
The Committee Members discussed how Te Korihi newsletter could be used to support the Learning and Teaching Committee.

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ACTION
Claire Dallison
Forward available Ako Aotearoa website information to Jane Horder for inclusion in Te Korihi newsletter

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5.2   Key Messages for Te Korihi Newsletter
Marja Kneepkens noted that this was a new agenda item and advised that agreed key messages from each meeting would be submitted for inclusion in Te Korihi newsletter.

6.   Other Business
6.1   Bradley Hannigan Resignation from Learning + Teaching Committee
Marja Kneepkens advised that Bradley Hannigan had resigned from the Committee due to his other committee obligations and acknowledged his work on the Committee and his strong academic voice. She welcomed Academic Staff Member Dr Juan Liang onto the Committee.

Marja Kneepkens thanked Committee Members for their input into the meeting and reminded them to add their names and actions to the 2022 Committee priorities table.

Meeting Closed: 04.35PM

Learning and Teaching Committee Action List – 04 May 2022

	Minute Item	Action	Who	Progress	When
Action List 17 February 2022					
1		Draft 2022 Committee priorities for discussion	Marja Kneepkens Kim Davies	04.05.2022	Completed
2		Discuss how to get academic input in developing the Assessment and Moderation induction modules	Sara Matthews ~~Bradley Hannigan~~ Shingai Muchecheterwa	25.05.2022	WIP
Action List 23 March 2022					
3	2.1	Forward confirmed minutes for tabling at next Academic Committee meeting	Mary Woodward	05.04.2022	Completed
4	2.2	Develop template for Committee Members to add their 2022 priorities	Marja Kneepkens	04.05.2022	Completed
		Agenda discussion of 2022 priorities at next meeting	Mary Woodward	04.05.2022	Completed
5	3.3	Forward Ako Aotearoa website information to Curriculum Managers for ideas on Professional Development	Claire Dallison	25.05.2022	
6	3.4	Forward Te Whati Kairangi Aotearoa Tertiary Educator Awards Award information to Curriculum Managers	Claire Dallison	25.05.2022	
7	3.6	Sharing findings/learnings from Consistency Reviews – add to 2022 L+T Committee priority list	Marja Kneepkens	04.05.2022	Completed; shared via Te Korihi
8	4.3	Consider content of Learning and Teaching space in Te Korihi newsletter and feedback on ideas	Committee Members	04.05.2022	On Agenda - closed
9	5.1	Send 2022 Meeting Requests to Committee Members Arrange for 2022 meeting information to be added to Polly Events	Mary Woodward	04.05.2022	Completed
Action List 04 May 2022					
10	2.1	Forward confirmed minutes for tabling at next Academic Committee meeting	Mary Woodward	ASAP	Completed
11	3.3	Update the priority list with the agreed focus areas Add as standing items to agenda: -Te Tiriti o Waitangi and Students as Partners with a focus on Te Pūkenga direction and support	Mary Woodward	ASAP	Completed
12	3.3	Establish what the intention is for the Blended Online Delivery (BOLD) professional development project and planned workshops	Marja Kneepkens	25.05.2022	
13	3.3	Forward the planned BOLD schedule to Marja Kneepkens	Shingai Muchecheterwa	25.05.2022	
14	3.3	Select a focus area/s to lead and pull together people from inside or outside of the Committee to look at what actions to undertake to make a difference	Committee Members	25.05.2022	
14	5.1	Forward available Ako Aotearoa website information to Jane Horder for inclusion in Te Korihi newsletter	Claire Dallison	25.05.2022	

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY
RECOGNITION OF ACADEMIC CREDIT COMMITTEE

E-VOTE MINUTES

Thursday 27th 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 1st of December 2021** – for approval

It was resolved that the minutes from the meeting on Wednesday 1st 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 15th of December 2021** – for approval

It was resolved that the minutes from the meeting on Wednesday 15th 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 17th of December 2021** – for approval

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

Silvia Gassebner – **Approved**

Action RACC Secretary
Upload minutes onto the intranet.

1.4. Minutes from **Tuesday 11th of January 2022** – for approval

It was resolved that the minutes from the meeting on Tuesday 11th 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	CAR301 Workplace Safety Fundamentals

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	
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 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	CAR303 Preliminary works for Construction Activity
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.

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

From: NMIT Short Course	To: 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 27th 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 8th 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.

1. **Minutes of previous meeting**

   1.1. Minutes from **Thursday 27th of January 2022** – for approval

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

   Sarah Arnold / Shine Kelly
   CARRIED

   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

AVIATION – Applications received from Wayne Cooper
   3.1.1   Student ████████

   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** ████████ *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 ████████ once signatures have been received and notify programme area.

SOCIAL SCIENCES – Applications received from Victoria Whitmore

3.1.2 Student ████████

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	
Attended Tilting the Seesaw for Teams, a two-day workshop course run by Autism New Zealand focusing on supporting tamariki in school environments.	BCD607 Working with Vulnerable People
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** ████████ be approved in full.*

Nelly Asmatullayeva/ Shine Kelly
CARRIED

Action RACC Secretary

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

3.1.3 Student ████████

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** ▉▉▉ be approved in full.*

Shine Kelly/ Carmen Cayuelas
CARRIED

Action RACC Secretary

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

RECOGNITION OF ACADEMIC CREDIT COMMITTEE

ACTION LIST

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

Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
	Actions from Tuesday 8th of February 2022			
1.1	Upload minutes onto the intranet.	Alana		Completed
3.1.1	Student ▉▉▉ - 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 ▉▉▉ – Enter RPL as per minutes for student ▉▉▉ once signatures have been received and notify programme area,	Alana		Completed 17.02.2021
3.1.2	Student ▉▉▉ – Enter RPL as per minutes for student ▉▉▉ and notify programme area.	Alana		Completed 17.02.2021
3.1.3	Student ▉▉▉ – Enter RPL as per minutes for student ▉▉▉ and notify programme area.	Alana		Completed 17.02.2021

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY
RECOGNITION OF ACADEMIC CREDIT COMMITTEE

MINUTES

Tuesday 5th of April 2022
1pm – 2pm
H127

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

1. Minutes of previous meeting

1.1. Minutes from **Monday 7th of March 2022** – for approval

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

Shine Kelly / Nelly Asmatullayeva
CARRIED

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

DIGITAL TECHNOLOGY, ARTS AND MEDIA - Applications received from Trisha Krishnasamy

3.1.1   Student ███████

The below application was for a student wanting to receive RPL for course COM502 Communication for IT using previous study, work experience as well as having done two assessments that sit inside the course and completing an interview with the course tutor

☐ Cross Credit
☐ Credit Transfer
☒ RPL

From: Previous work experience at Mohonk Mountain House Resort, Resene and NZ Cert in Retail qualification and NMIT assessments passed	To: New Zealand Diploma in Information Technology (Technical Support) (Level 5)
Please see attached mapping	COM502 Communication for IT

*It was resolved that the **RPL application for Student** ██████ be approved in full. The committee would also like to keep the recording of the interview along with any additional evidence that was used to keep in a central file along with the approved completed application.*

A big thank you to Sandra Dyke for all her detailed record keeping of the interview with the student and the learning outcome mapping she did for the application.

Shine Kelly / Nelly Asmatullayeva
CARRIED

Action RACC Secretary

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

Action RACC Secretary

Ask the programme area for the additional evidence to keep with completed application to store centrally.

Action RACC Secretary

To look up the file retention time frame for keeping RAC application evidence.

APPLIED BUSINESS - Applications received from Hannah Emms-Healey

3.1.2   Student ███████

The below application was for a student wanting to get the four compulsory NZB courses in the New Zealand Diploma in Business using their work experience and previous study.

☐ Cross Credit
☐ Credit Transfer
☒ RPL

From: Work Experience at Nelson City Council, Previous study at Unitec and NMIT	To: New Zealand Diploma in (Level 5) Business (Project Management)
Work experience – Nelson City Council Plus APMGNZ130 Organisation and Management – Unitec ISCGNZ150 Computer Concepts – Unitec COM540 Professional Communications NMIT	NZB501 Organisations in a New Zealand Context
Work experience – Nelson City Council LAW510 Commercial Law – NMIT ALAFNZ120 Economic Environment – Unitec APMGNZ130 Organisation and Management – Unitec NZD632 Operations Management – Open Polytechnic	NZB502 Business Environments
Work experience – Nelson City Council ACC502 Introduction to Accounting – NMIT QNT565 Quantitative Analysis – NMIT NZD632 Operations Management – Open Polytechnic MGT533 NMIT Human Resource Management APMGNZ141 marketing Principles – Unitec NZD630 Leadership – NMIT APMGNZ130 Organisation and Management - Unitec	NZB503 Business Functions
Work experience – Nelson City Council NZD632 Operations Management – Open Polytechnic APMGNZ130 Organisation and Management – Unitec NZD630 Leadership – NMIT ALAFNZ120 Economic Environment - Unitec	NZB504 Understanding Change

*It was resolved that the **RPL application for Student** ███████ be approved in full.*

Shine Kelly / Nelly Asmatullayeva
CARRIED

Action RACC Secretary
Enter RPL as per minutes for student ███████ and notify programme area.

The Committee commended the thorough mapping of learning outcomes completed for this application.

HEALTH– Applications received from Paula Steel

3.1.3 Student ███████

The RAC application below was for a student who was wanting to use previous study and work experience to gain Cross Credit for course NIR511 Interpersonal Relationships.

☐ Cross Credit
☐ Credit Transfer
☒ RPL

From: Diploma in Applied Counselling (Level 7) and work experience	To: Bachelor of Nursing
DAC501 Psychodynamic Counselling I: Basic Principles, Skills and Practice DAC504 Te Tiriti o Waitangi and Socio-Cultural Context of Counselling I DAC506 Personal Development I DAC507 Clinical Training and Supervision I: Basic Principles and Practices DAC508 Solution Focused Counselling I DAC509 Whakaaro Whakawhiriwhiri Tuatahi (Maori Concepts in Counselling I) DAC609 Whakaaro Whakawhiriwhiri Tuarua (Maori Concepts in Counselling II) DAC705 Counselling Groups III: Skills Theory and Practice DAC706 Personal Development III	NIR511 Interpersonal Relationships

*It was resolved that the **RPL application for Student** ███████ be approved in full.*

Pam Vinluan / Carmen Cayuelas
CARRIED

Action RACC Secretary
Enter RPL as per minutes for student 9865058 and notify programme area.

4. Late items

4.1. RAC Application

APPLIED BUSINESS - Applications received from Hannah Emms-Healey

4.1.1. Student ███████

☒ Cross Credit
☐ Credit Transfer
☐ RPL

From: Auckland University of Technology	To: New Zealand Diploma in Business (Accounting)
ACCT502 Accounting Essentials	BAC501 Introduction to Accounting
BUSS504 Economics and Society	NZB502 Business Environments
BUS505 Consumer and Organizational Behavior BUSS503 Financial Decision Making	NZB503 Business Functions
BUSS506 Business in a Changing World	NZB504 Understanding Change

*It was resolved that the **Cross Credit application for Student** ███████ be approved in full. There was also a discussion around if the student can use a combination of courses to receive Cross Credit for course BAC506; for example, if BUS503 and FINA501 may meet 80% or more of the learning outcomes for BAC506.*

Shine Kelly/ Pam Vinluan
CARRIED

Action RACC Secretary

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

Action RACC Secretary

Ask programme area if student can use a combination of courses to meet 80% or more of the learning outcomes for course BAC506.

RECOGNITION OF ACADEMIC CREDIT COMMITTEE

ACTION LIST

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

Actions from Tuesday 5th of April 2022				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
1.1	Upload minutes onto the intranet.	Alana		Completed 20.04.22
3.1.1	Student ███████ - Enter RPL as per minutes for student ███████ and notify programme area.	Alana		Completed 20.04.22
3.1.1	Student ███████ - Ask the programme area for the additional evidence to keep with completed application to store centrally.	Alana		Completed 07.04.22

3.1.1	To look up the file retention time frame for keeping RAC application evidence.	**Alana**		
3.1.2	Student ███ - Enter RPL as per minutes for student ███ and notify programme area.	**Alana**		**Completed 20.04.22**
3.1.3	Student ███ - Enter RPL as per minutes for student ███ and notify programme area.	**Alana**		**Completed 20.04.22**
4.1.1	Student ███ - Enter CC as per minutes for student ███ and notify programme area.	**Alana**		**Completed 20.04.22**
4.1.1	Student ███ - Ask programme area if student can use a combination of courses to meet 80% or more of the learning outcomes for course BAC506.	**Alana**		**Completed 20.04.22**

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY
RECOGNITION OF ACADEMIC CREDIT COMMITTEE

MINUTES

Tuesday 3rd of May 2022
1pm – 2pm
H127

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

1. **Minutes of previous meeting**

    1.1. Minutes from **Tuesday 5th of April 2022** – for approval

It was resolved that the minutes from the meeting on Tuesday 5th of April 2022 be accepted as a true and accurate record.

Shine Kelly / Nelly Asmatullayeva
CARRIED

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

SOCIAL SCIENCES AND FITNESS – Applications received from Victoria Whitmore

3.1.1 Student ███████

The below application is for a student wanting to use courses they had achieved through prior study as well as years of work experience to get courses through the RPL process for the Bachelor of Career Development programme.

☐ Cross Credit
☐ Credit Transfer
☒ RPL

From: Diploma in Career Guidance and work experience	To: Bachelor of Career Development
CRS615 Diverse Cultures in New Zealand (A) **CRS504** Counselling Skills I (A) **CRS611** Professional Ethics and Career Work with Groups and Organisations (A+) Plus work experience from ███████ College, ███████ College	BCG501 Te Timatanga/ Introduction to Counselling
CRS610 Career Development Stages and Special groups (A) **CRS502** Theories of Career Guidance (A+) **CRS615** Diverse Cultures in New Zealand (A) Plus work experience from ███████ College, ███████ College	BCG503 He Tangata/ Human Development and Psychology
CRS502 Theories of Career Guidance (A+) **CRS609** Planning and Conducting the Career Guidance Interview (A+) **CRS610** Career Development Stages and Special groups (A) **CRS615** Diverse Cultures in New Zealand (A) **CRS505** Counselling Skills II (A+) Plus work experience from ███████ ███████ **Conditional subject to completing BCD608 Research and Professional Practice to meet LO#6**	BCG504 Te Hāpori o Aotearoa/ Introduction to Society
CRS607 Measuring Interests and Skills (B-) **CRS401** Introduction and History of Career Guidance (A-) Plus work experience from ███████ ███████	BCD505 The Changing Nature of Careers
CRS615 Diverse Cultures in New Zealand (A) Plus work experience from ███████ ███████ **Conditional on skills test: Paku mihi and pronunciation at orientation. Completed on 11 of April 2022**	BCG505 Te Pū
CRS503 The World of Work (A+) **CRS611** Professional Ethics and Career Work with Groups and Organisations (A+) Plus work experience from ███████ ███████	BCD601 Employment Relations and Policy
CRS609 Planning and Conducting the Career Guidance Interview (A+) **CRS614** Career Education in School (A+) **BCD713** Transactional and Transformational Coaching (A)	BCD602 Careers in Context

Plus work experience from **Protect the privacy of natural persons**	
CRS609 Planning and Conducting the Career Guidance Interview (A+) **CRS611** Professional Ethics and Career Work with Groups and Organisations (A+) **CRS613** Reporting to Clients and Job Search Skills (A+) Plus work experience from **Protect the privacy of natural persons**	BCD603 Integrated and Reflective Practice (I)
CRS504 Counselling Skills I (A) **CRS505** Counselling Skills II (A+) **CRS612** Occupational and Educational Information (A) **CRS613** Reporting to Clients and Job Search Skills (A+) Plus work experience from **Protect the privacy of natural persons**	BCD604 Skills and Models of Practice
CRS506 Introduction to Assessment in Career Guidance (A-) **CRS608** Personality Assessment and Computerised Guidance System (A) **BCD713** Transactional and Transformational Coaching (A) **BCD701** Organisations and Human Capability (A-) **BCD711** Career Development in Education (A-) Plus work experience from **Protect the privacy of natural persons**	BCD605 Assessment Tools and Career Practice

*It was resolved that the **RPL application for Student** ▮ be approved in full subject to; confirmation from the tutor that the student has passed their Paku mihi and completion of course BCD608 to get RPL for course BCG504.*

The committee would also like to thank the assessor and the student for the thorough application which enabled a straight forward approval process at the RAC Committee level. The committee had all agreed that the student has well met the learning to get the credits towards the Bachelor of Career Development they were seeking.

Sarah Arnold / Nelly Asmatullayeva
CARRIED

Action RACC Secretary
Let the programme area know the application was subject to receiving confirmation from the tutor that the student had passed their Paku mihi.

Action RACC Secretary
Enter RPL as per minutes for student ▮ and notify programme area.

3.1.2 Student ▮

The below application has come to the committee as a reapproval back onto the schedule as the previous approval had expired.
Nelly Asmatullayeva confirmed that the learning outcome mapping has been completed against the latest version of the Nanchang Hongkong University course.

☒ Cross Credit – Addition to Schedule
☐ Credit Transfer
☐ RPL

From: Nanchang Hongkong University-Bachelor of Commerce	To: Bachelor of Commerce
RES680 Research Methods	RES680 Research Methods

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

Action RACC Secretary

Enter CC as per minutes for student ███████, add to the schedule and notify programme area.

RECOGNITION OF ACADEMIC CREDIT COMMITTEE

ACTION LIST

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

Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
Actions from Tuesday 3rd of May 2022				
1.1	Upload minutes onto the intranet.	Alana		Completed
3.1.1	Student ███████ - Let the programme area know the application was subject to receiving confirmation from the tutor that the student had passed their Paku mihi and completion of course BCD608 to get RPL for course BCG504.	Alana		Completed
3.1.1	Student ███████ - Enter RPL as per minutes for student ███████ and notify programme area.	Alana		Completed 06/05/22
3.1.2	Student ███████ - Enter CC as per minutes for student ███████, add to the schedule and notify programme area.	Alana		Completed 06/05/22

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY
RECOGNITION OF ACADEMIC CREDIT COMMITTEE

E-VOTE MINUTES

Tuesday 11th 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

3.1.3   Student ████ Protect the privacy of nat

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** ████ 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 11th of January 2022				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
3.1.1	Student ████ - Enter the CC as per minutes for student ████ and notify the programme area.	Alana		Completed 11/01/2022

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY
RECOGNITION OF ACADEMIC CREDIT COMMITTEE

E-VOTE MINUTES

Monday 7th 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

1. **Minutes of previous meeting**

   1.1. Minutes from **Tuesday 8th of February 2022** – for approval

   It was resolved that the minutes from the meeting on Tuesday 8h 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.

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**

   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.

3.1.2   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

3.1.3 ███████

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** ███ 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 ███ and notify the programme area.

APPLIED BUSINESS - Applications received from Hannah Emms-Healey

3.1.4 Student ███████

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** ███ be approved in full.*

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

Enter RPL for student ▮▮▮▮▮▮ and notify the programme area.

HEALTH– Applications received from Paula Steel

3.1.5   Student ▮▮▮▮▮▮

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 13513715** 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 13513715 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 7th 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 ███████ - Enter RPL as per minutes for student ███████ and notify the programme area.	**Alana**		**Completed 08.03.22**
3.1.4	Student ███████ - Enter RPL for student ███████ and notify the programme area.	**Alana**		**Completed 08.03.22**
3.1.5	Student ███████ - 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 ███████ - Enter RPL for student ███████ when the committee has received the CV and notify the programme area.	**Alana**		**Completed 09.03.22**

Programme and Course Change Approvals

For endorsement at the 15 June 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:** • Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document • s.4 - Insert Covid Vaccination status statement under Information for Applicants heading • Health and Safety Risk Management – update wording • **Course Descriptors:** Updates to effective from date and version control table				
Postgraduate Certificate in Applied Management **Postgraduate Diploma in Applied Management** **Master of Applied Management**	20.04.22	26.04.22	17109	21 February 2022

Rationale for change/s:

2022 rollover - COVID-19 vaccination policy wording and update to H&S Risk Management. No version change as update to new version not yet delivered following Type 2 changes remains 17109.
Update to teaching hours in MGT811, WBP801, RES902, RES903 and RES904 to include split between taught and supervision hours to reflect course delivery.
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.

Programme Regulations:

- Information for Applicants – inclusion of standard COVID-19 Vaccination information. Computer requirements moved from S36 Other Requirements
- S13 Schedule of Courses – total teaching hours updated for RES903 and RES904 (PGDipAM and MAM only)
- S17 Completion Requirements – reformatted (no material change)
- S18 Teaching and Learning Approaches – included wording that English is the language of instruction for all programmes
- S27 Special Assessment Circumstances – Conceded Pass wording updated, specific courses not available RES901, RES902; RES903; RES904
- S34 Health and Safety Risk Management – updated to align with current wording
- S36 Other Requirements deleted

Course Descriptors:
MGT811 Special Topic 15cr Teaching hours split - total teaching hours unchanged

Teaching hours	20~~30~~
Supervision hours (one on one)	10
Total teaching hours	30

WBP801 Work Based Project 30cr Teaching hours split - total teaching hours unchanged

Teaching hours~~Teaching hours~~	24~~30~~
Supervision hours (one on one)	6
Total teaching hours	30
Workplace learning hours	120

RES902 Research Proposal 15cr Teaching hours split - total teaching hours unchanged

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
Teaching hours ~~Teaching hours~~				24~~30~~
Supervision hours (one on one)				6
Total teaching hours				30

RES903 Research Project 30cr Teaching hours split – reduction in total teaching hours from 30 to 29

Teaching hours ~~Teaching hours~~				15~~30~~
Supervision hours (one on one)				14
Total teaching hours				29

RES904 Research Thesis 60cr Teaching hours all supervision and increased from 17 to 24

Teaching hours ~~Teaching hours*~~				0~~17~~
Supervision hours (one on one)				24
Total teaching hours				24

MGT806 Agile Management

Basis of assessment	Achievement based assessment	
Assessment	**Learning outcomes**	**% weightings**
Assessment 1	1, 2	~~20%~~40%
Assessment 2	3, 4	~~40%~~60%
~~Assessment 3~~	~~2, 4~~	~~40%~~

DIGITAL TECHNOLOGIES AND ARTS & MEDIA

Bachelor of Arts and Media	06.04.22	06.04.22	17105	21 February 2022

Rationale for change/s:
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

Brief description of change/s:
NZQA Type 1:
Programme Regulations:
- Minor updates to spelling, formatting and grammar
- Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)
- 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
- S2.6 Schedule of Courses – removed 4b online delivery option for courses not offered in this mode.
- S3 Delivery – updated table to include courses delivered online
- S3.6 Health and Safety Risk Management – update wording to reflect current NMIT practice
- S4.1.1 Information for Applicants - Include course requirements information from s6 Other Requirements with links to website. Added COVID-19 vaccination status statement
- S4.3 Recognition of Credit – removed limit for Credit Transfer to align with current policy
- S6 Other Requirements removed – information transferred to s4.1.1
- Appendix 2 GP and Assessment Mapping – updated AAD513 as per below
- **Course Descriptors:** Updates to effective from date and version control table
- AAD513 Communication Lab (confirmed Type 1 with NZQA Evaluator)

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from

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

1	~~Explore~~Use presentation skills, formats and strategies appropriate to communicate within arts and design practice.
2	Investigate education and employment opportunities relevant to a career in arts, craft and/or design.

Basis of Assessment:	Achievement Based assessment		
Methods of Assessment		**Learning Outcomes**	**% Weighting**
Assessment 1		~~1~~ 2	~~55~~45%
Assessment 2		1~~2~~	45~~55~~%

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

Rationale for change/s:

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

Brief description of change/s:

NZQA Type 1:

Programme Regulations:

- Minor updates to spelling, formatting and grammar
- Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)
- List of references amended where appropriate throughout the document
- **Course Descriptors:** Updates to effective from date and version control table
- AAD513 Communication Lab (confirmed Type 1 with NZQA Evaluator)

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

1	~~Use~~ Explore presentation skills, formats and strategies appropriate to communicate within arts and design practice.
2	Investigate education and employment opportunities relevant to a career in arts, craft and/or design.

ASSESSMENTS

Basis of Assessment:	Achievement Based assessment		
~~Methods of~~ Assessment		**Learning Outcomes**	**% Weighting**
Assessment 1		~~1~~2	4 55%
Assessment 2		1~~2~~	5 45%

Contemporary Music Level 4 and Level 5	06.04.22	06.04.22	18103	21 February 2022

2022 Rollover updates. **Programme Regulations:**

- Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)
- s.3.6 Health and Safety Risk Management – update wording
- s.4.2 Insert Covid Vaccination status statement under Information for Applicants heading, update Information for Applicants
- s.8 Other Requirements deleted - moved under s.4 Information for Applicants
- s5.11 Requirements for Ensuring Consistency added

New Zealand Certificate in Computing (Intermediate User) (Level 3)	n/a	12.04.22	16104	1 January 2022

2022 Rollover updates. **Programme Regulations:**

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
• Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document • s.4 - Insert Covid Vaccination status statement under 4.3. Information for Applicants heading • Health and Safety Risk Management – update wording • s.10 - Insert Consistency Arrangements section				
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				

ENGINEERING & CONSTRUCTION

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
NZ Certificate in Construction Trade Skills (L3)	n/a	05.04.22	17102	21 February 2022
2022 Rollover updates. **Programme Regulations:** • Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document • s.4 - Insert Covid Vaccination status statement under 4.3. Information for Applicants heading • s.6 Other Requirements moved into s.4.3 Information for Applicants • s. 3.5 Health and Safety Risk Management – update wording • ITO 'The Skills Organisation' changed to WDC 'Toitu te Waiora Community, Health, Education and Social Services Workforce Development Council'				
NZ Certificate in Automotive Electrical Engineering (Level 4)	n/a	06.04.22	18100	1 January 2022
2022 Rollover updates. **Programme Regulations:** • Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document • s.4 - Insert Covid Vaccination status statement under s.4.3. Information for Applicants heading • s.6 Other Requirements moved into s.4.3 Information for Applicants • s.3.5 Health and Safety Risk Management – update wording **Course Descriptors**: 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. **Programme Regulations:** • s.4.2 Insert Covid Vaccination status statement under Information for Applicants heading • s.4.4 Remove 'RAC is not available for a complete qualification' • 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.' **Course Descriptors**: 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
• 2022 Rollover updates. **Programme Regulations:** • s.4.2 Insert Covid Vaccination status statement under Information for Applicants heading • s.4.4 Remove 'RAC is not available for a complete qualification' **Course Descriptors**: 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 • 2022 Rollover updates • Correction of course title to HAE428 Heavy Vehicle On-road Telematics and High Voltage Systems (an error in Toi Ohomai 2017 programme documents) **Programme Regulations:** • General updates for 2022 delivery:				

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
• Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document • s.4 - Insert Covid Vaccination status statement under 4.3. Information for Applicants heading • s.6 Other Requirements moved into s.4.3 Information for Applicants • s. 3.5 Health and Safety Risk Management – update wording • Change of course code and title to HAE428 Heavy Vehicle On-road Telematics and High Voltage Systems (previously 'HAE416 Heavy Vehicle On-road Telematics & Hybrid Systems', error correction)				

HOSPITALITY AND SERVICE SECTOR PATHWAYS

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
NZ Certificate in Hairdressing (Salon Support) (Level 3)	n/a	12.04.22	15103	21 February 2022
2022 Rollover updates. **Programme Regulations:** • Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document • s.4 - Insert Covid Vaccination status statement under Information for Applicants heading • Health and Safety Risk Management – update wording • External Regulations – update wording • s.7 – Added Consistency Arrangements section • **Course Descriptors:** Updates to effective from date and version control table				
Trainee Chef (Level 4; , Culinary Arts (Level 5) – Cookery; Culinary Arts (Level 5) – Pastry and Baking	n/a	12.04.22	18102	21 February 2022
2022 Rollover updates. **Programme Regulations:** • Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document • s.4 - Insert Covid Vaccination status statement under Information for Applicants heading • Health and Safety Risk Management – update wording **Course Descriptors:** Updates to effective from date and version control table				
NZ Certificate in Tourism (Level 3) with strand in Tourism and Travel **NZ Certificate in Tourism (Level 4) (Operations)** **Tourism and Travel (Level 4)**	n/a	12.04.22	16101	21 February 2022
2022 Rollover updates. **Programme Regulations:** • Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document • s.4 - Insert Covid Vaccination status statement under Information for Applicants heading • Health and Safety Risk Management – update wording • s.4.8.1 – Insert heading for Distinction or Merit for Qualifications **Course Descriptors:** Updates to effective from date and version control table				
Tourism and Hospitality (Level 5); Hospitality Management (Level 5); **Tourism Management (Level 5)**	n/a	12.04.22	19101	21 February 2022
2022 Rollover updates. **Programme Regulations:** • Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document • s.4 - Insert Covid Vaccination status statement under Information for Applicants heading • Health and Safety Risk Management – update wording • s.7 – Insert Consistency Arrangements **Course Descriptors:** Updates to effective from date and version control table				

MARITIME, ADVENTURE TOURISM & CONSERVATION

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
Diploma in Nautical Science (Level 6)	29.03.22	06.04.22	17101	1 January 2022
2022 Rollover updates. **Programme Regulations:** • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)				

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
• Update s. 3.5.2 Workplace Learning • Update s. 3.5.3 Evaluation of Workplace Learning • s.4.2 Insert Covid Vaccination status statement under Information for Applicants heading, update Information for Applicants, and 4.3 Selection • s.8 Other Requirements deleted - moved under s.4 Information for Applicants • s.3.6 Health and Safety Risk Management – update wording • s.7 ITO 'The Skills Organisation' changed to WDC 'Toitu te Waiora Community, Health, Education and Social Services Workforce Development Council'. • s5.11 Requirements for Ensuring Consistency added				
Certificate in Superyacht Crewing	29.03.22	06.04.22	15101 21100	1 January 2022

2022 Rollover updates. **Programme Regulations:**
• Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)
• s.3.6 Health and Safety Risk Management – update wording
• s.4.2 Insert Covid Vaccination status statement under Information for Applicants heading, update Information for Applicants, and 4.3 Selection
• s.8 Other Requirements deleted - moved under s.4.2 Information for Applicants
• s.7 ITO organisation names changed to corresponding WDC organisation names for unit standard assessment requirements
• s5.11 Requirements for Ensuring Consistency added
• Update of US 19491 and US 19492 to latest version
Course Descriptors:
• No version change: 21100, effective 01 January 2022
• US versions change to courses: RTO304 Maritime Restricted Radiotelephone Operators Certificate (MRROC)
   o US 19491 version 4
   o US 19492 version 4				

Certificate in Domestic Maritime Operations (Restricted Limits) (L4)	06.04.22	06.04.22	15102	1 January 2022

2022 Rollover updates. **Programme Regulations:**
• Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)
• s.3.6 Health and Safety Risk Management – update wording
• s.4.2 Insert Covid Vaccination status statement under Information for Applicants heading, update Information for Applicants, and 4.3 Selection
• s.8 Other Requirements deleted - moved under s.4.2 Information for Applicants
• s.7 ITO organisation names changed to corresponding WDC organisation names for unit standard assessment requirements
• s5.11 Requirements for Ensuring Consistency added
• Update of US 19491 and US 19492 to latest version
Course Descriptors:
• No version change: 21100, effective 01 January 2022
• US versions change to courses: RTO304 Maritime Restricted Radiotelephone Operators Certificate (MRROC)
   o US 19491 version 4
   o US 19492 version 4				

Adventure Tourism and Guiding (Level 4) and (Level 5)	06.04.22	06.04.22	18104	1 January 2022
2022 Rollover updates. **Programme Regulations:** • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • s.4.2 Insert Covid Vaccination status statement under Information for Applicants heading, update Information for Applicants, and 4.3 Selection • s.8 Other Requirements deleted - moved under s.4.1.3 Information for Applicants • New section 4.1.4 Gear Requirements linked to information on NMIT website • s.7 ITO changed to WDC titles **Course Descriptors:** Correct mapping of LOs and assessments in course **ATG401 Core Adventure Guiding Skills**				

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from

ASSESSMENT AND RESULTS

Basis of Assessment	Graded competency-based assessment is used in this course.		
Assessment	**Relates to Assessment Standard ID**	**Learning Outcomes**	**Pass Criteria**
Assessment 1 (25%)	30689 *	1, 2, ~~3~~	Must Pass
Assessment 2 (50%)	30689 *	2, 3, 4	Must Pass
Assessment 3 (25%)	30689 *	2, ~~3,~~ 4	Must Pass with 100%

* Optional unit standard.

NZ Diploma in Marine Engineering Class 3 and Class 4 (Level 6)	06.04.22	06.04.22	15102	21 February 22

2022 Rollover updates. **Programme Regulations:**
- Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)
- Update s. 3.5.2 Workplace Learning
- Update s. 3.5.3 Evaluation of Workplace Learning
- s.4.2 Insert Covid Vaccination status statement under Information for Applicants heading, update Information for Applicants, and 4.3 Selection
- s.8 Other Requirements deleted - moved under s.4 Information for Applicants
- s.3.6 Health and Safety Risk Management – update wording
- s.7 ITO 'The Skills Organisation' changed to WDC 'Toitu te Waiora Community, Health, Education and Social Services Workforce Development Council'.
- s5.11 Requirements for Ensuring Consistency added

Predator Trapping Methods	n/a	12.04.22	20100	21 February 2022

2022 Rollover updates. **Programme Regulations:**
- Minor updates to spelling, formatting and grammar
- Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)
- List of references amended where appropriate throughout the document
- s.4 - Insert Covid Vaccination status statement under Information for Applicants heading
- Added Health and Safety Risk Management wording

Course Descriptors - Updates to effective from date and version control table

SOCIAL SCIENCES

Bachelor of Career Development	n/a	22.04.22	17109	1 February 2022

2022 Rollover updates. **Programme Regulations:**
- Minor updates to spelling, formatting and grammar
- Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)
- List of references amended where appropriate throughout the document
- s.4 - Insert Covid Vaccination status statement under Information for Applicants heading
- Health and Safety Risk Management – update wording

Course Descriptors - Updates to effective from date and version control table

APPLIED BUSINESS & ENGLISH LANGUAGE

Bachelor of Commerce [123655-3] **Graduate Diploma in Accounting [123656-3]** **Graduate Diploma in Management [123658-4]** **Graduate Diploma in Marketing [123659-3]**	02.05.22	02.05.22	18106	21 February 2022

Rationale:

Following a delivery review for BUS750 Advanced Business Project it is proposed that the following assessment weighting changes be made to more accurately reflect learner workload to meet the requirements of this level 7 course.

This would accurately reflect the work required for each of these assessments by the student:

- For Assessment 2 (Research proposal – LO's 1 & 2), learners are required to complete a research proposal (up to 40 pages) and a Research Ethics application.

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
• Assessment 5 (Viva voce LO's 2 & 3) is a fifteen-minute oral reflection (meeting with two supervisors) on project. **Course Descriptors:** • BUS750 Advanced Business Project. Assessment weighting change to Ass 2 – 20%, Ass 5 – 10%.				
DIGITAL TECHNOLOGIES AND ARTS & MEDIA				
Bachelor of Information Technology Graduate Diploma in Information Technology	02.05.22	02.05.22	08221	18 July 2022
Programme Regulations: • Course Descriptor SEC602 Systems Security 1 assessment weighting change to be: Ass 1 30%, Ass 2 50%, Ass 3 20%				
NZ Diploma in Animation L5 and L6	13.05.22	13.05.22	18103	21 February 2022

2022 Rollover updates and minor change to assessment for CGI501.

Programme Regulations:

- S3.6 Health and Safety Risk Management – updated to current wording
- S4.1 Information for Applicants added standard COVID-19 vaccination, information from Other Requirements section included
- S6 Other Requirements section removed
- Appendix 3 Graduate Profile and Assessment Maps – updates to mapping CGI501

Course Descriptors:

- CGI501 Professional Practice 1 – change in order of assessment and LO mapping:

Basis of Assessment:	Achievement Based assessment		
Assessment		**Learning Outcomes**	**% Weighting**
Assessment 1 Assessment 1		3, 6 1, 2, 4, 5	50% 40%
Assessment 2		1, 2, 4, 5	40%
Assessment 2		3, 6	50%
Professionalism		1 - 5	10%

- CGI603 Rigging and Animation 2 – minor update of content statement

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
Bachelor Computer Generated Imagery **Graduate Diploma in Computer Generated Imagery**	13.05.22	13.05.22	18104	21 February 2022
2022 Rollover updates and minor change to assessment for CGI501. **Programme Regulations:** • S3.6 Health and Safety Risk Management – updated to current wording • S4.1 Information for Applicants added standard COVID-19 vaccination, information from Other Requirements section included • S6 Other Requirements section removed • Appendix 1 and Appendix 2 Graduate Profile and Assessment Maps – updates to mapping a selection of L5 and L6 courses **Course Descriptors:** • CGI501 Professional Practice 1 – change in order of assessment and LO mapping: {table} • CGI603 Rigging and Animation 2 – minor update of content statement • CGI703 Advanced Animation – minor update of content statement				

Table embedded in CGI501 row:

Basis of Assessment:	Achievement Based assessment		
Assessment		**Learning Outcomes**	**% Weighting**
Assessment 1 ~~Assessment 1~~		3, 6~~1, 2, 4, 5~~	50%~~40%~~
Assessment 2		1, 2, 4, 5	40%
~~Assessment 2~~		~~3, 6~~	~~50%~~
Professionalism		1 -5	10%

ENGINEERING & CONSTRUCTION

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
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: Error correction from commencement of delivery (1 January 2018). Error was in original documents from Toi Ohomai. • Correct Course Title to HAE416 Heavy Vehicle On-road Telematics and High Voltage Systems (previously 'HAE416 Heavy Vehicle On-road Telematics & Hybrid Systems') • No requirement to create new course HAE428				

MARITIME, ADVENTURE TOURISM & CONSERVATION

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
Conservation Field Skills Training Scheme	10.05.22	13.05.22	17102	1 June 2022

Rational for change: Department of Conservation have undertaken a review of the course, based on staff needs and a desire not to replicate what is delivered in the Predator Trapping Methods Micro-credential PRT301. This was carried out internally in DoC by the Biodiversity Threats Management team. DoC have now asked NMIT to implement these changes.
Description of changes:
Version change to 17102
• Changes to course 'CFS428 Advanced Animal Pest Control Methods':
   o Rename to 'to CFS432 Vertebrate Pesticide Control Methods'
   o Remove content and field work associated with trapping.
   o Add Agricultural compounds and veterinary medicines (ACVM) content.
NZQA TYPE 2 CHANGES APPROVED 25 MAY 2022				

PRIMARY INDUSTRIES

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
NZ Certificate in Primary Industry Skills (Level 2)	13.05.22	13.05.22	20102	30 May 2022
Type 2 change to replace expiring unit standards. Version change. 2022 Rollover updates. Type 2 change to replace expiring unit standards. **Programme Regulations:** Version change to 20102. • Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document • s.2.7 Schedule of Assessment Standards (updated US versions, remove 21221, 24552, replace with 29844, 31913 and 31914 • s.4 - Insert Covid Vaccination status statement under Information for Applicants heading				

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
• Health and Safety Risk Management – update wording **Course Descriptors** • Updates to effective from date and version control table. • Update unit standards as per above. *NZQA TYPE 2 CHANGES APPROVED 20 MAY 2022*				
NZ Certificate in Horticulture (General) (Level 3)	10.05.22	13.05.22	16102	23 May 2022
Type 2 change. Qualification changed to version 2 [2677-2] (the version difference does not include changes to GPOs) **Programme Regulations**. Version change to 16102. • Update document to reflect version change from Version 1 to Version 2 • Version control table • S1.1 Qualification Information • Appendix 1: Qualification Details *NZQA TYPE 2 CHANGES APPROVED 25 MAY 2022*				

SOCIAL SCIENCES

Paetahi Tumu Kōrero Bachelor of Counselling	20.05.22	24.05.22	18104	14 February 2022

Rational for Changes:
- 2022 rollover updates
- BCG602 and BCG702: There are currently 50 hours of counselling practice (25 face to face + 25 hours agency) attached to BCG602 which is not a practicum course. There is no need for these hours to continue to be attached. BCG702 currently has 100 hours of counselling practice (50 face to face + 50 agency) and the 50 hours from 602 needs to be attached to 702 making a total of 150 hours for students to complete in their final year of study.
- The sector has advised (via monitor report in 2021) that more hours at level 7 is preferable (to more hours at level 6) as by L7 learners are able to demonstrate greater skills in facilitating change for clients.
- BCG603: Correction to assessment weightings
- BCG604– Currently has in the course content involving working with couples yet there are no learning outcomes reflective of this content. Couples counselling is not appropriate for year two students. The focus needs to be on working with whānau as whānau.

Description of changes: (Version Change from 18103 to **18104**)
Programme Regulations:
- Minor updates to spelling, formatting and grammar
- Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)
- List of references amended where appropriate throughout the documents2.9 – Added information around agency hours.
- s.4 - Insert Covid Vaccination status statement under Information for Applicants heading
- Health and Safety Risk Management – update wording

Course Descriptors:
- BCG602 Change and Wellbeing. Remove 50 workplace learning hours (25 hours face to face + 25 hours agency), add 50 Learner managed hours.
- BCG603 He Oranga Tangata/Foundations of Practice In Mental Health And Addictions. Change assessment weightings.

ASSESSMENT AND RESULTS			
Basis of Assessment:	Achievement-based assessment is used in this course.		
Assessment Task:	**Learning Outcomes**	**% Weightings**	**Pass Criteria**
Assessment 1	1, 2, 3, 4	~~35~~30%	
Assessment 2	1, 2, 3, 4	35%	50% overall
Assessment 3	5	~~30~~35%	

- BCG604 Working with Whānau. Remove indicative content relating to couples.
- BCG702 Presentation and Review of Counselling Practice. Add 50 work place learning hours (25 hours face to face + 25 hours agency). Remove 50 hours from learner managed hours. Add information for 'agency hour'.