NMIT Academic Committee Meeting – 30 August 2022 – Open

Room M306 NMIT Nelson Campus – Tuesday 30 August 2022 3.00PM

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 8.2	Minutes of the In-Committee NMIT Academic Committee Meeting – 20 July 2022 Minutes of the In-Committee NMIT Academic Committee Meeting –02 to 03 August 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	2021 Self-Assessment Reports - Postgraduate Certificate in Professional Supervision	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

20 July 2022 at 03.15PM in Room M306 and via Microsoft Teams

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

1.   Welcome, Apologies, Notices
     Marja Kneepkens opened the meeting and:
     • welcomed new Student Representative Max Devon onto the Committee
     • advised apologies had been received from Nicole Akuhata Director Ōritetanga + Māori
       Relationships, Kim Davies Director Academic + Quality, Dan Hall NMIT Student and Olivia Hall
       Executive Director Ōritetanga, Teaching + Learners
     • advised Pam Wood would now be attending as Acting Director – Marlborough due to Carole
       Crawford's secondment to the Project Leader role

2.   Administrative
     2.1   Minutes of NMIT Academic Committee Meeting 15 June 2022 - Open
           63/22 **RESOLVED** that the minutes of the NMIT Academic Committee Meeting 15 June 2022 -
           Open be confirmed as a true and accurate record.

                                                                    Sarah Fraser/Chanelle Taylor
                                                                                    CARRIED

                                                                                      ACTION
                                                                              Mary Woodward
                                                    Upload confirmed Minutes to Academic Committee site

     2.2   Action Items of NMIT Academic Committee Meetings
     Action Item 2 – Reports from Committee and Working Parties 2021 Spot-Check on Course Results
     Outcome Report
     Review Course Result Spot-Check List for 2022; Develop an Award spot-check process
     -   As Silvia Gassebner was not present this action was deferred to the 24 August 2022 meeting

     2.3   Correspondence Schedule
           64/22 **RESOLVED** that the inwards correspondence be received.
                                                                Marja Kneepkens/Bradley Hannigan
                                                                                    CARRIED
           65/22 **RESOLVED** that the outwards correspondence be endorsed.
                                                                Marja Kneepkens/Bradley Hannigan
                                                                                    CARRIED

3.   Academic and Quality
     3.1   Academic Development Tracking Report
     The Committee reviewed the Academic Development Tracking Report. Shine Kelly advised that the close-
     off for 2022 degree submissions was at the end of July.

     3.2   NMIT Operating + Financial Parameters (OFP) Report
     The Committee reviewed the NMIT Operating + Financial Parameters (OFP) report. Shine Kelly advised
     that the report summarised the recent development projects send to Te Pūkenga for approval.

     3.3   Operationalisation of Te Pūkenga Unified Programmes

Marja Kneepkens gave an overview on the work being done by NMIT on the operationalisation of Te Pūkenga unified programme development. She noted that regular meetings are taking place with business support and academic representative groups on how to operationalise changes and put in place actions to meet Te Pūkenga requirements for unified programme delivery.

Sarah Fraser noted that curricula development by the Bachelor of Social Work Working Group was going well with a large amount of feedback received following the consultation process. She advised that a recommendation had been made to Te Pūkenga for a longer time period to prepare for delivery

3.4   Approvals
3.4.1   Micro-Credential Development Proposal Applied Research Micro-Credentials, Research Principles, Planning and Practice Micro-Credential (Working Title), Preparing Research for Publication Micro-Credential (Working Title), Preparing a Research Funding application Micro-Credential (Working Title)
Marja Kneepkens advised that the development of these micro-credentials had been endorsed by the sector research network.

Bradley Hannigan advised that these micro-credentials were a transformation of the current level 7 NMIT Applied Research Training Schemes and were better pitched as postgraduate qualifications.

The Committee Members questioned the RES801 course code RES801 noting that this code was already in use in the Master of Applied Management programme.

66/22 **RESOLVED** that the Micro-Credential Development Proposal Applied Research Micro-Credentials, Research Principles, Planning and Practice Micro-Credential (Working Title), Preparing Research for Publication Micro-Credential (Working Title), Preparing a Research Funding application Micro-Credential (Working Title) be approved.

Bradley Hannigan/Sarah Fraser
CARRIED

ACTION
Kim Davies
Review if course code RES801 can be used a second time

3.5   2022 Consistency Review Overview
Darcy Liddell advised that:
- Pam Wood had represented NMIT at the 15.07.2022 3130 New Zealand Certificate in Seafood Processing (Level 3) workshop
- Review preparation is underway for:
  -     2900 New Zealand Certificate in Aeronautical Engineering (Specialist Support) (L4)
  -     2591 New Zealand Certificate in Computing (User Fundamentals) (L2)

3.6   2022 Degree Monitoring and Monitoring
Darcy Liddell advised:
- the 15.07.2022 Bachelor of Nursing degree monitoring visit had gone well with the monitor noting the positive team relationships
- preparation is underway for the 04.08.2022 Nursing Council of New Zealand monitoring visit

3.6.1   A Review of NZQA EER Reports of ITPs as at January 2019
Darcy Liddell presented the review document of NZQA EER Reports of ITPs as at January 2019 for information. She advised that although the information is not current it outlines what 'good' looks like within the sector.

ACTION

Darcy Liddell

Compile and share with Committee Members a list of recommendation themes from document

4. Sector Updates

Marja Kneepkens advised there were no sector updates and noted that it would be good to hear the perspective of Working Group and Steering Group Members on their mahi.

ACTION

Kim Davies / Mary Woodward

Update agenda item with descriptive commentary

5. Reports from Committees and Working Parties

5.1 Programme Approval Committee Reports

5.1.1 PAC Report for the Vocational Pathways (NCEA Level 2) (Service Industries)

Marja Kneepkens noted that this PAC report was being presented as information only. She advised that approval is being sought to deliver this programme which leads to NCEA Level 2 with a Vocational Pathways endorsement and that as this programme sits within the secondary sector work was required to find the correct fit for the tertiary sector. She noted that as the PAC Members had not approved the initial documents Kim Davies had continued to work on them and once the requirements have been met to the satisfaction of the PAC Chair they will be presented to this committee for approval.

5.1.2 PAC Report for the New Zealand Certificate in Information Technology (Level 5) New Zealand Diploma in Information Technology Technical Support (Level 5) New Zealand Diploma in Web Development and Design (Level 5) Bachelor of Information Technology Graduate Diploma in Information Technology

Marja Kneepkens advised that this PAC report was being presented as information only at this stage as not all the requirements had been met.

67/22 **RESOLVED** that the minutes of the Academic Standards + Quality Committee Meetings of 07.06.2022 and E-Meetings of 20.06.2022, 01.07.2022 be receipted.

Shine Kelly / Chanelle Taylor

CARRIED

6. General Business

6.1 Course and Programme Changes

Marja Kneepkens presented the Course and Programme Changes for endorsement.

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

DIGITAL TECHNOLOGIES AND ARTS & MEDIA

NZ Diploma in Information Technology Technical Support (Level 5)	07.06.22	09.06.22	16103	18 July 2022

Rationale for change/s: Change to the assessments in course OSA501 following tutor's request and student feedback.
Programme Regulations:
• OSA501 Operating Systems and Application Software. Redistribution of weightings, removal of assessment 4:

Assessment	Learning outcomes	% Weightings
Assessment 1	~~2 - 6~~ 1 - 6	~~20%~~25%
Assessment 2	~~2 - 6~~ 1 - 6	40%25%
Assessment 3	~~1 - 6~~ 2, 4	20%50%
~~Assessment 4~~	~~1 - 6~~	~~20%~~

Bachelor of Information Technology Graduate Diploma in Information Technology	07.06.22	09.06.22	08221	18 July 2022

Rationale for change/s: Change to the assessments in courses following tutor's request.
Programme Regulations:

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

- OSA501 Operating Systems and Application Software. Redistribution of weightings, removal of assessment 4 as per Diploma above:
- PRJ701 Project - change to assessment titles, distribution, and weightings

Assessment	Learning Outcomes	Pass criteria (minimum)	% Weightings
Assessment 1	~~1, 3, 4~~1 - 4	40%	~~20~~30%
~~Assessment 2~~	~~3, 4~~	~~40%~~	~~10%~~
~~Assessment 3~~	~~3, 4~~	~~40%~~	~~15%~~
~~Assessment 4~~	~~1, 3, 4~~	~~40%~~	~~5%~~
Final Report - Technical Examiner	~~2 - 4~~1, 2	40%	~~35~~50%
Final Report - Report Examiner	~~2 - 4~~1, 2	40%	~~15~~20%

- PRJ702 Graduate Diploma Project- change to assessment titles, distribution, and weightings

Assessment	Learning Outcomes	Pass criteria (Minimum)	% Weightings
Assessment 1	~~1, 3, 4~~1 - 5	40%	~~20~~30%
~~Assessment 2~~	~~3, 4~~	~~40%~~	~~10%~~
~~Assessment 3~~	~~3, 4~~	~~40%~~	~~15%~~
~~Assessment 4~~	~~1, 3, 4~~	~~40%~~	~~5%~~
Final Report - Technical Examiner	~~2 - 4~~1, 2, 3	40%	~~35~~50%
Final Report - Report Examiner	~~2 - 4~~1, 3	40%	~~15~~20%

Bachelor of Arts and Media	01.07.22	01.07.22	17106	18 July 2022

Rationale for change/s:
Increase of teaching hours is required. Over the past 2 years staff have noted issues with these courses. These are the more academic courses in the Level 5 programme, many students are struggling and a lot of extra support and resourcing is needed to ensure students' success. Increasing the time tutors teach will be of benefit for students and would bring these courses into line with all the other Level 5 BAM courses.
Brief description of change/s: New version 17106
Programme Regulations and Course Descriptors:
Change in Teaching Hours / Learner Managed Hours to 4 x courses, AAD513, AAD514, AAD519, AAD520:

Course Title	Teaching Hours	Workplace Learning Hours	Learner Managed Hours
AAD519 Critical Studies Lab	49	0	51
AAD520 Critical Studies Project	49	0	51
AAD513 Communication Lab	49	0	51
AAD514 Communication Project	49	0	51

NZ Certificate in Arts and Design (L4), NZ Diploma in Arts and Design (L5), NZ Diploma in Arts and Design (L6)	01.07.22	01.07.22	17104	18 July 2022

Rationale for change/s:
Increase of teaching hours is required. Over the past 2 years staff have noted issues with these courses. These are the more academic courses in the Level 5 programme, many students are struggling and a lot of extra support and resourcing is needed to ensure students' success. Increasing the time tutors teach will be of benefit for students and would bring these courses into line with all the other Level 5 BAM courses.
Brief description of change/s: New version 17104
Programme Regulations and Course Descriptors:
Change in Teaching Hours / Learner Managed Hours to 4 x courses, AAD513, AAD514, AAD519, AAD520 as per BAM above.

ENGINEERING & CONSTRUCTION

AEV501 Electric Vehicle Block Course	01.07.22	01.07.22	010722	04 July 2022

New self-funded course block course. 40 hours of delivery at level 5. Non-assessed, participation only.
Rationale:

6

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
To provide Otago Polytechnic (OP) students with practical workshop training as part of the requirements to complete the NZ Certificate in Electric Vehicle Automotive Engineering (Level 5), as per 'Academic Delivery Sub-Contact for New Zealand Certificate in Electric Vehicle Automotive Engineering (Level 5)' (available upon request). To offer a solution to students studying online and located in the Te Tau Ihu rohe (The Top of the South region).				

SOCIAL SCIENCES

NZ Diploma in Career Development (Level 6)	n/a	07.06.22	19102	21 February 2022
2022 rollover updates: • 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 • Health and Safety Risk Management – update wording • Section 6 Other Requirements removed; info added to Information for Applicants in Entry section. • Special Assessment section updated with current wording • Course Descriptors updated with effective from date and version number				

68/22 **RESOLVED** that the Approval of Course and Programme Changes be endorsed.

Max Devon / Pam Wood

CARRIED

6.2   Key Messages from Meeting
- Acting Student Chair, Max Devon, was welcomed onto the Academic Committee
- the Committee Members acknowledged the mahi of the Bachelor of Nursing team in preparing for the Degree Monitoring visit and the positive feedback received from the degree monitor
- the Committee Members acknowledged the mahi of staff this year for Consistency Reviews and Monitoring visits despite COVID-19 and other sicknesses

ACTION

Mary Woodward / Marja Kneepkens

Forward key message list to Caroline Elworthy for inclusion

Resolution to Exclude the Public
69/22 **RESOLVED**
1. That members of the public and press be excluded from the remainder of the meeting and that the Academic Committee move In-committee (confidential session)
2. Furthermore, NMIT resolves that the Director Teaching + Learning (Curriculum Director), Academic Advisor, Quality Enhancement Manager, Appointed Academic Staff Members, Appointed NMIT Students, Acting Director – Marlborough, 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 – 15 June 2022	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without	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

		prejudice or disadvantage, commercial activities	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	2021 Self-Assessment Reports - Bachelor of Nursing including Competence Assessment Programme (CAP) - Bachelor of Commerce including Graduate Diploma in Accounting, Graduate Diploma in Management, Graduate Diploma in Marketing, Graduate Diploma in Professional Accounting - Master of Applied Management, Postgraduate Diploma in Applied Management, Postgraduate Certificate in Applied Management, Postgraduate Diploma in Logistics and Supply Chain Management - Postgraduate Certificate in Professional Supervision	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)

Meeting Closed 04.20PM

Academic Committee Action List – 20 July 2022

	RES NO	ACTION	WHO	WHEN	PROGRESS
Action Items 15.06.2022					
1	2.2	Upload confirmed Minutes to Academic Committee site	Mary Woodward	Report back 20 July 2022	Completed
2	5.1	Reports from Committee and Working Parties 2021 Spot-Check on Course Results Outcome Report Review Course Result Spot-Check List for 2022 Develop an Award spot-check process	Silvia Gassebner	Report back 24 August 2022	
3	6.2	Key Messages from Meeting Forward key message list to Caroline Elworthy for inclusion	Mary Woodward / Kim Davies	ASAP	Completed
Action Items 15.06.2022 - In-Committee					
4	8.1	Upload confirmed Minutes to Academic Committee site	Mary Woodward	Report back 20 July 2022	Completed
Action Items 20.07.2022 - Open					
5	2.1	Upload confirmed Minutes to Academic Committee site	Mary Woodward	Report back 24 August 2022	Completed
6	3.6.1	A Review of NZQA EER Reports of ITPs as at January 2019 Compile and share with Committee Members a list of recommendation themes from document	Darcy Liddell	Report back 24 August 2022	Completed
7	4	Sector Updates Update agenda item with descriptive commentary	Kim Davies / Mary Woodward	Report back 24 August 2022	
8	3.4.1	Approvals Micro-Credential Development Proposal Applied Research Micro-Credentials etc Review if course code RES801 can be used a second time	Kim Davies	Report back 24 August 2022	
9	6.2	Key Messages from Meeting Forward key message list to Caroline Elworthy for inclusion	Mary Woodward / Kim Davies	ASAP	Completed

OPEN
DRAFT Minutes of an e-meeting of the Academic Committee

10 August 2022 at 01.33PM via email closed 11 August 2022 at 12.00PM

PARTICIPANTS: Kim Davies Director Academic + Quality (Chair), Max Devon NMIT Student, Sarah Fraser Principal Academic Staff Member, Silvia Gassebner Team Leader Curriculum + Academic Registry, Bradley Hannigan Principal Academic Staff Member, Marja Kneepkens Director Teaching + Learning, Darcy Liddell Quality Enhancement Manager, Chanelle Taylor Senior Academic Staff Member, Pam Wood Acting Director-Marlborough, Mary Woodward Administrator Curriculum + Academic Registry (minute-taker, non-voting)

RESPONSES:

	Item 1.1.1
Kim Davies (Chair)	Approve
Max Devon	Approve
Sarah Fraser	Approve
Silvia Gassebner	Approve
Bradley Hannigan	Approve
Marja Kneepkens	Approve
Darcy Liddell	Approve
Chanelle Taylor	Approve
Pam Wood	Approve

1. Reports from Committees and Working Parties
1.1 Programme Approval Committee Reports
    1.1.1 PAC Report for the Vocational Pathways (NCEA Level 2) (Service Industries)

    78/22 RESOLVED that the Programme Approval Committee Report for the Vocational Pathways (NCEA Level 2) (Service Industries) be approved.

    CARRIED

Meeting Closed 12.00PM

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Academic Committee Action List – 30 August 2022

	RES NO	ACTION	WHO	WHEN	PROGRESS
Action Items 15.06.2022					
2	5.1	Reports from Committee and Working Parties 2021 Spot-Check on Course Results Outcome Report Review Course Result Spot-Check List for 2022 Develop an Award spot-check process	Silvia Gassebner	Report back 30 August 2022	
Action Items 20.07.2022 - Open					
5	2.1	Upload confirmed Minutes to Academic Committee site	Mary Woodward	Report back 30 August 2022	Completed
6	3.6.1	A Review of NZQA EER Reports of ITPs as at January 2019 Compile and share with Committee Members a list of recommendation themes from document	Darcy Liddell	Report back 30 August 2022	Completed
7	4	Sector Updates Update agenda item with descriptive commentary	Kim Davies / Mary Woodward	Report back 30 August 2022	
8	3.4.1	Approvals Micro-Credential Development Proposal Applied Research Micro-Credentials etc Review if course code RES801 can be used a second time	Kim Davies	Report back 30 August 2022	
9	6.2	Key Messages from Meeting Forward key message list to Caroline Elworthy for inclusion	Mary Woodward / Kim Davies	ASAP	Completed

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Correspondence Schedule 30 August 2022

Inwards

1.	Te Pūkenga	07.07.22	OFP Request Approval - NZQA Type 2 changes to five related Information Technology programmes (including two at degree level) for 2023 delivery
2.	Te Pūkenga	07.07.22	OFP Request Approval - Type 2 changes to the Logistics and Supply Chain Management major in the Master of Applied Management and Postgraduate Diploma in Applied Management programmes
3.	NZQA-CR	28.07.2022	CR Final Report received for 2907 - New Zealand Diploma in Aeronautical Maintenance Certification (Level 6)
4.	NZQA-CR	28.07.2022	CR Interim Report received for 3765 - New Zealand Certificate in Outdoor and Adventure Education (Multi-skilled) (Level 4)
5.	Toi Mai WDC	05.08.2022	Request of Programme Endorsement - Type 2 changes for 2023 delivery: New Zealand Certificate in Information Technology (Level 5) leading to version 2 of NZQF No. 2595; New Zealand Diploma in Information Technology Technical Support (Level 5) leading to version 2 of NZQF No. 2596; New Zealand Diploma in Web Development and Design (Level 5), leading to version 2 of NZQF No. 2598.
6.	NZQA-CR	18.08.2022	CR Interim Report received for 3130 - New Zealand Certificate in Seafood Processing (Level 3) with strands in Fish and Fish Products, Live Holding, Cleaning and Sanitation, and Seafood Logistics

Outwards

7.	Te Pūkenga	07.07.22	OFP Request Form - Type 2 changes to the Logistics and Supply Chain Management major in the Master of Applied Management and Postgraduate Diploma in Applied Management programmes
8.	NZQA	26.07.22	Application C53610 - Type 2 changes to Bachelor of Aquaculture and Marine Conservation
9.	NZQA	26.07.22	Application C53611 - Type 2 changes to Master of Applied Management
10.	NZQA	26.07.22	Application C53612 - Type 2 changes to Postgraduate Diploma in Applied Management
11.	NZQA	28.07.22	Application C53609 - Type 2 changes to Bachelor of Viticulture and Winemaking
12.	NZQA	05.08.22	Applications C53607 and C53608 - Type 2 changes to Bachelor of Information Technology and Graduate Diploma in Information Technology
13.	NZQA	05.08.22	Application C53866 - Type 2 changes to NZ Certificate in Information Technology (Level 5)
14.	NZQA	05.08.22	Application C53867 - Type 2 changes to NZ Diploma in Information Technology Technical Support (Level 5)
15.	NZQA	05.08.22	Application C53868 - Type 2 changes to NZ Diploma in Web Development and Design (Level 5)
16.	NZQA	24.08.22	NZ Diploma in Web Development and Design (Level 5) [121292] Learner Samples submitted
17.	NZQA	29.08.22	Response to Consistency Review 3130 Interim Report: NZ Certificate in Seafood Processing (Level 3)

Academic Development Tracking - @ 12 August 22
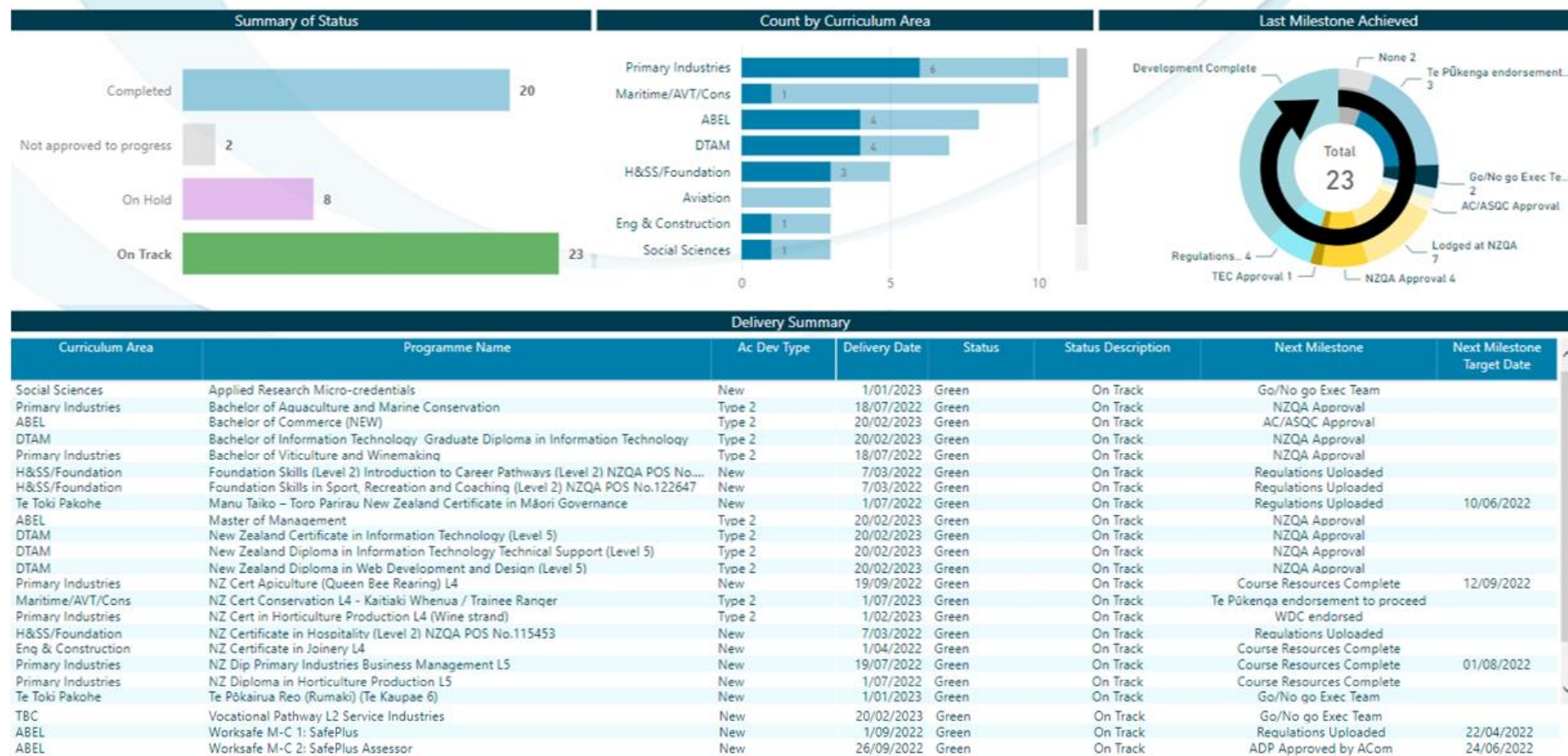
Filtered to open developments only.

OFP Request Register 12 August 2022

	37	←TOTAL OFP				32	32			
#	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*
27	NZ Cert Conservation L4 - Kaitiaki Whenua / Trainee Ranger	Type 2. Change to LO. Entry Requirements to align with new NMIT standardised entry provisions. Exception for other, non-acad. entry	Shine	28 Add / Rer	N			10/5/22 drafted. Sent to SK for more info. Not urgent, delivery S2 2023	proposed Type 2 changes to the NMIT Programme Kaitiaki Whenua Trainee Ranger delivering the qualification NZ Certificate in Conservation (Operations) Level 4	n/a
31	Conservation Field Skills L4 Training Scheme	rename to 'Vertebrate Pesticides Control Methods', remove trapping content, add AVCM (Agricultural compounds and veterinary medicines) qualification content.	Shine	28 Add / Rer	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 / Rer	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 / Rer	Y	2/06/22	7/06/22		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.
34	IT Type 2	Align LOs, Aims etc. to GPO of new L5 qual version. Incorporate those changes into the degree level		28 Add / Rer	Y	5/07/22	7/07/22		proposed NZQA Type 2 changes to five related Information Technology programmes (including two at degree level) for 2023 delivery	NZQA 2023 Degree change submission deadline 29 July 2022
35	MAM, PGDAM	to allow additional elective choice to be used to build research skill ākonga need to successfully complete research courses at Level 9		28 Add / Rer	Y	18/07/22	25/07/22		proposed Type 2 changes to the Logistics and Supply Chain Management major in the Master of Applied Management and Postgraduate Diploma in Applied Management programmes	NZQA 2023 Degree change submission deadline 29 July 2022
36	NZ Certs IT L4 and Computing L3	New qual versions		28 Add / Rer	N			Draft sent to Kim 11/8/22	proposed Type 2 changes to NZ Certificate in Computing (Intermediate User) (Level 3) and NZ Certificate in Information Technology Essentials (Level 4) to align the programmes to the latest versions of the qualifications for 2023	

MICRO-CREDENTIAL DEVELOPMENT PROPOSAL

Proposed Title: SafePlus Assessor

Curriculum Area: Applied Business

Proposed Start Date: September 2022

NMIT Executive Approval Date: Master Services Agreement NMIT/Worksafe signed 24 November

Te Pūkenga Endorsement Date: 21 September 2021

Stakeholders: ☐ Iwi ☐ Community group ☐ Employer ☐ Industry ☒ Other (refer note) Note: WorkSafe NZ	**Level: 6** **Credits: 15**

Evidence of need:
SafePlus continues to support WorkSafe's aim for a step change in New Zealand's health and safety performance beyond minimum compliance, towards health and safety as integral to how work is designed, planned and done – with workers fully involved.

Health and safety professionals have been identified as key enablers and supports for organisations in their efforts to improve workplace health and safety performance. SafePlus Assessors must understand how the SafePlus assessment approach differs from traditional health and safety audit approaches, using both quantitative and qualitative methods to draw conclusions about the health and safety performance and capability of an organisation.

There is an ongoing need to provide HASANZ registered health and safety professionals with 'anywhere, on-demand' access to quality-assured training in the application of the SafePlus assessment approach, credentialling their ability to support organisations in developing good practices in health and safety in Aotearoa New Zealand.

WorkSafe sought proposals for development (through a national tender process) of online learning modules which would enable a robust, credible certification process centred around SafePlus that was recognised by NZQA. They requested it be built on SafePlus principles and practices, and be available for open access. This online learning module would be created as a micro-credential and align with NZQA Level 6

Collaboration details:
Joint tender with eCampus NZ to work alongside WorkSafe NZ to develop.
NMIT, eCampus and Catalyst submitted a joint bid and received confirmation of preferred supplier status on 9 September 2021.
This group have worked collaboratively to produce the Level 4 Kia Haumaru! Kia Matatū! SafePlus Micro-credential which provides individuals and organisations with accessible tools to assist with improving health and safety performance in Aotearoa New Zealand.

Delivery Mode: ☐ On Campus (Blended) ☐ Hybrid (Flexible) ☐ Off Campus (Block) ☒ Wholly Online ☒ Distance	**Funding:** ☐ TEC Funding Initial 3V4 approved OR ☒ Full Cost Recovery ☒ Initial Costing Approved

Brief description of course content:
•Introduction to SafePlus – including the programme, approach, components, principles, benefits, and performance requirements
•SafePlus scoping – including desktop review, client meetings, costing, and setting up the project
•Planning a SafePlus assessment – including collating organisational information, preparing questions, incorporating Te Whare Tapa Whā and relevant tikanga, and scheduling interviews

•SafePlus deep dives – including goals, what is involved in a deep dive, how to carry out a deep dive, and observations
•Interviewing – including why it matters, interview skills, cognitive behavioural theory, writing up interview notes
•Analysing evidence for SafePlus, including identifying themes, creating an overview, selecting evidence, and interacting wth the key contact
•SafePlus reports, including initial conversations, communicating and presenting findings and recommendations

Strategic Fit
Fit with NMIT 2021-2025 Strategy:
Learner Centred Delivery – everyone, everything, anytime, anywhere:
Equity and Access – reducing barriers
The micro-credential will be fully online with built in accessibility features and multiple formats for the collection of assessment evidence. Different options for how learners engage with the content depending on their learning style.
Tertiary Education Strategy 2020:
This proposal aligns with Objective 4: Future of Learning and Work Learning that is relevant to the lives of New Zealanders today and throughout their lives – Priority 7: Collaborate with industries and employers to ensure learners/ākonga have the skills, knowledge and pathways to succeed in work.

Proposer Name (Curriculum Manager)	Hannah Emms-Healy		
Signature		Date	08.08.2022

If the project is not progressed within 3 months of Academic Committee approval, the Academic Development Proposal must be re-presented to the Academic Committee

Received by Academic and Quality Team	Kim Davies	Date	
Received by Academic Committee		Date	

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

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**REPORT OF A MEETING OF THE PROGRAMME APPROVAL COMMITTEE FOR THE
HE ARA MATATAU – SAFEPLUS ASSESSOR MICRO-CREDENTIAL
HELD ON 22 AUGUST 2022 AT 03.00PM**

PRESENT: Shine Kelly (Chair, voting member), Rae Perkins (Project Lead, voting member), Susannah Roddick (Project Lead, voting member), Kim Davies (Academic Advisor, non-voting), Janine Richardson (eCampus New Zealand, non-voting), Chanelle Taylor (PLS, non-voting), Mary Woodward (Academic & Quality, non-voting)

APOLOGIES: Misty Ormsby (Mātauranga Māori, Tikanga Advisor), Margaret van Schaik (Subject Matter Expert: Managing Director Van Schaik Health & Safety Solutions)

GENERAL:

Shine Kelly opened the meeting and welcomed Members. She noted that apologies had been received from Misty Ormsby and Margaret van Schaik. She advised that the meeting had been convened to approve the He Ara Matatau – SafePlus Assessor Micro-credential and reported that the purpose of the micro-credential is to provide health and safety professionals with the essential skills and knowledge to become credentialled SafePlus Assessors. She invited Kim Davies to give an over-view of the micro-credential.

Kim Davies advised that:
- NMIT in partnership with eCampus New Zealand had been WorkSafe New Zealand's preferred tenderer to develop the level 6 He Ara Matatau – SafePlus Assessor Micro-credential
- NMIT in partnership with eCampus New Zealand had previously worked with WorkSafe New Zealand on the development of the level 4 Kia Haumaru! Kia Mātatu! SafePlus Micro-credential
- The development of a level 6 SafePlus micro-credential is in response to supporting WorkSafe New Zealand's plan to improve workplace health and safety outcomes in Aotearoa New Zealand
- NMIT in partnership with eCampus New Zealand had worked closely with WorkSafe New Zealand on the development of the He Ara Matatau – SafePlus Assessor Micro-credential
- Those involved in the collaborative development process were:
  - Margaret van Schaik, subject matter expert
  - Janine Richardson, eCampus New Zealand
  - Misty Ormsby, mātauranga Māori and tikanga advisor
- A panel of existing assessors had also been brought together to advise on the micro-credential's content
- The He Ara Matatau – SafePlus Assessor Micro-credential will be delivered fully online, and as requested by WorkSafe New Zealand, will be credentialled and have a qualification attached to it

Shine Kelly acknowledged the work of everyone involved in the development of the He Ara Matatau – SafePlus Assessor Micro-credential.

A. **Programme Approval Committee Recommendation to the Academic Committee**

The Committee recommended that the He Ara Matatau – SafePlus Assessor Micro-credential be approved when the requirements of the Programme Approval Committee have been met to the satisfaction of the Committee Chair.

CARRIED

Requirements of Programme Approval Committee met:

Date:	Advisor: Kim Davies	
Date:	Chair: Shine Kelly	

B. **Requirements**

General

		Date/Initial
1.	Correct general formatting and typing errors, including capitalisation.	
2.	Ensure all reference to learner(s)/student(s) is updated to ākonga	

Micro-Credentials Regulations He Ara Matatau – SafePlus Assessor Micro-credential

Assessment, Assessment Methods (Section 2.5, Page 7):

3.	Paragraph 2, modify sentence to remove the 'at least 50%' requirement	

Assessment, Assessment Methods (Section 2.5.1, Page 7):

4.	Sentence 1, update sentence to 'Summative assessment methods may include:'	

Appendix 1: Course Descriptor WSF601 He Ara Matatau – SafePlus Assessor (Page 13)

5.	Consider adding a section detailing breakdown of the 50 Teaching hours noted in Table 2	

General

6.	Apply any changes identified in the Micro-Credential Regulations He Ara Matatau – SafePlus Assessor Micro-Credential that are also relevant to the Application Document	

MEETING CLOSED 04.29PM

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OPEN
CONFIRMED Minutes of a meeting of the Academic Standards + Quality Committee
12 July 2022 at 10.00AM Room M306 and via Microsoft Teams

PRESENT:
Committee: Kim Davies (Chair), Julie Bytheway, Reid Carnegie (online 10.11 to 10.42am and 11.00 to 11.30am), Monique Day, Hannah Emms-Healey, Silvia Gassebner, Alison Hart, Marja Kneepkens, Trisha Krishnasamy, Darcy Liddell, Pam Wood, Mary Woodward (Minute taker, non-voting)

In Attendance: Shine Kelly (offline 10.49am)

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, Deidre Hemera, Kate Neame, Paula Steel, Ren Stronach, Victoria Whitmore.

2.   Moderation
    2.1   2022 External Annual Moderation Plans
    The 2022 External Annual Moderation Plans were presented for endorsement.

    RESOLVED that the following 2022 External Annual Moderation plans be endorsed by this Committee:
    • Hairdressing 3 events
    • Nursing 4 events

    Trisha Krishnasamy / Hannah Emms-Healey
    CARRIED
    Action Mary Woodward
    Advise Eleanor Upton of endorsement of AMP events for noting on Moderation Tracksheet
    2.2   Moderation Reports
    The following Moderation Reports were received:

No.	CA	Moderation Report Coversheet	Moderation Report	Result Assessment Material	Result Assessor Judgement	Req	Rec	Com	Action Plan
1	DTAM	AAD606 21NN-S2	Report	Met	Met	No	Yes	Yes	Action Plan
2	DTAM	AAD523 21NN-T3	Report	Met/Mod	Met	Yes	No	No	Action Plan
3	DTAM	MUS401 21NN-S1	Report	Met	Not Met	Yes	No	No	Action Plan
4	DTAM	NCH201 US21940v4	Report	Met	N/A	No	No	No	
5	E+C	DEN611 21NN-S2	Report	Met	Met	No	Yes	No	Tutor advised that **not really a strong recommendation, more a speculation. We will take it into account but no action plan necessary**
6	E+C	DEN612 21NN-S2	Report	Met	Met	No	No	No	
7	E+C	HAE411 21NN/ML-CS01-04-07-10 Coversheet, Report, Action Plan		Met	Not Met	Yes	No	No	
8	E+C	NCL412 21NN/ML CS01-04-07-10 Coversheet, Report, Action Plan		Met	Not Met	Yes	No	Yes	
9	E+C	CAU305 21NN/ML CS01, 04, 07, 10 Coversheet, Report, Action Plan		Met	Not Met	No	No	No	
10	E+C	CAU303 21NN/ML CS01, 04, 07, 10 Coversheet, Report, Action Plan		Met	Not Met	Yes	No	No	

11	PI	CHP409 21NN-CS09 Coversheet, Report		Met/Mod	Met/Mod	Yes	No	No	Action Plan
12	SS	BCD703 21EX-FY	Report	Met	Met	No	Yes	No	Action Plan

The Committee Members advised their satisfaction of the Moderation Reports presented for receipt. They noted:

- The use of the new Action Plan template which includes the Part 2 Closing the Loop process
- There are a number of Action Plans to come back to the Committee once part 2 has been completed

Action Mary Woodward

Forward tabled Moderation Reports to Eleanor Upton for noting receipt on Moderation Tracksheet

2.3   2020/2021 Analysis of External Moderation Reports Completed

Kim Davies presented an analysis of the 2020 and 2021 planned moderation events against completed moderation events for information.

Following review, the Committee Members noted that the purpose of the report was unclear and requested it be resubmitted with commentary to aid analysis.

Action Kim Davies

Resubmit report with commentary added to aid purpose and analysis

3   Academic + Quality

3.1   2022 Consistency Review Schedule and Outcomes Overview

Darcy Liddell advised:

- 3130 New Zealand Certificate in Seafood Processing (Level 3):
  - a late submission of materials have been sent to NZQA with the workshop to take place on 15 July 2022
- 2900 New Zealand Certificate in Aeronautical Engineering (Specialist Support) (Level 4)
  - planning is underway for the November workshop
- 2591 New Zealand Certificate in Computing (User Fundamentals) (Level 2)
  - planning is underway for the November workshop

3.2   2021 Degree Self-Assessment Reports

3.2.1   2021 Self-Assessment Report for the Bachelor of Nursing Programme including Competence Assessment Programme

RESOLVED that the 2021 Self-Assessment Report for the Bachelor of Nursing Programme including Competence Assessment Programme be endorsed by this Committee and sent to the Academic Committee for approval.

Marja Kneepkens / Silvia Gassenber
CARRIED

3.2.2   2021 Self-Assessment Report for the Bachelor of Commerce including Graduate Diploma in Accounting, Graduate Diploma in Management, Graduate Diploma in Marketing, Graduate Diploma in Professional Accounting

RESOLVED that the 2021 Self-Assessment Report for the Bachelor of Commerce including Graduate Diploma in Accounting, Graduate Diploma in Management, Graduate Diploma in Marketing, Graduate Diploma in Professional Accounting be endorsed by this Committee and sent to the Academic Committee for approval.

Trisha Krishnasamy / Julie Bytheway
CARRIED

3.2.3   2021 Self-Assessment Report for the Master of Applied Management, Postgraduate Diploma in Applied Management, Postgraduate Certificate in Applied Management, Postgraduate Diploma in Logistics and Supply Chain Management

RESOLVED that the 2021 Self-Assessment Report for the Master of Applied Management, Postgraduate Diploma in Applied Management, Postgraduate Certificate in Applied Management, Postgraduate Diploma in Logistics and Supply Chain Management be endorsed by this Committee and sent to the Academic Committee for approval.

Kim Davies / Marja Kneepkens
CARRIED

3.3   2022 Degree Monitoring and Monitoring Overview
Darcy Liddell advised that the Bachelor of Nursing programme is currently preparing for the Degree Monitors visit on 15 July 2022 and the Nursing Council of New Zealand visit on 04 August 2022

3.3.1   2022 Degree Monitoring Report – Bachelor of Career Development, Graduate Certificate in Career Development and Cover Letter
Darcy Liddell presented the 2022 Degree Monitoring Report for the Bachelor of Career Development, Graduate Certificate in Career Development for information. She noted it was a good report and that the monitor has recommended the programme pursue self-monitoring.

3.3.2   2022 Degree Monitoring Report – Bachelor of Viticulture and Winemaking
Pam Wood presented the 2022 Degree Monitoring Report for the Bachelor of Viticulture and Winemaking for information. She noted that the feedback from the monitor aligned with that of the Targeted Evaluation in regard to graduate communication, learners receiving appropriate levels of support, and moderation processes.

4   Course and Programme Changes
   4.1   3V6 Approval Form National Certificate in Engineering Fabrication (Level 4) 2022
              a.   3V6 Approval Form National Certificate in Engineering Fabrication (Level 4) 2022
              b.   National Certificate in Engineering – Fabrication with strands in Heavy Fabrication and Light Fabrication (Level 4) 2022 UCOL

RESOLVED that the 3V6 Approval Form National Certificate in Engineering Fabrication (Level 4) 2022 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Trisha Krishnasamy / Silvia Gassebner
CARRIED
Action Mary Woodward
Advise Academic Advisor of endorsement
Forward endorsed 3v6 Approval Form to Director of Academic & Quality for approval

   4.2   3V6 Approval Form Bachelor of Viticulture and Winemaking Removal of BLM501, BMG638 2022 14110
              a.   3V6 Approval Form Bachelor of Viticulture and Winemaking Removal of BLM501, BMG638 2022 14110
              b.   Bachelor of Viticulture and Winemaking Programme Regulations 2022 14110
              c.   Bachelor of Viticulture and Winemaking Course Descriptors 2022 14110

Following discussion, it was requested that the 3V6 Approval Form Bachelor of Viticulture and Winemaking Removal of BLM501, BMG638 2022 14110 be removed from the agenda:
   •   pending clarification on the programme completion requirements
   •   update the Proposed start date from semester two 2022 to semester one 2023

Action Kim Davies / Shine Kelly
Review the Bachelor of Viticulture and Winemaking completion requirements
Update the proposed start date to semester one 2023

   4.3   3V6 Approval Form Bachelor of Aquaculture and Marine Conservation Removal of BLM501, BMG638 2022 14107

a. 3V6 Approval Form Bachelor of Aquaculture and Marine Conservation Removal of BLM501, BMG638 2022 14107
b. Bachelor of Aquaculture and Marine Conservation Programme Regulations 2022 14107
c. Bachelor of Aquaculture and Marine Conservation Course Descriptors 2022 14107

Kim Davies advised that the changes to the Bachelor of Aquaculture and Marine Conservation (BAqMC) programme were in response to the new unified New Zealand Diploma in Business (Level 5) programme and will mean that BAqMC learners will no longer be restricted in their choice of elective business courses to meet the degree's completion requirements. She also noted that with the new New Zealand Diploma in Primary Industries Business Management (Level 5) programme, BAqMC learners will be able to study more contextualised business courses to meet the completion requirements. She advised that the proposed start date noted in the 3V6 approval should be from semester one 2023 not semester two 2022.

RESOLVED that, subject to the proposed start date being updated to semester one 2023, the 3V6 Approval Form and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Kim Davies / Silvia Gassebner
CARRIED
Action Kim Davies / Shine Kelly
Update the Bachelor of Aquaculture and Marine Conservation proposed start date to semester one 2023
Action Mary Woodward
Once the proposed start date is updated to semester one 2023, advise Academic Advisor of endorsement
Forward endorsed 3v6 Approval Form to Director of Academic & Quality for approval

4.4   3V6 Approval Form New Zealand Certificate in Apiculture (Level 3) 2022 21101
a.   3V6 Approval Form New Zealand Certificate in Apiculture (Level 3) 2022 21101
b.   New Zealand Certificate in Apiculture Level 3 Programme Regulations 2022 21101

Kim Davies advised that NMIT has accreditation to deliver this Otago Polytechnic programme and that this type 1 is to re-align the NMIT delivery with the type 2 changes made to the programme by Otago Polytechnic.

RESOLVED that the 3V6 Approval Form New Zealand Certificate in Apiculture (Level 3) 2022 21101 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Hannah Emms Healey / Julie Bytheway
CARRIED
Action Mary Woodward
Advise Academic Advisor of endorsement
Forward endorsed 3v6 Approval Form to Director of Academic & Quality for approval

5   Quality Management System
There were no Quality Management System items for endorsement/approval

6   Minutes of the Previous Meetings
6.1   Award Application Approval Reports
6.1.1   41 REPORT Award Applications 31.05.2022
6.1.2   42 REPORT Award Applications 01.06.2022
6.1.3   43 REPORT Award Applications 02.06.2022
6.1.4   44 REPORT Award Applications 07.06.2022
6.1.5   45 REPORT Award Applications 08.06.2022
6.1.6   46 REPORT Award Applications 15.06.2022
6.1.7   47 REPORT Award Applications 22.06.2022
6.1.8   48 REPORT Award Applications 28.06.2022
6.1.9   49 REPORT Award Applications 30.06.2022

6.1.10   50 REPORT Award Applications 07.07.2022

RESOLVED that the Approval Reports for the Award Applications Academic Standards and Quality Committee meetings held on 31.05.2022, 01.06.2022, 02.06.2022, 07.06.2022, 08.06.2022, 15.06.2022, 22.06.2022, 28.06.2022, 30.06.2022, 07.07.2022 be received

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Trisha Krishnasamy / Kim Davies
CARRIED

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7   Matters Arising (General)
    7.1   Te Pūkenga Approval of NMIT Te Pūkenga Co-branded Certificate Template
Silvia Gassebner presented the NMIT Te Pūkenga co-branded certificate template for information. She advised that:
- the template will be used from 01 January 2023
- she had worked with the Marketing Team on the development of the template
- Te Pūkenga has approved the template

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ACTION Mary Woodward
Forward the Certificate Template to Academic Committee for information

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

8   Minutes of the Previous Meetings
    8.1   Academic Standards and Quality Draft Minutes
        8.1.1   2022-06-07 ASQ Minutes - Draft
        8.1.2   2022-06-20 ASQ Minutes - Draft
        8.1.3   2022-07-01 ASQ Minutes - Draft

RESOLVED that the Minutes of the meetings held on 07.06.2022 and e-meetings held on 20.06.2022and 01.07.2022 be accepted as a true and accurate record of this meeting.

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

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    8.2   Course Results Approval Reports
        8.2.1   35 REPORT Course Results 01.06.2022
        8.2.2   36 REPORT Course Results 03.06.2022
        8.2.3   37 REPORT Course Results 07.06.2022
        8.2.4   38 REPORT Course Results 08.06.2022 approved 09.06.2022
        8.2.5   39 REPORT Course Results 13.06.2022
        8.2.6   40 REPORT Course Results 16.06.2022
        8.2.7   41 REPORT Course Results 20.06.2022
        8.2.8   42 REPORT Course Results 22.06.2022 approved 23.06.2022
        8.2.9   43 REPORT Course Results 23.06.2022
        8.2.10 44 REPORT Course Results 28.06.2022
        8.2.11 45 REPORT Course Results 30.06.2022
        8.2.12 46 REPORT Course Results 06.07.2022
        8.2.13 47 REPORT Course Results 07.07.2022

RESOLVED that the Approval Reports for the Course Results Academic Standards and Quality Committee meetings held on 01.06.2022, 03.06.2022, 07.06.2022, 08.06.2022 approved 09.06.2022, 13.06.2022, 16.06.2022, 20.06.2022, 22.06.2022 approved 23.06.2022, 23.06.2022, 28.06.2022, 30.06.2022, 06.07.2022, 07.07.2022 be received.

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Marja Kneepkens / Kim Davies
CARRIED

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9   Matters Arising
    9.1   Action List

Kim Davies requested that Committee Members review the action list and note any completed actions.

Action Mary Woodward

Share link to action list with Committee Members for updating

9.2   2022 Spot-Check on Course Results

Kim Davies advised that a spot-check of course results was a requirement of Academic Committee as part of the quality assurance process.

Action Mary Woodward

Forward the 2022 Spot-Check spreadsheet and Course Result Reports receipted at this meeting to Marja Kneepkens

10   Student Matters

10.1   Request Approval for Compassionate Consideration for Bachelor of Information Technology Student ▒▒▒ to move final grade from an ▒▒ to a ▒▒ for Course ▒▒▒ 22NN-S1 Systems Development Methodologies

    a.   Request for Compassionate Consideration Student ▒▒▒

    b.   Snip Student ▒▒▒ Course Result, BIT GradDipIT Programme Regulations 2022 08221, Course Descriptor 2022 08221

Trisha Krishnasamy advised that compassionate consideration was being requested for Student ▒▒▒ following ▒▒▒ that had affected their performance in Assessment 1 of ▒▒▒ which due to the assessment having a minimum pass mark of 40% meant that although Student ▒▒▒ received an overall course mark of ▒▒▒ a force-fail grade was applied. She noted that the request was for the assessment 1 mark to stand but that in this case the minimum pass mark requirement be disregarded, and the student awarded a ▒▒ grade.

Following discussion, the Committee Members recommended that the request for Compassionate Consideration for Bachelor of Information Technology Student ▒▒▒ to move final grade from an ▒▒ to a ▒▒ for Course ▒▒▒ 22NN-S1 Systems Development Methodologies be withdrawn from the agenda and that instead Trisha Krishnasamy and Hannah Emms-Healey review Student ▒▒▒ ▒▒▒ marks to determine an aegrotat assessment mark and aegrotat course grade. The Committee Members also requested that a review of the structure of course SYD701 be carried out.

RESOLVED that the request for a review of Student ▒▒▒ 22NN-S1 Systems Development Methodologies marks be undertaken to determine an aegrotat mark for assessment one and an aegrotat course grade be approved.

Silvia Gassebner / Hannah Emms-Healey

CARRIED

Action Trisha Krishnasamy / Hannah Emms-Healey

Review Student ▒▒▒ 22NN-S1 marks to determine an aegrotat mark for assessment one and an aegrotat course grade

Once an aegrotat mark determined update course result information and arrange for presentation for endorsement to the BIT Result Committee

Action Kim Davies

Review SYD701 Systems Development Methodologies structure

10.2   Request Approval for Student ▒▒▒ to Complete the Bachelor of Arts and Media (Visual Arts and Design) Outside the Maximum Completion Time Period of Six Years

    a.   Request for Student ▒▒▒ to Complete Outside the Six Year Maximum Completion Time Period

    b.   Snip Student ▒▒▒ Preview Academic Transcript, Maximum Completion Time BAM Programme Regulations 2022 17106

Trisha Krishnasamy advised that Student ▒▒▒ had first enrolled on the Bachelor of Arts and Media in 2014 and had completed 120 Level 5 courses at the end of ▒▒▒ they did not enrol in ▒▒▒ As Student

Protect the privacy of is wanting to become an art teacher and must now complete the Bachelor of Arts and Media qualification, they are intending to return to study on the degree programme in 2023. This will put them outside the six-year completion maximum time period as specified in the Bachelor of Arts and Media programme regulations. Trisha Krishnasamy noted that Student Protect the privacy of had continued their art practice since leaving NMIT and had just completed the Protect the privacy 22NN-CS05 Extension Drawing short course.

Kim Davies advised:
- her abstention from voting on this request as Student Protect the privacy of is known to her
- to support any future Bachelor of Arts and Media award request for this student the Programme Area should maintain a bullet point summary outlining Student Protect the privacy of's currency of learning

RESOLVED that the request for Student Protect the privacy's to complete the Bachelor of Arts and Media (Visual Arts and Design) qualification outside the maximum completion time period be approved.

Action Trisha Krishnasamy

Advise Student Protect the privacy of of Committee approval to complete the Bachelor of Arts and Media qualification outside the six-year completion maximum time period

Organise system to maintain a bullet point summary outlining currency of learning for Student Protect the privacy o to support any future BAM award request

Silvia Gassebner reminded Committee Members that, where possible, correspondence to the Committee should reference NMIT person codes, not student names.

10.3   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 of the year following the course end date and had been approved by both the Curriculum Manager and Director of Teaching and Learning.

Flow 13851 Student Protect the privacy of N	Flow 14214 Student Protect the privacy of N

Meeting closed 11.34AM

Academic Standards + Quality Committee Action List 12 July 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	12.07.2022 12.07.2022 12.07.2022	
2	8.2	Student Matters Send 2021 Outstanding Course Results communication to Curriculum Managers	Marja Kneepkens	12.07.2022	WIP; down to last 15
15 March 2022					
	Item Reference	Action	Who	When	Progress
3	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	Darcy Liddell / Eleanor Upton	12.07.2022	WIP- Contacted JH on 04.05.22; awaiting outcome of discussion noted in item 6 below re False Citation

					Completed and ongoing comms via Policy digest
		• Add to Policy Digest information			
4	4	Quality Management System Where possible include information on upcoming policy review in monthly Policy Digest	Eleanor Upton	12.07.2022	WIP
5	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	12.07.2022	WIP Meeting 06.04.22 to discuss
6	5.1	Award Application Approval Reports Establish a process for carrying out a spot-check on the award approval process	Silvia Gassebner	12.07.2022	WIP to be discussed as part of Process redesign
7	7.2	Correspondence Schedule Discuss how to ensure decisions made by the Committee are communicated	Hannah Emms-Healey Julie Bytheway Kim Davies	12.07.2022	Deferred

Action List – Meeting of 05 April 2022

	Item Reference	Action	Who	When	Progress
8	2.1	Moderation Reports 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	12.07.22	WIP email sent 20.04.22
		CCO301 21ML-S1, Review report and report back to Committee	Kim Davies	12.07.22	CCO301 – to be followed up on
		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	Completed
		Review how to address the mapping of Learning Outcomes to the Graduate Profile Outcomes as part of programme design	Kim Davies	12.07.22	
		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	12.07.22	
		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	12.07.22	
9	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 as at 12.07.2022

Action List – Meeting of 10 May 2022

	Item Reference	Action	Who	When	Progress
10	2.1	Moderation 2022 External Annual Moderation Plans	Marja Kneepkens	12.07.2022	

		Follow up with Business Support Coordinators about missing Annual Moderation events and information			
11	2.2	Moderation 2021 External Moderation Activity Overview Meet to review Moderation activity data	Marja Kneepkens / Eleanor Upton	12.07.2022	
12	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	Completed
13	3.2	Academic + Quality 2021 Degree Self-Assessment Reports Review EPI Statements in reports to ensure accuracy	Silvia Gassebner, Darcy Liddell	07.06.2022	Completed
14	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
15	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
16	9.1	Action List Resubmit action list for receipt at the 07 June 2022 AS+Q Committee meeting	Mary Woodward	31.05.2022	Completed
17	10.1	Student Matters Resubmit Extension Requests Approval Via Flowingly Process at the 07 June 2022 AS+Q Committee meeting	Mary Woodward	31.05.2022	Completed
Action List – E-Meeting of 12 to 13 May 2022					
	Item Reference	**Action**	**Who**	**When**	**Progress**
18	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 Use endorsement date 13.05.2022 in notification	Mary Woodward	ASAP	Completed
19	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 Use date 13.05.2022 in notification	Mary Woodward	ASAP	Completed
Action List – E-Meeting of 16 to 20 May 2022					
	Item Reference	**Action**	**Who**	**When**	**Progress**

20	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
Action List – Meeting of 07 June 2022					
	Item Reference	**Action**	**Who**	**When**	**Progress**
21	2.1	2022 External Annual Moderation Plans Advise Eleanor of endorsement of AMP events for noting on Moderation Trachsheet	Mary Woodward	ASAP	Completed
22	2.2	Moderation Reports With the exception of reports NCL401, NCL405, HRT313, CHP412, CPI202, CHP409, BCD703 forward tabled Moderation Reports to Eleanor Upton for noting receipt on the Moderation Tracksheet Advise Nadia Liebert of action plan request for reports NCL401, NCL405 Advise Pam Vinluan of revised action plan using new template for report BCD703 Submit report CHP409 21NN-CS09 for receipt at 12.07.2022 meeting	Mary Woodward	ASAP	Completed
23	2.2	Moderation Reports Follow up on reports HRT313, CHP412, CPI202	Pam Wood	12.07.2022	
24	2.2	Moderation Reports Review process on how to ensure that the documents coming to the Committee are correct	Kim Davies / Marja Kneepkens	12.07.2022	
25	3.2.1	2021 Degree Self-Assessment Reports 2021 Self-Assessment Report Bachelor of Information Technology including Graduate Diploma in Information Technology Review KEQ2 rating and associated information and update report if required	Darcy Liddell / Trisha Krishnasamy	12.07.2022	Completed Updated the information and sent to Darcy she has in turn updated NZQA TK
26	3.2.3	2021 Degree Self-Assessment Reports 2021 Self-Assessment Report Paetahi Tumu Kōrero Bachelor of Counselling Review the KEQ ratings and the minority learners EPI course and qualification completion information and update report if required	Darcy Liddell	12.07.2022	
27	4.1 4.2	Course and Programme Changes 3V6 Approval Form New Zealand Diploma in Information Technology Technical Support (Level 5) OSA501 Operating Systems and Application Software 2022 16103 3V6 Approval Form Bachelor of Information Technology, Graduate Diploma in Information Technology OSA501 Operating Systems and Application Software, PRJ701 Project, PRJ702 Graduate Diploma Project 2022 08221 Advise Academic Advisor of endorsement Forward 3v6 to Director of Academic & Quality for approval Use endorsement date **07.06.2022** in notification	Mary Woodward	ASAP	Completed
28	4	Course and Programme Changes	Kim Davies	12.07.2022	

		Consider adding a section to the 3V6 Approval Form to indicate that a changed course has been added as an external moderation plan event			
29	5.1	Quality Management System Unsatisfactory Academic Progress Procedure To review and discuss the points raised around the Unsatisfactory Academic Progress Procedure consultation, permanent notes, and access to permanent notes	Kim Davies / Alison Hart	ASAP	Completed
30	8.1	Minutes of the Previous Meetings Resave minutes as Confirmed and forward to Academic Committee for receipt	Mary Woodward	ASAP	Completed
31	9.1	Matters Arising Action List Share link to action list with Committee Members for updating Resubmit action list for receipt at the 07 June 2022 AS+Q Committee meeting	Mary Woodward	12.07.2022	completed
32	9.2	Matters Arising 2021 Spot-Check on Course Results Outcome Report Forward the 2021 Spot-Check on Course Results Outcome Report to the Academic Committee for tabling at the 15 June 2022 meeting	Mary Woodward	ASAP	Completed
Action List – Meeting of 20 June 2022					
	Item Reference	**Action**	**Who**	**When**	**Progress**
33	1.1	Student Matters Request for Compassionate Consideration for Bachelor of Nursing Student ▉Protect the privacy Advise Paula Steel and Karen Graham of approval of the compassionate consideration request for Student ▉Protect the privacy Use approval date **20.06.2022** in notification	Mary Woodward	ASAP	Completed
34	1.2	Student Matters Request for Compassionate Consideration for Bachelor of Nursing Student ▉Protect the privacy Advise Paula Steel and Sharon Petrie of approval of the compassionate consideration request for Student ▉Protect the privacy Use approval date **20.06.2022** in notification	Mary Woodward	ASAP	Completed
Action List – E-Meeting of 01 July 2022					
	Item Reference	**Action**	**Who**	**When**	**Progress**
35	1.1 1.2	Course and Programme Changes - 3V6 Approval Form NZ Diplomas in Arts and Designs (Levels 5 & 6) AAD513 Communication Lab, AAD514 Communication Project, AAD519 Critical Studies, AAD520 Critical Studies Project 2022 17104 - 3V6 Approval Form Bachelor of Arts and Media [112957] AAD513 Communication Lab, AAD514 Communication Project, AAD519 Critical Studies Lab, AAD520 Critical Studies Project 2022 17106 Advise Academic Advisor of 3v6 Approval Form endorsement. Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 01.07.2022 in notification	Mary Woodward	ASAP	Completed
36	2.1	New Courses - 3V6 Approval Form AEV501 Electric Vehicle Block Course 2022 Advise Academic Advisor of 3v6 Approval Form endorsement. Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 01.07.2022 in notification	Mary Woodward	ASAP	Completed
Action List – Meeting of 12 July 2022					
37	2.1	Moderation Advise Eleanor Upton of endorsement of AMP events for noting on Moderation Tracksheet	Mary Woodward	ASAP	Completed
38	2.2	Moderation Forward tabled Moderation Reports to Eleanor Upton for noting receipt on Moderation Tracksheet	Mary Woodward	ASAP	Completed

39	2.3	2020/2021 Analysis of External Moderation Reports Completed Resubmit report with commentary added to aid purpose and analysis	Kim Davies	09.08.2022	
40	4.1 4.4	Course and Programme Changes 3V6 Approval Form National Certificate in Engineering Fabrication (Level 4) 2022 3V6 Approval Form New Zealand Certificate in Apiculture (Level 3) 2022 21101 Advise Academic Advisor of endorsement Forward endorsed 3v6 Approval Form to Director of Academic & Quality for approval Use endorsement date 12.07.2022 in notification	Mary Woodward	ASAP	Completed
41	4.2	Course and Programme Changes 3V6 Approval Form Bachelor of Viticulture and Winemaking Removal of BLM501, BMG638 2022 14110 Review the Bachelor of Viticulture and Winemaking completion requirements Update the proposed start date to semester one 2023	Kim Davies / Shine Kelly	ASAP	Completed
42	4.3	Course and Programme Changes 3V6 Approval Form Bachelor of Aquaculture and Marine Conservation Removal of BLM501, BMG638 2022 14107 Update the Bachelor of Aquaculture and Marine Conservation proposed start date to semester one 2023 Once the proposed start date is updated to semester one 2023, advise Academic Advisor of endorsement Forward endorsed 3v6 Approval Form to Director of Academic & Quality for approval Use endorsement date 12.07.2022 in notification	Kim Davies / Shine Kelly / Mary Woodward	ASAP	Completed
43	7.1	Matters Arising (General) Te Pūkenga Approval of NMIT Te Pūkenga Co-branded Certificate Template Forward the Certificate Template to Academic Committee for information	Mary Woodward	15.06.2022	Completed
44	8.1.1 to 8.1.3	Academic Standards and Quality Draft Minutes Resave minutes as Confirmed and forward to Academic Committee for receipt	Mary Woodward	15.06.2022	Completed
45	9.1	Action List Share link to action list with Committee Members for updating	Mary Woodward	09.08.2022	
46	10.1	Student Matters Review Student ██████'s SYD701A 22NN-S1 marks to determine an aegrotat mark for assessment one and an aegrotat course grade Once aegrotat mark determined update course result information and arrange for presentation for endorsement to the BIT Result Committee	Trisha Krishnasamy / Hannah Emms-Healey	ASAP	
47	10.1	Student Matters Review SYD701 Systems Development Methodologies structure	Kim Davies	09.08.2022	
48	10.2	Student Matters Advise Student ██████ of Committee approval to complete the Bachelor of Arts and Media qualification outside the six-year completion maximum time period Organise system to maintain a bullet point summary outlining currency of learning for Student 2353145 to support any future BAM award request	Trisha Krishnasamy	09.08.2022	

CONFIRMED Minutes of an e-meeting of the Academic Standards + Quality Committee
22 July 2022 at 04.04PM via email closed 25 July 2022 at 05.16PM

Participants: Kim Davies, Marja Kneepkens, Reid Carnegie, Hannah Emms-Healey, Silvia Gassebner, Trisha Krishnasamy, Darcy Liddell, Kate Neame, Ren Stronach, Pam Wood, Mary Woodward (minute-taker, non-voting)

Responses:

Kim Davies	Approved subject to: • Item 1.4 – Correction of AAD523, AAD524, AAD603, AAD604 Course Titles
Marja Kneepkens	Approved
Reid Carnegie	Approved
Hannah Emms-Healey	Approved
Silvia Gassebner	Approved subject to: • Item 1.1 – Removal of course BLM501 from the completion requirements
Trisha Krishnasamy	Approved subject to: • Item 1.1 – Removal of course BLM501 from the completion requirements
Darcy Liddell	Approved
Kate Neame	Approved
Ren Stronach	Approved
Pam Wood	Approved

1. Course and Programme Changes
    1.1 3V6 Approval Form Bachelor of Viticulture and Winemaking 2023 14110
        a. 3V6 Approval Form Bachelor of Viticulture and Winemaking 2023 14110
        b. Bachelor of Viticulture and Winemaking Programme Regulations 2023 14110
        c. Bachelor of Viticulture and Winemaking Course Descriptors 2023 14110

    Silvia Gassebner and Trisha Krishnasamy advised their approval subject to the removal of course BLM501 Operations Management and Compliance from the completion requirements.

    RESOLVED that, subject to the removal of course BLM501 from the completion requirements, the 3V6 Approval Form Bachelor of Viticulture and Winemaking 2023 14110 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

    CARRIED
    Action Shine Kelly
    Remove course BLM501 from the completion requirements
    Action Mary Woodward
    Once completion requirements are updated advise Academic Advisor of 3V6 Approval Form endorsement
    Forward 3v6 Approval Form to Director of Academic & Quality for approval

    1.2 3V6 Approval Form RNZAF General Engineering Officer Training (GEOT) GEO601 Weight and Balance, GEO602 Aerodynamics and Flight Controls, GEO603 Aircraft Structures, GEO604 Aircraft Mechanical Systems, GEO605 Aeronautical powerplant Systems, GEO606 Electrical Fundamentals and Avionics, GEO607 Fusion Phase 2022
        a. 3V6 Approval Form RNZAF General Engineering Officer Training (GEOT) GEO601, GEO602, GEO603, GEO604, GEO605, GEO606 2022
        b. RNZAF General Engineering Officer Training (GEOT) NMIT & New Zealand Defence Force Agreement 12815 (Variation 3)

    Silvia Gassebner and Trisha Krishnasamy noted that two of the courses which require changes to the EFTS values have already had results entered in ebs and as new courses have to be created in ebs rework will be required to change enrolments over and to re-enter and re-approve the results.

    RESOLVED that the 3V6 Approval Form RNZAF General Engineering Officer Training (GEOT) GEO601 Weight and Balance, GEO602 Aerodynamics and Flight Controls, GEO603 Aircraft Structures, GEO604 Aircraft Mechanical Systems, GEO605 Aeronautical powerplant Systems, GEO606 Electrical Fundamentals and Avionics, GEO607 Fusion Phase 2022 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 Postgraduate Diploma in Applied Management [123129] Master of Applied Management [123125] LSCM Majors 2023 17110
    a. 3V6 Approval Form Postgraduate Diploma in Applied Management [123129] Master of Applied Management [123125] LSCM Majors 2023 17110
    b. MAM PGDAM PGCAM Programme Regulations 2023 17110
    c. MAM PGDAM PGCAM Course Descriptors 2023 17110

Hannah Emms-Healey advised that the 3V6 Approval Form still required signing by herself as Curriculum Manager of Applied Business and Marja Kneepkens Director of Teaching and Learning.

RESOLVED that, subject to the 3V6 Approval Form being signed, the 3V6 Approval Form Postgraduate Diploma in Applied Management [123129] Master of Applied Management [123125] LSCM Majors 2023 17110 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

CARRIED
Action Mary Woodward
Once 3V6 Approval Form is signed by Hannah Emms-Healey and Marja Kneepkens advise Academic Advisor of 3V6 Approval Form endorsement
Forward 3v6 Approval Form to Director of Academic & Quality for approval

1.4 3V6 Approval Form Bachelor of Arts and Media Diplomas in Arts and Design (Levels 5, 6) AAD523 Graphic Design Lab, AAD524 Graphic Design project, AAD612 Professional Practice Lab, AAD603 Graphic Design: Motion Graphics, AAD604 Graphic Design Project Semester 2 2022 17106 17104
    a. 3V6 Approval Form Bachelor of Arts and Media Diplomas in Arts and Design (Level 5, 6) AAD523 AAD524 AAD612 AAD603 AAD604 Semester 2 2022 17106
    b. Bachelor of Arts and Media Programme Regulations Semester 2 2022 17106
    c. Bachelor of Arts and Media Course Descriptors Semester 2 2022 17106
    d. NZ Certificate Diplomas in Arts and Design (Levels 4, 5, 6) Programme Regulations Semester 2 2022 17104
    e. NZ Certificate Diplomas in Arts and Design (Levels 4, 5, 6) Course Descriptors Semester 2 2022 17104

Kim Davies advised her approval was subject to the correction of the course titles to AAD523 Digital Art and Design Lab, AAD524 Digital Art and Design Project, AAD603 Advanced Digital Art and Design Lab, AAD604 Advanced Digital Art and Design Project.

RESOLVED that, subject to the correction of the course titles AAD523, AAD524, AAD603, AAD604, the 3V6 Approval Form Bachelor of Arts and Media Diplomas in Arts and Design (Levels 5, 6) AAD523 Graphic Design Lab, AAD524 Graphic Design project, AAD612 Professional Practice Lab, AAD603 Graphic Design: Motion Graphics, AAD604 Graphic Design Project Semester 2 2022 17106 17104and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

CARRIED
Action Shine Kelly
Correct course titles AAD523 Digital Art and Design Lab, AAD524 Digital Art and Design Project, AAD603 Advanced Digital Art and Design Lab, AAD604 Advanced Digital Art and Design Project
Action Mary Woodward
Once course titles are corrected advise Academic Advisor of 3V6 Approval Form endorsement
Forward 3v6 Approval Form to Director of Academic & Quality for approval

1.5 3V6 Approval Form Bachelor of Arts and Media Diploma in Arts and Design (Level 5) AAD519 Critical Studies Lab, AAD520 Critical Studies Project, AAD513 Communication Lab, AAD514 Communication Project 2023 17106 17104
    a. 3V6 Approval Form Bachelor of Arts and Media Diploma in Arts and Design (Level 5) AAD519, AAD520, AAD513, AAD514 2023 17106 17104
    b. Bachelor of Arts and Media Course Descriptors 2023 17106
    c. NZ Certificate Diplomas in Arts and Design (Levels 4, 5, 6) Course Descriptors 2023 17104

RESOLVED that the 3V6 Approval Form Bachelor of Arts and Media Diploma in Arts and Design (Level 5) AAD519 Critical Studies Lab, AAD520 Critical Studies Project, AAD513 Communication Lab, AAD514 Communication Project 2023 17106 17104 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

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CARRIED

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

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Meeting closed 05.16PM

Action List – E-Meeting of 22 to 25 July 2022

	Item Reference	Action	Who	When	Progress
1	1.1	Course and Programme Changes - 3V6 Approval Form Bachelor of Viticulture and Winemaking 2023 14110 Remove course BLM501 from the completion requirements Once completion requirements are updated advise Academic Advisor of 3V6 Approval Form endorsement Forward 3v6 Approval Form to Director of Academic & Quality for approval Use endorsement date 25.07.2022 in notification	Shine Kelly Mary Woodward	ASAP	All completed
	1.2	Course and Programme Changes - 3V6 Approval Form RNZAF General Engineering Officer Training (GEOT) GEO601, GEO602, GEO603, GEO604, GEO605, GEO606 2022 Advise Academic Advisor of 3V6 Approval Form endorsement Forward 3v6 Approval Form to Director of Academic & Quality for approval Use endorsement date 25.07.2022 in notification	Mary Woodward	ASAP	Completed
	1.3	Course and Programme Changes - 3V6 Approval Form Postgraduate Diploma in Applied Management [123129] Master of Applied Management [123125] LSCM Majors 2023 17110 Once 3V6 Approval Form is signed by Hannah Emms-Healey and Marja Kneepkens advise Academic Advisor of 3V6 Approval Form endorsement Forward 3v6 Approval Form to Director of Academic & Quality for approval Use endorsement date 25.07.2022 in notification	Mary Woodward	ASAP	Completed
	1.4	Course and Programme Changes - 3V6 Approval Form Bachelor of Arts and Media Diplomas in Arts and Design (Level 5, 6) AAD523 AAD524 AAD612 AAD603 AAD604 Semester 2 2022 17106 Correct course titles AAD523 Digital Art and Design Lab, AAD524 Digital Art and Design Project, AAD603 Advanced Digital Art and Design Lab, AAD604 Advanced Digital Art and Design Project Once course titles are corrected advise Academic Advisor of 3V6 Approval Form endorsement Forward 3v6 Approval Form to Director of Academic & Quality for approval Use endorsement date 25.07.2022 in notification	Shine Kelly Mary Woodward	ASAP	All completed
	1.5	Course and Programme Changes - 3V6 Approval Form Bachelor of Arts and Media Diploma in Arts and Design (Level 5) AAD519, AAD520, AAD513, AAD514 2023 17106 17104 Advise Academic Advisor of 3V6 Approval Form endorsement Forward 3v6 Approval Form to Director of Academic & Quality for approval Use endorsement date 25.07.2022 in notification	Mary Woodward	ASAP	Completed

<div align="right">Back to agenda</div>

Programme and Course Change Approvals

For endorsement at the 24 August 2022 Academic Committee meeting:

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
DIGITAL TECHNOLOGIES AND ARTS & MEDIA				
Bachelor of Arts and Media **NZ Diploma in Arts and Design (Level 5)**	25.07.22	03.08.22	17106 17104	18 July 2022
Rationale for change/s: **AAD612**There has been a repetition of assessment requirements in AAD612 after changes were made to Level 5 Communication courses in 2022 after industry feedback. These changes to Level 6 are industry related so there is a focus on exhibition and critiquing. **AAD523, AAD524:** Change Course title to AAD523 Digital Art and Design Lab and AAD 524 Digital Art and Design Project. This is in response to industry feedback around broadening digital art to include digital illustration. Currently the Graphic Design Course titles appear limited to graphic design. By changing the titles, the courses can indicate inclusion of digital illustration, animation and After Effects which are in high demand in the industry sector. This change would better reflect the indicative content of these courses. **AAD603 and AAD604:** Change Course title to Advanced Digital Art and Design Lab and Advanced Digital Art and Design Project. This is in response to industry feedback around broadening digital art to include digital illustration. Currently the Graphic Design Course titles appear limited to graphic design. By changing the titles, the courses can indicate inclusion of digital illustration, animation and After Effects which are in high demand in the industry sector. This change would better reflect the indicative content of these courses. **Brief description of change/s:** **AAD612:** Change from two assessments to one assessment **AAD523:** Graphic Design Lab changed to AAD523 Digital Art and Design Lab **AAD524:** Graphic Design Project changed to AAD524 Digital Art and Design Project. **AAD603:** Advanced Graphic Design: Motion Graphics Lab changed to AAD603 Advanced Digital Art and Design Lab **AAD604:** Advanced Graphic Design Project changed to AAD604 Advanced Digital Art and Design Project **Programme Regulations:** **Schedule of courses**: titles updated **Section 3: Delivery:** Update course titles Amend **Completion Requirements** to include new title and old **Appendix 1: Transition Arrangements:** updated to include new and old titles of courses Appendix 2: Graduate Profile and Assessment Map: updated to include new and old titles of courses (KD 25.07.22) **Course Descriptors:** Updated to reflect changes above.				
Bachelor of Arts and Media **NZ Diploma in Arts and Design (Level 5)**	25.07.22	26.07.22	17106 17104	20 February 2023
Rationale for change/s AAD519, AAD520, AAD513, AAD514 These are 10 credit courses taught over 16 weeks and student feedback has indicated that they feel over-assessed. This change would bring these courses in line with the other Level 5 10 credit courses which all only have one assessment. The students would receive detailed feedback and feedforward early on in the course so they have a clear indication of their learning. **Description of changes:** AAD513 Communication Lab, AAD514 Communication Project, AAD519 Critical Studies Lab and AAD520 Critical Studies Project – reduce two assessments to one assessment covering both Learning Outcomes in each of these 4 courses.				
Bachelor of Information Technology **Graduate Diploma in Information Technology**	n/a	01.08.22	08221	18 July 2022
Rationale for change/s: Error correction of assessment mapping to LOs, or weightings, in courses DAT502, SEC602, PRJ701, PRJ702 due to inconsistencies in changes requested for Semester 2 and programme documentation for 2023. **Description of changes:** • DAT502 Database Concepts – correction to LO mapping • SEC602 Systems Security – change to assessment weightings • PRJ701 Project - correction to LO mapping				

Bachelor of Information Technology Graduate Diploma in Information Technology	n/a	03.08.22 Ac Com	08222	20 February 2023

NZQA TYPE 2 CHANGES SUBMITTED 5 AUGUST 2022

Rationale for change/s:

Type 2 changes to align changes in Level 5 (IT Certificate and Diplomas, new qualification versions 2) courses in the programme (learning outcomes, course aims, etc) to the graduate outcomes for the existing Bachelor of Information Technology. Te Pūkenga unified programmes were announced for these IT Certificate and Diploma qualifications but then withdrawn. The BIT also needs to be reviewed as the 5th year Degree Monitor Review is due (light review), which has resulted in changes to several Level 6 and Level 7 courses (as part of BIT and Graduate Diploma in IT).

Brief description of change/s:

Changes to course titles, course aims, LOs to align with new GOs of new qualification versions 2, and consequent changes throughout programme documents. **Version change to 08222, effective from 20 February 2023**

NZQA Type 2:

• Type 2 changes (new qualification versions) to New Zealand Certificate in Information Technology (Level 5), New Zealand Diploma in Information Technology Technical Support (Level 5), New Zealand Diploma in Web Development and Design (Level 5) need to be approved by NZQA to align the programme (learning outcomes, course aims, etc) to the new graduate outcomes in the updated qualification versions.

• All Level 5 courses are embedded in the first year of the Bachelor of Information Technology (BIT), and LO/course aim/assessment changes (in **COM502, CSA502, DAT502, DES502, OSA501, SDV503, SDV502, SYD502, TEC501, WEB504, WEB502**) have an impact on the alignment of Learning Outcomes to the BIT Graduate Outcomes

• Remove courses SCM501 Social Media, MUV601 Immersive Multi User Virtual Environments; pause course SEC701 Systems Security 2 – currently not delivered

• Review of all BIT/Graduate Diploma courses at Level 6 & 7, resulting in a number of changes to course title, LOs and course aims in the following courses: **SEC602, WEB601, NET702, PRJ703, PRJ702, RES701, SDV701**

• Update of Completion Requirements with new course codes and titles

• Add Graduate Outcome/Assessment mapping for BIT (three strands) and Graduate Diploma in IT

NZQA Type 1:

• Replace the terms student/learner (both singular and plural) with ākonga throughout the programme documentation, resulting in minor changes to most course aims, and headings such as 'ākonga managed hours', 'ākonga centred activities' etc

• Minor changes to LOs and course aims in courses: NET502, DAT602, NET603, SDV601, WEB701,

• Assessment change in INF755 following BCom change

• Assessment changes and/or correction of LOs in courses:
  COM502, CSA502, DAT502, DES502, NET502, OSA501, SDV503, SDV502, SYD502, TEC501, WEB504, WEB502, DAT602, NET603, SDV601, SEC602, WEB601, NET701, PRJ703, PRJ702, RES701, WEB701

• Update of course codes and titles throughout the programme regulations

• Update of pre-requisites and co-requisites as required

• Update of Transition Arrangements

• Update of Indicative Content in course descriptors

COURSE DESCRIPTORS

Type 2 changes:

COM502 COMMUNICATION FOR IT

• Changes to course aim and LOs:

Course aim	To provide ~~students~~ākonga with the knowledge to apply professional, legal and ethical principles and practices in a socially responsible manner to act as an emerging IT professional. ~~This course aims to develop communication skills for IT students.~~ ~~A p~~Particular emphasis is placed on ~~understanding~~ applying fundamental communication and customer service concepts and skills ~~relating them~~ to the contemporary IT environment and workplace.

LEARNING OUTCOMES

	On successful completion of this course ~~students~~ākonga will be able to:
1	Apply professional, legal, and ethical principles to a variety of interactions in an IT context. ~~Identify and explain how personal factors and behaviours can influence the communication process in business situations.~~
2	Work collaboratively in a team within an IT context. ~~Apply effective interpersonal communication skills in business situations.~~
3	Apply customer service skills in a variety of IT related situations. ~~Demonstrate appropriate written and oral and visual presentation skills that are clear, concise, courteous and correct, using currently recognised business formats.~~
4	Analyse and document solutions to common IT problems. ~~Discuss the influence of culture on communication in an IT context.~~
~~5~~	~~Identify and explain the professional, legal, and ethical principles and practices required to act in a socially responsible manner as an emerging IT professional.~~

CSA502 COMPUTER SYSTEMS ARCHITECTURE

- Correct course aim, change LOs:

Course aim	To introduce ~~students~~ākonga to the fundamentals of computer systems architecture. ~~The students~~Ākonga will develop the knowledge and skills required to successfully plan, construct, optimise and maintain a modern PC-based computer system. Emphasis is placed on safe and effective industry practi~~c~~ses, with ~~the student~~ākonga gaining practical experience by producing a reliable and efficient standalone machine. ~~at the course's completion.~~

LEARNING OUTCOMES

	On successful completion of this course ~~students~~ākonga will be able to:
1	Explain the principles of computer systems architecture for hardware and software components.
2	Identify and apply safe working practices for computer systems construction. ~~Discuss the principles of operation of system hardware and software components for a current generation personal computer and explain how these components interact.~~
3	Construct a current generation PC-based computer system with all required hardware and software components. ~~that satisfies the requirements of a case study.~~
4	~~Explain and apply safe working practices for computer systems construction.~~ Identify and troubleshoot common issues with PC-based hardware and software components.
5	~~Identify and apply problem solving processes relevant to troubleshooting for PC-based hardware and software components. Describe~~ Identify and implement protocols used in basic foundation networking ~~including internet concepts.~~.
~~6~~	~~Use appropriate diagnostic tools, procedures and benchmark standards to optimise the configuration of components for a PC-based computer system.~~
~~7~~	~~Describe and implement protocols used in basic foundation networking including internet concepts.~~

DAT502 DATABASE CONCEPTS

- Change course aim and LOs:

Course aim	This course is an introduction to the concepts, techniques, and issues of database design, management and administration. Ākonga will learn how to analyse the information requirements of a business system and apply fundamental data modelling techniques to design and build a relational database. ~~This course provides the student with an understanding of the way in which business organisations utilise information using computers to represent and store data. Fundamental data structures and organisation, and database concepts and applications are covered as well as management and administration of a relational database in line with organisational requirements.~~

LEARNING OUTCOMES

	On successful completion of this course ~~students~~ākonga will be able to:
1	Explain how data is managed and used in organisations to meet business, security, and ethical requirements. ~~Discuss how data is used in organisations.~~
2	Identify information requirements and apply the basic processes and techniques of database design and modelling. ~~Outline the principles underlying database management systems.~~
3	Explain database management and administration concepts. ~~Apply the basic processes and techniques of database design.~~
4	Apply the use of structured query language. ~~Describe the management and administration of a relational database.~~
5	Use a database management system to create a small database. ~~Using a commercial database management system, create and use a small database.~~

DES502 SYSTEMS, PROCESSES AND DESIGN (previously: DES501 Design and Development Concepts)

- New course code and title, new course aim and LOs:

Course aim:	To assist ~~students~~ākonga to develop knowledge and skills in the design and development of effective IT solutions ~~for enterprise including interaction design concepts and practice to enhance interface design.~~ to support organisational processes and systems including UX/UI principles.

LEARNING OUTCOMES

On successful completion of this course ~~students~~ākonga will be able to:	
1	Analyse and describe parts of an existing organisational system.~~Explore the operation of IT businesses.~~
2	Describe the data model plan for an existing system.~~Identify a range of development life cycles used in IT.~~
3	Make recommendations for improvement to an existing organisational system.~~Describe the importance of information management for an organisation and implement a solution for a specific case study.~~
4	Design user interfaces to meet user and system requirements.~~Investigate the User experience (Ux) and usability concepts in IT and apply to a particular web case study using effective interface design .~~

OSA501 OPERATING SYSTEMS AND APPLICATION SOFTWARE

- Change LOs:

LEARNING OUTCOMES

On successful completion of this course ~~students~~ākonga will be able to:	
1	~~Understand~~ Describe key operating system concepts focussed on the areas of processor, memory, disk and network.
2	Perform typical file management operations.~~, including secure file access.~~
3	Perform attended and unattended installations.
4	Install, ~~and~~ manage and troubleshoot ~~system~~ software and services.
~~5~~	~~Control and manage the boot process.~~
~~6~~	~~Manage system disks.~~

SDV503 INTRODUCTION TO SOFTWARE DEVELOPMENT

- Change to course aim and LOs:

Course aim	To provide ~~the student~~ ākonga with an overview of the software development process and the importance of design. ~~The depiction of programme designs will be introduced using a variety of methods and students will develop programme designs for a variety of problems.~~ ~~Students~~Ākonga will be introduced to fundamental programming skills and given experience in developing and maintaining applications in the chosen environment as well as the problem solving and decision making techniques required in software development.

LEARNING OUTCOMES

On successful completion of this course ~~students~~ākonga will be able to:	
1	Outline the software design and development process.
2	Select and apply a suitable design methodology to the development of a software application to satisfy set requirements.
3	Select, explain and use fundamental mathematical and logical concepts in the design and development of software.~~number systems and data types in the design of software for set requirements.~~
4	Use a programming language correctly and effectively to develop software applications for set projects.
~~5~~	~~Comare and contrast selected examples of procedural and object oriented programming.~~

SDV502 APPLICATION TESTING

- Change to LOs:

LEARNING OUTCOMES

On successful completion of this course ~~students~~ākonga will be able to:	
~~1~~	~~Determine client acceptance requirements and data input and exports from existing system(s).~~
~~2~~1	Create ~~, use~~ and document a test plan for a web solution to meet client requirements.
~~3~~2	Plan and implement a testing environment across multiple platforms.
~~4~~3	Produce technical documentation for users and technical staff.
4	Implement and configure an automated tested web solution.

SYD502 INTRODUCTION TO SYSTEMS ANALYSIS AND DESIGN

- Change to LOs:

LEARNING OUTCOMES

On successful completion of this course ~~students~~ākonga will be able to:	
1	Explain the importance of the analysis and design phases of the Systems Development Lifecycle.~~Identify and discuss the principles of the systems development life cycle (SDLC).~~
2	Apply information gathering techniques to determine the needs of users of a web system.
3	Document the system requirements of a web-based solution.
~~2~~4	Design and implement accessible and responsive user interfaces.~~Explain the need for systems analysis and design within the systems development process.~~
~~3~~	~~Explain the principles of effective IT systems analysis and design and the appropriate application of these in the systems development process.~~
~~4~~	~~Create and interpret systems design and analysis documentation.~~
~~5~~	~~Determine the need for and apply software development standards in analysis and design documentation.~~

TEC501 TECHNOLOGY SUPPORT

- Change to course aim and LOs:

Course aim	To enable ākonga to demonstrate an operational knowledge and understanding of IT service management, fundamental security management and controls, and troubleshoot and resolve a range of common system problems.~~To introduce IT service management, and trouble shoot and resolve a range of common system, networking, application and security problems using appropriate tools and procedures.~~

LEARNING OUTCOMES

On successful completion of this course ~~students~~ākonga will be able to:	
1	Apply fundamental practices and processes of service management frameworks to meet service requirements.~~Discuss the basics of service standards, monitor service standards, and understand how management standards support exceptional customer service.~~
2	Troubleshoot and resolve a range of system and user problems using appropriate tools and procedures.~~Explain the core "best practices" of an IT service desk as a function and perform troubleshooting and resolve a range of common system problems using appropriate tools and procedures.~~
3	Install, configure and manage systems and applications to meet the security and service requirements of an organisation.~~Manage systems and applications to meet the performance, capacity, and business continuity requirements of an organisation.~~
4	Identify and describe the issues of implementing service management processes into an organisation.~~and creating a cycle of continuous improvement.~~

WEB504 INTRODUCTION TO WEB DEVELOPMENT (previously: WEB503 Internet Design Principles)

- New course code and title, change to course aim and LOs:

Course aim	This course gives ~~the student~~ākonga the foundations of web development to enable them plan, develop, test and understand development environments and programming languages of a ~~detailed view of the operation of the Internet that enables~~ current generation systems. ~~to handle text, graphics and multimedia, using current generation commercial software.~~

LEARNING OUTCOMES

On successful completion of this course ~~students~~ākonga will be able to:	
1	Design and implement a web solution to meet user requirements.~~Describe and discuss the operation of Internet components and the interrelationships between these components.~~
2	Select and implement an appropriate database system for a web solution.~~Explain the design principles required for successful Internet web page development for static and dynamic Internet web pages and apply these principles to the development and evaluation of a range of different web pages.~~
3	Use appropriate programming languages to deploy a web solution. ~~Explain the development principles required for successful Internet website development and apply these principles to the design and evaluation of websites.~~
4	Validate a deployed web solution to meet the software requirements.
4	~~Apply the principles of development for web.~~

WEB502 FRAMEWORK COSTUMISATION

- Change to course aim and LOs:

Course aim	To provide ~~students~~ākonga with the skills to implement and customise a solution package using web technologies~~frameworks and libraries and scripts~~. ~~Students~~Ākonga will be able to select, install and configure appropriate modules to supplement functionality to meet organisational requirements.

LEARNING OUTCOMES

On successful completion of this course ~~students~~ākonga will be able to:	
1	Select and justify an appropriate software solution for a website.~~framework set for a given brief~~
2	Develop a web solution using a framework or library.~~Design a website for a particular framewor~~
3	Create and execute a test plan for a web solution on multiple platforms.~~Separate content from presentation in the development of a website.~~
4	Implement and customise a secure and accessible solution for a developed web application.~~Implement groups, roles and permissions within a website development.~~
5	~~Select and manage a host and domain names.~~
6	~~Identify and describe content types, entities and entity-relationships.~~

WEB601 DYNAMIC WEB TECHNOLOGY

- Changes in course aim and LOs:

Course aim	This course provides ~~the student~~ākonga with the skills necessary to produce a dynamic web application focusing on the server-side development providing a ~~dynamically generated~~ website suitable for use by business, computing or other specialist area.

LEARNING OUTCOMES

	On successful completion of this course ~~students~~ākonga will be able to:
1	Apply fundamental aspects of web applications including HTTP to program a web functionality on the server.~~Compare and contrast server side environments, security mechanisms and protocols that are used to support a web server to serve dynamically generated content to a client web browser.~~
2	Create a data entry interface for validation at the client and server side.~~Create server side dynamically generated web pages for specific business, computing or other specialist area.~~
3	Implement security mechanism, authentication, session management and consume web APIs.
4	Use a version control workflow for team collaboration.

SEC602 SYSTEMS SECURITY

- Changes in LOs:

LEARNING OUTCOMES

	On successful completion of this course ~~students~~ākonga will be able to:
1	Investigate attack strategies and select defence strategies to mitigate security vulnerabilities.~~Identify network attack strategies and defences.~~
2	Investigate and select network, host, and user-based security technologies and practices to secure an IT infrastructure.~~Discuss the principles of organisational security and describe the elements of effective security policies.~~
3	Investigate and select standards and products to enforce security on web and communications software.~~Outline the technologies and uses of cryptographic standards and products.~~
~~4~~3	Select and implement strategies for ensuring business continuity and disaster recovery.~~Identify network, and host based security technologies and practices.~~
5	Apply the principles of organisational security to manage security risks.~~Describe with examples how wireless and remote access security is enforced.~~
~~6~~4	Investigate and select network, host, and user-based security technologies and practices to secure an IT infrastructure.~~Describe the standards and products used to enforce security on web and communications technologies.~~
~~7~~5	Investigate and select standards and products to enforce security on web and communications software.~~Identify strategies for ensuring business continuity, fault tolerance, and disaster recovery and discuss relative strengths and weaknesses.~~

NET702 CLOUD SERVICES

- Changes in course aim and LOs:

Course aim	This course focuses on the planning, design, implementation and maintenance of corporate cloud services. ~~Students~~Ākonga investigate and evaluate a range of ~~the~~ cloud computing services and examine ~~the~~ typical ~~architecture of~~ cloud computing architecture ~~deployments~~. ~~Typical issues of privacy and security are also investigated. Solutions, utilising cloud services features will be planned and implemented, as well as the migration of significant functions of an existing business.~~

LEARNING OUTCOMES

	On successful completion of this course ~~students~~ākonga will be able to:
1	~~Critically~~ Analyse and evaluate cloud solutions.
2	~~Outline~~ Identify, analyse and evaluate current issues pertaining to cloud environments.
3	~~Plan and configure a cloud solution.~~Make infrastructure design decisions based on cloud computing principles and best practice.
4	~~Plan and perform a cloud transition.~~Configure and use cloud services to implement scalable, reliable, and highly available infrastructure.
5	Design and build a cloud-based solution using appropriate architectural design principles and best practice to meet the requirements of a project.

PRJ703 CAPSTONE PROJECT (Previously: PRJ701 Project)

- Changes in course code, course title, course aim and LOs:

Course aim	The purpose of the 300-hour capstone project is to provide ~~students~~ākonga with an opportunity to work independently, in depth, on a topic of individual interest within their specialist field. ~~The project is intended to increase the individual's insights into the field and enhance their professional approach to problem solving.~~ ~~There is no taught component of this course. Instead, each student will work under the direction of a supervising staff member who assists the student in identifying and completing an appropriate piece of work.~~ ~~Bachelor of Information Technology students will be required to carry out their project within the subject area of their chosen major.~~ ~~There are several ways this Project can be undertaken including the following:~~ ~~Research project~~ ~~Development project~~ ~~Proof of concept project~~ ~~Workplace based practicum~~ ~~Case study~~

LEARNING OUTCOMES

On successful completion of this course ~~students~~ākonga will be able to:	
1	~~Work independently and a~~Apply analytical and ~~critical~~ decision making skills in the development of a~~n~~ original 300-hour capstone project within a specialist field.
2	Apply appropriate methods to plan and implement a capstone project. ~~Produce a comprehensive formal report recording all relevant project activity & outcomes.~~
3	Produce an academically rigorous report recording all relevant capstone project activities and outcomes. ~~Present aspects of the project activity to an invited and diverse audience in a professional and informative manner.~~
4	Present and defend the capstone project process and conclusions verbally. ~~Reflect critically on the learning experiences of the project work.~~

Note: specific learning outcomes may be related to types of projects, for example a development project would require the creation of a 'computing product'.

PRJ702 GRADUATE DIPLOMA PROJECT

- Changes in course aim and LOs:

Course aim	The purpose of the 200-hour project is to provide ~~students~~ākonga with an opportunity to work independently, in depth, on a topic of individual interest within their specialist field. ~~The project is intended to increase the individual's insights into the field and enhance their professional approach to problem solving.~~ ~~There is no taught component of this course. Instead, each student will work under the direction of a supervising staff member who assists the student in identifying and completing an appropriate piece of work.~~ ~~There are several ways this Project can be undertaken including the following:~~ ~~Research project~~ ~~Development project~~ ~~Proof of concept project~~ ~~Workplace based practicum~~ ~~Case study~~

LEARNING OUTCOMES

On successful completion of this course ~~students~~ākonga will be able to:	
1	~~Work independently and a~~Apply analytical and ~~critical~~ decision making skills in the development of a~~n~~ original 200-hour project within a specialist field.
2	Apply appropriate methods to plan and implement a project. ~~Plan, organise and implement the project in an effective and appropriate manner.~~
3	Produce a~~n~~ academically rigorous report ~~comprehensive formal report~~ recording all relevant project activity ~~&~~ and outcomes.
4	Present and defend the project process and conclusions verbally. ~~Make an oral presentation of the process and conclusions of the project.~~
5	~~Reflect on the learning process as experiences throughout carrying out the project work.~~

Note: specific learning outcomes may be related to types of projects, for example a development project would require the creation of a 'computing product'.

RES701 RESEARCH METHODS

- Changes in course aim and LOs:

Course aim	The purpose of this course is for ākonga to develop an understanding of the research process and the skills to analyse research, and to experience the process of creating a project proposal. ~~to provide a comprehensive overview of rigorous research practice and to lay a foundation of research skills which will be relevant to both further study and professional practice.~~

LEARNING OUTCOMES

On successful completion of this course ~~students~~ākonga will be able to:	
1	Critically appraise the findings from an analysis of published research in an area of interest in a specialist field. ~~Critically analyse the sources of research evidence and demonstrate through critical appraisal how such evidence should be interpreted and evaluated.~~
1~~2~~	Critically evaluate ~~of the nature of~~ research methodologies and the research process, ~~(including sources of bias and ethical considerations).~~ and formulate an appropriate method for a selected topic.
2	~~Critically analyse the sources of research evidence and demonstrate through critical appraisal how such evidence should be interpreted and evaluated.~~
3	Investigate and critically reflect on sources of bias and ethical considerations.
3~~4~~	~~Apply their understanding of the basic issues involved to the determination and scoping of a useful research question.~~ Create a proposal for an individual project involving research or development in a specialist field.
4	~~Apply their understanding of the basic principles of common research methods to the construction of an appropriate research design for a specific research question.~~
5	~~Create an appropriate research proposal for an individually selected research question and approach.~~

SDV701 TIERED SOFTWARE DEVELOPMENT

- Changes in LOs:

LEARNING OUTCOMES

	On successful completion of this course ~~students~~ākonga will be able to:
1	Select appropriate design patterns for a software development project, apply the design patterns and justify the choices made.
2	Select an appropriate tiered application architecture design for a software development project, apply the design and justify the choices made.
3	Evaluate ~~the usefulness of~~ object-oriented programming language features and practices in the development of software for a range of uses.
4	Design and develop a tiered software system using different software technologies that satisfies the requirements of a project brief.
5	Apply a software development methodology to plan, design and implement a software development project.~~Evaluate the usefulness of a range of models of software development.~~

Type 1 changes:

COM502 COMMUNICATION FOR IT

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment A		**Learning Outcomes**	**% Weightings**
Assessment 1		2, 3~~1, 4~~	25%~~30%~~
Assessment 2		1, 3~~1~~	25%~~20%~~
Assessment 3		1, 2, 4~~2, 3~~	25%
Assessment 4		1, 4~~3, 5~~	25%

CSA502 COMPUTER SYSTEMS ARCHITECTURE

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment		**Learning outcomes**	**% Weightings**
Assessment 1		1, 2~~3 – 7~~	25%~~20%~~
Assessment 2		2, 3, 4~~3 – 7~~	20%~~30%~~
Assessment 3		1, 5~~1, 2, 4 – 7~~	25%~~25%~~
Assessment 4		2, 3, 4, 5~~1, 2, 4 – 7~~	30%~~25%~~

DAT502 DATABASE CONCEPTS

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment		**Learning outcomes**	**% Weightings**
Assessment 1		1, 2~~1 – 5~~	30%~~60%~~
Assessment 2		3, 4, 5~~1 – 4~~	40%~~40%~~
Assessment 3		1 - 4	30%

DES502 SYSTEMS, PROCESSES AND DESIGN

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement Based assessment		
Assessment		**Learning outcomes**	**% Weightings**
Assessment 1		1, 2~~1 – 4~~	30%~~10%~~
Assessment 2		1, 3~~2, 3~~	40%~~60%~~
Assessment 3		4	30%

NET502 NETWORKING FUNDAMENTALS

- Minor course aim change
- Correct one LO
- Assessment changes

Course aim	To provide ~~the student~~ākonga with an introduction to the concepts of computer networking. It also provides an opportunity for practical experience in configuring a ~~modern small office/home office~~ Local Area Network (LAN). This practical work is related to issues of system security, performance and reliability, with the objective of setting up efficient and effective network systems.

LEARNING OUTCOMES

	On successful completion of this course students will be able to:
1	Identify and discuss the main issues involved in computer networking in the business environment.
2	Explain and discuss the application of fundamental network principles to the design of computer networks.
3	Describe and use physical network components effectively within a computer network.
4	Describe and use software components effectively within a computer network.
5	Describe and apply~~explain~~ the use of a range of Internetworking technologies.
6	Implement a small client/server network, utilising a modern operating system.

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment		**Learning outcomes**	**% Weightings**
Assessment 1		3 - 5	15%
Assessment 2		1 - 5	~~27.5~~25%
Assessment 3		1 - 5	~~27.5~~25%
Assessment 4		~~3~~1 - 6	~~30~~35%

OSA501 OPERATING SYSTEMS AND APPLICATION SOFTWARE

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement Based assessment		
Assessment		**Learning outcomes**	**% Weightings**
Assessment 1		1, 2, 4~~2 - 6~~	25%~~20%~~
Assessment 2		1 - 4~~2 - 6~~	25%~~40%~~
Assessment 3		2, 4~~1 - 6~~	50%~~20%~~
~~Assessment 4~~		~~1 - 6~~	~~20%~~

SDV503 INTRODUCTIN TO SOFTWARE DEVELOPMENT

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment		**Learning outcomes**	**% Weightings**
Assessment 1		1, 3~~, 5~~	30%
Assessment 2		1 - 4	15%
Assessment 3		1 - 4	55%

SDV502 APPLICATION TESTING

- Minor course aim change
- Assessment changes

Course aim	To provide ~~students~~ākonga with the skills to test and publish an application, and produce user documentation and training material.

ASSESSMENTS

Basis of assessment	Achievement Based assessment		
Assessment		**Learning outcomes**	**% Weightings**
Assessment 1		1, 3	20%
Assessment 2		2	30%
Assessment 3		~~3~~1, 4	50%

SYD502 INTRODUCTION TO SYSTEMS ANALYSIS AND DESIGN

- Minor course aim change
- Assessment changes

Course aim	This course provides ~~the student~~ākonga with an understanding of the systems development process and the need for effective systems analysis and design. Several techniques and tools used in current methodologies will be introduced and practised.

Assessment	Learning outcomes	% Weightings
Assessment 1	2, 4~~3, 4~~	40%~~34%~~
Assessment 2	3~~3 - 5~~	30%~~31%~~
Assessment 3	1, 4~~1 - 5~~	30%~~35%~~

TEC501 TECHNOLOGY SUPPORT

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment		**Learning outcomes**	**% Weightings**
Assessment 1		2, 3~~2 - 3~~	25%~~25%~~
Assessment 2		1 - 3~~1 - 4~~	50%~~45%~~
Assessment 3		4~~1, 2, 4~~	25%~~30%~~

WEB504 INTRODUCTION TO WEB DEVELOPMENT

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment		**Learning outcomes**	**% Weightings**
Assessment 1		1, 2~~1 – 4~~	25%
Assessment 2		3~~1 – 3~~	25%
Assessment 3		3, 4~~2 – 4~~	50%

WEB502 FRAMEWORK COSTUMISATION

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment		**Learning outcomes**	**% Weightings**
Assessment 1		1, 2~~3 – 6~~	50%~~25%~~
Assessment 2		2, 3~~1 – 4, 6~~	25%~~25%~~
Assessment 3		4~~1 – 6~~	25%~~50%~~

DAT601 DATABASE DESIGN AND ADMINISTRATION

- Minor course aim change

Course aim	This course is an introduction to the concepts, skills and issues of database management with an emphasis on management, design and implementation issues. ~~Students~~Ākonga will learn how to analyse the information requirements of a business system and design and build relational databases. Structured Query Language (SQL) will be used to give practical experience of database construction.

DAT602 DATABASE APPLICATION DEVELOPMENT

- Minor course aim change
- Correction of LOs

Course aim	This course is an introduction to the development of database applications, with an emphasis on providing ~~students~~ākonga with practical experience developing single-user and multi-user database applications using a commercially significant current generation programming and database environment. ~~Students~~Ākonga will learn how to access and update databases using a wide range of facilities in Structured Query Language (SQL), and how to deal with issues of concurrent access by several users.

LEARNING OUTCOMES

On successful completion of this course students will be able to:	
1	Analyse and evaluate a~~n existing~~ database application design.
2	Apply Structured Query Language (SQL) to access and update a database.
3	Design and implement a prototype ~~single-user~~ database application.
4	Explain and compare different approaches to the management of effective concurrent data access.

NET603 PRACTICAL NETWORK DEVELOPMENT

- Minor course aim change
- Correction of LOs

Course aim	This course develops ~~the student~~ākonga~~'s~~ knowledge in the field of computer networking and data communications principles and technologies. With emphasis on the medium sized corporate environment, it offers an opportunity for practical experience in analysing, designing and implementing a network system. This practical work is related to the concepts of system security, performance and reliability, with the objective of learning how to set up an efficient and effective network system.

LEARNING OUTCOMES

On successful completion of this course students will be able to:	
1	Analyse and discuss corporate network and Internet~~-work~~ principles, components and technologies.
2	Evaluate and undertake the design activities required for building effective network systems.
3	Evaluate and undertake the implementation and testing activities of network systems, by creating a ~~complex~~ client/server based network, utilising modern network operating systems.
4	Evaluate and undertake network administration activities.
5	Analyse and evaluate cloud solutions, then implement appropriate solutions into a ~~complex~~ client/server based network.

PFW601 PROFESSIONAL AND TECHNICAL WRITING

- Minor course aim change

Course aim	This course aims to further develop ~~students~~ākonga~~'~~ understanding, skills, and independence in the use of advanced communication tools and techniques relevant to an appropriate workplace. The course will also provide ~~students~~ākonga~~'~~ with the opportunity to further develop their research, oral/written communication and presentation skills.

SDV601 SOFTWARE DEVELOPMENT

- Correction of LOs
- Minor course aim change

| Course aim | This course provides ~~students~~ākonga with an introduction to the principles of object-oriented analysis, design _and_~~,~~ programming ~~and testing~~, and offers ~~them~~ experience in applying these principles to software development using an object-oriented programming language.~~ in common use.~~ |

LEARNING OUTCOMES

On successful completion of this course students will be able to:	
1	Describe the principles of the object model and explain its application to software development.
2	Apply object-oriented analysis tools and techniques appropriately to the development of software applications.
3	Apply object-oriented design tools and techniques effectively to the design of software that meets the requirements of a set project brief.
4	Explain the features of an object-oriented programming language that supports the object model and use this language correctly in the development of software.
5	Apply the principles of object-oriented analysis ~~(OOA)~~ and object-oriented design ~~(OOD)~~ and object-oriented programming ~~(OOP)~~ to software development.

SDV602 SOFTWARE DEVELOPMENT 2

- Minor course aim change

| Course aim | This course will broaden ~~the students~~ākonga' software development horizon by experiencing a new programming language and environment. By using a language, possibly from a different vendor and/or is aimed at a different hardware platform or environment ~~the students~~ākonga will gain valuable and marketable expertise. Building on the prerequisite course(s), ~~students~~ākonga will apply the learnt analysis and design methodologies to the new programming environment, and if necessary adapt them to suit the characteristics of the chosen programming language. |

SEC602 SYSTEMS SECURITY

- Assessment changes
- Minor course aim change

| Course aim | This course provides ~~the student~~ākonga with an introduction to protecting the corporate ICT environment from security breaches and their consequences. Successful industry based practices are analysed and evaluated, and ~~the student~~ākonga gains practical experience in implementing relevant security strategies. This work is related to the fundamental concepts surrounding the security of systems, with the objective of setting up a secure infrastructure. |

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment	Learning Outcomes	Pass Criteria (minimum)	% Weightings
Assessment 1	1, 2, 3 ~~1 - 7~~	40%	5~~3~~0%
Assessment 2	4, 5 ~~1 - 6~~	40%	50%
~~Assessment 3~~	~~1 - 7~~	~~40%~~	~~20%~~

SYD601 SYSTEMS ANALYIS AND DESIGN

- Minor course aim change

| Course aim | This course provides ~~the student~~ākonga with an understanding of how various tools and techniques for object-oriented analysis and design of information systems are integrated and used within system development methodologies. Practical experience in the application of these tools and techniques is also provided. |

WEB601 DYNAMIC WEB TECHNOLOGY

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment	Learning Outcomes	Pass criteria (Minimum)	% Weightings
Assessment 1	1, 4	40%	20%
Assessment 2	2, 3, 4	40%	50%
Assessment 3	1, 2, 4	40%	30%

DAT701 ENTERPRISE DATABASE SOLUTIONS

- Minor course aim change

| Course aim | This course will focus on both the application of advanced techniques in database design and on providing ~~students~~ākonga with the opportunity to apply data modelling techniques and relational database design principles and database technology to solve business problems. |

NET701 ENTERPRISE INFRASTRUCTURES

- Minor course aim change

Course aim	This course focuses on the development and management of enterprise ICT infrastructures. It addresses the technical and strategic issues that are involved in the provision of ICT services in large organisations. ~~Students~~Ākonga investigate and evaluate the range of advanced technologies used to support large scale networked systems, and develop security strategies for them. New advances in technology are researched and their potential impact evaluated. Service management policies to support organisations to deliver well managed ICT services are explored.

NET702 CLOUD SERVICES

- Assessment changes

Assessment	Learning Outcomes	Pass criteria (Minimum)	% Weightings
Assessment 1	~~1 - 3~~1, 3, 4	40%	30%
Assessment 2	~~1 - 4~~2, 3, 4, 5	40%	~~40~~50%
Assessment 3	~~1 - 3~~1, 2, 3, 4	40%	~~30%~~20%

PRJ701 PROJECT

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment			
Assessment		Learning Outcomes	Pass criteria (minimum)	% Weightings
Assessment 1		1 ~~-, 3,~~ 4	40%	~~30~~20%
~~Assessment 2~~		~~3, 4~~	~~40%~~	~~10%~~
~~Assessment 3~~		~~3, 4~~	~~40%~~	~~15%~~
~~Assessment 4~~		~~1, 3, 4~~	~~40%~~	~~5%~~
Final Report - Technical Examiner		~~2 - 4~~1 - 3	40%	~~50~~35%
Final Report - Report Examiner		~~2 - 4~~1 - 3	40%	~~20~~15%

PRJ702 GRADUATE DIPLOMA PROJECT

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment			
Assessment		Learning Outcomes	Pass criteria (Minimum)	% Weightings
Assessment 1		1 ~~, 3, 4 - 4~~	40%	~~20~~30%
~~Assessment 2~~		~~3, 4~~	~~40%~~	~~10%~~
~~Assessment 3~~		~~3, 4~~	~~40%~~	~~15%~~
~~Assessment 4~~		~~1, 3, 4~~	~~40%~~	~~5%~~
Final Report - Technical Examiner		1 - 3~~2 - 4~~	40%	~~35~~50%
Final Report - Report Examiner		1 - 3~~2 - 4~~	40%	~~15~~20%

RES701 RESEARCH METHODS

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment			
Assessment		Learning Outcomes	Pass criteria (Minimum)	% Weightings
Assessment 1		1, 2 ~~- 3~~	40%	25%
Assessment 2		1, 2, 3 ~~- 3~~	40%	30%
Assessment 3		4, ~~5~~3, 4	40%	45%

SDV701 TIERED SOFTWARE DEVELOPMENT

- Minor course aim change

Course aim	This course provides ~~the student~~ākonga with advanced software development concepts and practical experience. Using a suitable object-oriented language and its programming paradigm, a range of advanced programming concepts is introduced. This includes the application of design patterns and best practice for tiered software architectures as well as the use of different software technologies.

WEB701 WEB TECHNOLOGIES

- Minor course aim change
- Correction of LOs

Course aim	This course provides ~~the student~~ākonga with the skills to select, implement and evaluate modern web technologies in a business context. Emerging technologies will be identified and their potential role assessed.

LEARNING OUTCOMES

On successful completion of this course students will be able to:	
1	Analyse and critically compare a number of existing web application frameworks.
2	~~Modify~~ Design a database-driven dynamic application to meet specified requirements.
3	Implement and then critically assess the use of ~~a modern~~ web technology in a specific business context.
4	Research emerging web technologies and justify their potential role in advanced web systems in a range of different situations, and present the research in an appropriate format.

INF755 PROJECT MANAGEMENT

- Assessment changes

ASSESSMENT AND RESULTS

Basis of Assessment	Achievement Based		
Assessment		**Learning Outcomes**	**% Weightings**
Assessment 1		1, 2	20%~~30%~~
Assessment 2		2, 3	40%~~25%~~
Assessment 3		1, 2, 3	40%~~45%~~

SEC701 SYSTEMS SECURITY 2 (currently not delivered)

- Minor course aim change

Course aim	This course builds upon existing ~~student~~ākonga knowledge and skills of system security. It covers topics and skills that, when implemented, provide protection to IT networks and assets for businesses and organisations from IT security breaches. Industry practices are evaluated and critiqued, and ~~students~~ākonga gain implementable skills in best-practice and real world security strategies. ~~Students~~Ākonga will engage with contemporary concepts that enable the establishment of IT security systems and be able to evaluate the effectiveness of IT infrastructure security policies, plans, and practices.

NZ Certificate in Information Technology (Level 5) NZ Diploma in Information Technology Technical Support (Level 5) NZ Diploma in Web Development and Design (Level 5)	n/a	03.08.22 Ac Com	16014	20 February 2023

NZQA TYPE 2 CHANGES SUBMITTED 5 AUGUST 2022

Rationale for change/s:

- The programmes currently lead to qualification version 1 which expire at the end of 2022. Type 2 changes need to be approved by NZQA to align the programme (learning outcomes, course aims, etc) to the new graduate outcomes in the updated qualification versions, for NMIT to be able to continue programme delivery in 2023. Te Pūkenga unified programmes were announced early in 2022 for these qualifications but then withdrawn.
- Replace 'Academic Requirements' information, 'English Language Requirements' information with 'NMIT Standard Entry for Level 5 qualifications' information
- Add Graduate Profile and Assessment Maps for each programme
- Update completion requirements with new course codes and titles

Main changes resulting from the review:

New Zealand Certificate in Information Technology (Level 5) [Ref: 2595, version 2]

The main changes included:

· Adjusting outcomes to incorporate conditions where possible, so the conditions could be removed/reduced

· Adjusting credits to better reflect the learning required in the technical areas (outcomes 1-4)

· Reducing credits for outcome 2 (IS and data) by 2 credits to add to outcome 3 (UX/Interface design); adding 5 credits to outcome 4 (coding) with the extra 2 and 3 credits coming from outcomes 5 and 6 (legal/professional & communications)

· Adjusting the credits of the three core/soft skills outcomes 5-7 to be equally weighted at 5 credits each

· Noting the changes to the outcomes of the Level 5 Certificate are applied across the Level 5 Diplomas

New Zealand Diploma in Information Technology Technical Support (Level 5) [Ref: 2596, version 2]

The main changes included:

· Applying changes made to outcomes common to Ref: 2595 (outcomes, conditions, reallocation of credits)

· Reducing from 13 to ten outcomes, combining outcomes 1 and 3, and spreading outcomes 5 and 6 across outcomes 1 and 2.

New Zealand Diploma in Web Development and Design (Level 5) [Ref: 2598, version 2]

The main changes included:

· Applying changes made to outcomes common to Ref: 2595 (outcomes, conditions, reallocation of credits)

· Reordering outcomes, with coding strengthened by addition of outcome 4 from Ref: 2595 (no longer embedded in scripting) and associated credits

· Combining current outcomes 1 and 9 (new outcome 1, and separate outcome 10); and combining outcomes 2 and 4 (new outcome 2)

Brief description of change/s:
- Changes to course titles, course aims, LOs to align with new GOs of new qualification versions 2
- Replace 'Academic Requirements' information, 'English Language Requirements' information with 'NMIT Standard Entry for Level 5 qualifications' information
- Add Graduate Profile and Assessment Maps for each programme
- Replace the terms student/learner (both singular and plural) with ākonga throughout the programme documentation, resulting in minor changes to most course aims, and headings such as 'ākonga managed hours', 'ākonga centred activities' etc

COURSE DESCRIPTORS
Type 2 changes:
COM502 COMMUNICATION FOR IT
- Changes to course aim and LOs:

Course Aim:	To provide ākonga students with the knowledge to apply professional, legal, and ethical principles and practices in a socially responsible manner to act as an emerging IT professional. A pParticular emphasis is placed on understanding applying fundamental communication and customer service concepts and skills and relating them to the contemporary IT environment and workplace.

	On successful completion of this course ākongastudents will be able to:
1	Apply professional, legal, and ethical principles to a variety of interactions in an IT context.Identify and explain how personal factors and behaviours can influence the communication process in business situations.
2	Work collaboratively in a team within an IT context.Apply effective interpersonal communication skills in business situations.
3	Apply customer service skills in a variety of IT related situations.Demonstrate appropriate written and oral and visual presentation skills that are clear, concise, courteous and correct, using currently recognised business formats.
4	Analyse and document solutions to common IT problems.Discuss the influence of culture on communication in an IT context.
5	Identify and explain the professional, legal, and ethical principles and practices required to act in a socially responsible manner as an emerging IT professional.

CSA502 COMPUTER SYSTEMS ARCHITECTURE
- Correct course aim, change LOs:

Course aim	To introduce ākonga students to the fundamentals of computer systems architecture. The students Ākonga will develop the knowledge and skills required to successfully plan, construct, optimise and maintain a modern PC-based computer system. Emphasis is placed on safe and effective industry practicses, with the ākonga student gaining practical experience by producing a reliable and efficient standalone machine at the course's completion.

LEARNING OUTCOMES

	On successful completion of this course students will be able to:
1	Explain the principles of computer systems architecture for hardware and software components.
2	Identify and apply safe working practices for computer systems construction.Discuss the principles of operation of system hardware and software components for a current generation personal computer and explain how these components interact.
3	Construct a current generation PC-based computer system with all required hardware and software components.that satisfies the requirements of a case study.
4	Explain and apply safe working practices for computer systems construction.Identify and troubleshoot common issues with PC-based hardware and software components.
5	Identify and apply problem solving processes relevant to troubleshooting for PC-based hardware and software components. Describe Identify and implement protocols used in basic foundation networking including internet concepts..
6	Use appropriate diagnostic tools, procedures and benchmark standards to optimise the configuration of components for a PC based computer system.
7	Describe and implement protocols used in basic foundation networking including internet concepts.

DAT502 DATABASE CONCEPTS
- Change course aim and LOs:

Course aim	This course provides the student with an understanding of the way in which business organisations utilise information using computers to represent and store data. Fundamental data structures and organisation, and database concepts and applications are covered as well as management and administration of a relational database in line with organisational requirements. This course is an introduction to the concepts, techniques, and issues of database design, management and administration. Ākonga Students will learn how to analyse the information requirements of a business system and apply fundamental data modelling techniques to design and build a relational database.

LEARNING OUTCOMES

	On successful completion of this course students will be able to:
1	Explain how data is managed and used in organisations to meet business, security, and ethical requirements.Discuss how data is used in organisations.
2	Identify information requirements and apply the basic processes and techniques of database design and modelling.Outline the principles underlying database management systems.
3	Explain database management and administration concepts.Apply the basic processes and techniques of database design.
4	Apply the use of structured query language.Describe the management and administration of a relational database..
5	Use a database management system to create a small database.Using a commercial database management system, create and use a small database.

DES502 SYSTEMS, PROCESSES AND DESIGN (previously: DES501 Design and Development Concepts)

- New course code and title, new course aim and LOs:

Course aim	To assist studentsākonga to develop knowledge and skills in the design and development of effective IT solutions for to support enterprise organisational processes and systems including interaction design concepts and practice to enhance interface designUX/UI principles.

LEARNING OUTCOMES

	On successful completion of this course studentākongas will be able to:
1	Analyse and describe parts of an existing organisational system. Explain how IT supports fundamental organisational processes and system Explore the operation of IT businesses.
2	Describe the data model plan for an existing system. Analyse an existing business process and make recommendations for improvement Identify a range of development life cycles used in IT.
3	Make recommendations for improvement to an existing organisational system. Apply fundamental knowledge of business concepts, development life cycles, data modelling and administration.Describe the importance of information management for an organisation and implement a solution for a specific case study.
4	Apply fundamental knowledge of data modelling and administration
54	Design user interfaces to meet user and system requirements. Design user interfaces to support effective implementation of an organisational process. Investigate the User experience (Ux) and usability concepts in IT and apply to a particular web case study using effective interface design .

OSA501 OPERATING SYSTEMS AND APPLICATION SOFTWARE

- Change LOs:

LEARNING OUTCOMES

	On successful completion of this course students will be able to:
1	Understand Describe key operating system concepts focussed on the areas of processor, memory, disk and network.
2	Perform typical file management operations., including secure file access.
3	Perform attended and unattended installations.
4	Install, and manage and troubleshoot system software and services.
5	Control and manage the boot process.
6	Manage system disks.

SDV503 INTRODUCTION TO SOFTWARE DEVELOPMENT

- Change to course aim and LOs:

Course aim	To provide the studentākonga with an overview of the software development process and the importance of design. The depiction of programme designs will be introduced using a variety of methods and students will develop programme designs for a variety of problems. StudentsĀkonga will be introduced to fundamental programming skills and given experience in developing and maintaining applications in the chosen environment as well as the problem solving and decision- making techniques required in software development.

LEARNING OUTCOMES

	On successful completion of this course students will be able to:
1	Outline the software design and development process.
2	Select and apply a suitable design methodology to the development of a software application to satisfy set requirements.
3	Select, explain and use fundamental mathematical and logical concepts in the design and development of software.number systems and data types in the design of software for set requirements.
4	Use a programming language correctly and effectively to develop software applications for set projects.
5	Compare and contrast selected examples of procedural and object oriented programming.

SDV502 APPLICATION TESTING

- Change to LOs:

LEARNING OUTCOMES

	On successful completion of this course students will be able to:
~~1~~	~~Determine client acceptance requirements and data input and exports from existing system(s).~~
~~2~~1	Create ~~, use~~ and document a test plan for a web solution to meet client requirements.
~~3~~2	Plan and implement a testing environment across multiple platforms.
~~4~~3	Produce technical documentation for users and technical staff.
4	Implement and configure an automated tested web solution.

SYD502 INTRODUCTION TO SYSTEMS ANALYSIS AND DESIGN

- Change to LOs:

LEARNING OUTCOMES

	On successful completion of this course students will be able to:
1	Explain the importance of the analysis and design phases of the Systems Development Lifecycle.~~Identify and discuss the principles of the systems development life cycle (SDLC).~~
2	Apply information gathering techniques to determine the needs of users of a web system.
3	Document the system requirements of a web solution.
~~2~~4	Design and implement accessible and responsive user interfaces.~~Explain the need for systems analysis and design within the systems development process.~~
~~3~~	~~Explain the principles of effective IT systems analysis and design and the appropriate application of these in the systems development process.~~
~~4~~	~~Create and interpret systems design and analysis documentation.~~
~~5~~	~~Determine the need for and apply software development standards in analysis and design documentation.~~

TEC501 TECHNOLOGY SUPPORT

- Change to course aim and LOs:

Course aim	To enable ~~students~~ākonga to demonstrate an operational knowledge and understanding of IT service management, fundamental security management and controls~~identify common issues related to IT security~~, and troubleshoot and resolve a range of common system problems.~~To introduce IT service management, and trouble shoot and resolve a range of common system, networking, application, and security problems using appropriate tools and procedures.~~

LEARNING OUTCOMES

	On successful completion of this course students will be able to:
1	Apply fundamental practices and processes of service management frameworks to meet service requirements.~~Discuss the basics of service standards, monitor service standards, and understand how management standards support exceptional customer service.~~
2	Troubleshoot and resolve a range of common system and user problems using appropriate tools and procedures.~~Explain the core "best practices" of an IT service desk as a function and perform troubleshooting and resolve a range of common system problems using appropriate tools and procedures.~~
3	Install, configure and manage systems and applications to meet the security and service requirements of an organisation.~~Manage systems and applications to meet the performance, capacity, and business continuity requirements of an organisation.~~
4	Identify and describe the issues of implementing service management processes into an organisation.~~and creating a cycle of continuous improvement.~~

WEB504 INTRODUCTION TO WEB DEVELOPMENT (previously: WEB503 Internet Design Principles)

- New course code and title, change course aim and LOs:

Course aim	This course gives ~~the student~~ākonga the foundations of web development to enable them plan, develop, test and understand development environments and programming languages of a ~~detailed view of the operation of the Internet that enables~~ current generation systems. ~~to handle text, graphics and multimedia, using current generation commercial software.~~

LEARNING OUTCOMES

	On successful completion of this course students will be able to:
1	Design and implement a web solution to meet user requirements.~~Describe and discuss the operation of Internet components and the interrelationships between these components.~~
2	Select and implement an appropriate database system for a web solution.~~Explain the design principles required for successful Internet web page development for static and dynamic Internet web pages and apply these principles to the development and evaluation of a range of different web pages.~~
3	Use appropriate programming languages to deploy a web solution. ~~Explain the development principles required for successful Internet website development and apply these principles to the design and evaluation of websites.~~
4	Validate a deployed web solution to meet the software requirements.
~~4~~	~~Apply the principles of development for web.~~

WEB502 FRAMEWORK CUSTOMISATION

- Change to course aim and LOs:

Course aim	To provide ākonga with the skills to implement and customise a solution package using web technologies. Ākonga will be able to select, install and configure appropriate modules to supplement functionality to meet organisational requirements. ~~To provide students with the skills to implement and customise a solution package using frameworks, and libraries and scripts. Students will be able to select, install and configure appropriate modules to supplement functionality to meet organisational requirements.~~

LEARNING OUTCOMES

On successful completion of this course students will be able to:	
1	Select and justify an appropriate software solution for a website. ~~framework set for a given brief.~~
2	Develop a web solution using a framework or library. ~~Design a website for a particular framework.~~
3	Create and execute a test plan for a web solution on multiple platforms. ~~Separate content from presentation in the development of a website.~~
4	Implement and customise a secure and accessible solution for a developed web application. ~~Implement groups, roles and permissions within a website development.~~
~~5~~	~~Select and manage a host and domain names.~~
~~6~~	~~Identify and describe content types, entities and entity-relationships.~~

Type 1 changes:
COM502 COMMUNICATION FOR IT

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment A		**Learning Outcomes**	**% Weightings**
Assessment 1		2, 3~~1, 4~~	25%~~30%~~
Assessment 2		1, 3~~1~~	25%~~20%~~
Assessment 3		1, 2, 4~~2, 3~~	25%
Assessment 4		1, 4~~3, 5~~	25%

CSA502 COMPUTER SYSTEMS ARCHITECTURE

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment		**Learning outcomes**	**% Weightings**
Assessment 1		1, 2~~3 – 7~~	25%~~20%~~
Assessment 2		2, 3, 4~~3 – 7~~	20%~~30%~~
Assessment 3		1, 5~~1, 2, 4 – 7~~	25%~~25%~~
Assessment 4		2, 3, 4, 5~~1, 2, 4 – 7~~	30%~~25%~~

DAT502 DATABASE CONCEPTS

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment		**Learning outcomes**	**% Weightings**
Assessment 1		1, 2~~1 – 5~~	30%~~60%~~
Assessment 2		3, 4, 5~~1 – 4~~	40%~~40%~~
Assessment 3		1 – 4	30%

DES502 SYSTEMS, PROCESSES AND DESIGN

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement Based assessment		
Assessment		**Learning outcomes**	**% Weightings**
Assessment 1		1, 2~~1 – 4~~	30%~~10%~~
Assessment 2		1, 3~~2, 3~~	40%~~60%~~
Assessment 3		4	30%

NET502 NETWORKING FUNDAMENTALS

- Minor change to course aim
- Correct one LO
- Assessment changes

Course aim	To provide ~~the student~~ākonga with an introduction to the concepts of computer networking. It also provides an opportunity for practical experience in configuring a Local Area Network (LAN). This practical work is related to issues of system security, performance and reliability, with the objective of setting up efficient and effective network systems.

LEARNING OUTCOMES

On successful completion of this course students will be able to:	
1	Identify and discuss the main issues involved in computer networking in the business environment.
2	Explain and discuss the application of fundamental network principles to the design of computer networks.
3	Describe and use physical network components effectively within a computer network.
4	Describe and use software components effectively within a computer network.
5	Describe and applyexplain the use of a range of Internetworking technologies.
6	Implement a small client/server network, utilising a modern operating system.

ASSESSMENTS

Basis of assessment	Achievement based assessment	
Assessment	**Learning outcomes**	**% Weightings**
Assessment 1	3 - 5	15%
Assessment 2	1 - 5	27.525%
Assessment 3	1 - 5	27.525%
Assessment 4	31 - 6	3035%

OSA501 OPERATING SYSTEMS AND APPLICATION SOFTWARE

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement Based assessment	
Assessment	**Learning outcomes**	**% Weightings**
Assessment 1	1, 2, 42 - 6	25%20%
Assessment 2	1 - 42 - 6	25%40%
Assessment 3	2, 41 - 6	50%20%
Assessment 4	1 - 6	20%

SDV503 INTRODUCTION TO SOFTWARE DEVELOPMENT

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment	
Assessment	**Learning outcomes**	**% Weightings**
Assessment 1	1, 3, 5	30%
Assessment 2	1 - 4	15%
Assessment 3	1 - 4	55%

SDV502 APPLICATION TESTING

- Assessment changes
- Minor change to course aim

Course aim	To provide studentsākonga with the skills to test and publish an application, and produce user documentation and training material.

ASSESSMENTS

Basis of assessment	Achievement Based assessment	
Assessment	**Learning outcomes**	**% Weightings**
Assessment 1	1, 3	20%
Assessment 2	2	30%
Assessment 3	31, 4	50%

SYD502 INTRODUCTION TO SYSTEMS ANALYSIS AND DESIGN

- Assessment changes
- Minor change to course aim

Course aim	This course provides the studentākonga with an understanding of the systems development process and the need for effective systems analysis and design. Several techniques and tools used in current methodologies will be introduced and practised.

Assessment	**Learning outcomes**	**% Weightings**
Assessment 1	2, 4 3, 4	40%34%
Assessment 2	33 - 5	30%31%
Assessment 3	1, 41 - 5	30%35%

TEC501 TECHNOLOGY SUPPORT

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment		**Learning outcomes**	**% Weightings**
Assessment 1		2, 3~~2, 3~~	25%~~25%~~
Assessment 2		1 - 3~~1 - 4~~	50%~~45%~~
Assessment 3		4~~1, 2, 4~~	25%~~30%~~

WEB504 INTRODUCTION TO WEB DEVELOPMENT

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment		**Learning outcomes**	**% Weightings**
Assessment 1		1, 2~~1 - 4~~	25%
Assessment 2		3~~1 - 3~~	25%
Assessment 3		3, 4~~2 - 4~~	50%

WEB502 FRAMEWORK COSTUMISATION

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment		**Learning outcomes**	**% Weightings**
Assessment 1		1, 2~~3 - 6~~	50%~~25%~~
Assessment 2		2, 3~~1 - 4, 6~~	25%~~25%~~
Assessment 3		4~~1 - 6~~	25%~~50%~~

ENGINEERING & CONSTRUCTION

National Certificate in Engineering - Fabrication with strands (Level 4)	12.07.22	15.07.22	150722	1 January 2022
Update of expired versions of unit standards • 25704 (new version 3, new title and credit change to 5 credits) • 2433 (new version 8, same title and credits)				
New Zealand Certificate in Mechanical Engineering (Trade) with strands in Fitting and Machining and General Engineering	n/a	05.07.22	18100	1 January 2019
Rationale for change: Error correction from date of first delivery. **Description of changes:** Correction of Course Aim for CME425 Machining Processes 6 (General CNC) to read, 'The aim of this course is for students to apply knowledge of General CNC operations'.				

HOSPITALITY AND SERVICE SECTOR PATHWAYS

Barista and Café Services [121843-3] Food and Beverage Service [120657-3]	n/a	11.07.22	16102	21 February 2022
Rationale for change/s We have confirmed with the programme owner (ARA) that there are only three assessments within in this course (and the correct weightings have also been confirmed). Corrections to be made effective from Semester 1 2022. **Brief description of change/s:** Corrections to be made to re-align with the programme owner's version. **Description of changes:** Course Descriptor FBS302 Bar and Wine – correct weightings and number of assessments				

Basis of Assessment:	Achievement Based assessment		
Assessment	**Learning Outcomes**	**% Weightings**	**Pass Criteria**
Assessment 1	1 - 2	~~15~~20%	50%
~~Assessment 2~~	~~1 - 2~~	~~15%~~	~~50%~~
Assessment ~~3~~2	1 – 2	20%	50%
Assessment ~~4~~3	1 - 2	~~50~~60%	50%

PRIMARY INDUSTRIES

NZ Certificate in Apiculture (Level 3	12.07.22	15.07.22	21101	18 July 2022

Rationale for change/s

Type 1 change to re-align with Programme owner's Type 2 change to update the version of the Apiculture qualification NZQA ref 2223 from version 1 to version 2

Description of changes:

Version Change to 21101. Changes include course titles (and codes), number of courses (was three, now four), credit changes, rearrangement of unit standards and course content. Mapping updated to reflect changes.

Programme Regulations:

- Updates to reflect updated qualification version
- Updates to reflect changes made by the programme owner.
- Appendix 1 – update to reflect new version change
- Course Descriptors updated to reflect Otago's programme changes

Bachelor of Viticulture and Winemaking	n/a	03.08.22	14109	18 July 2022

Rationale for change/s:

Currently there are too many assessments leading to unnecessary repetition. Online tests were trivial and will be used as learning aids only.

Brief description of change/s:

Change to course **BVW504 Tāne Rāua Ko Rongo and Plant Science** only

Remove online tests (Assessment 1) and adjust assessment numbering, LO mapping and weightings.

Lab reports 40% (2 lab reports weighted 20% each)

Assignment 20%

Test 40%

Course Descriptors:

BVW504 Tāne Rāua Ko Rongo and Plant Science

ASSESSMENT

Basis of Assessment:	Achievement Based assessment for theory assessment and overall course grade		
Methods of Assessment	Methods	Learning Outcomes	% Weighting
	Assessment 1	1- 6~~7~~	~~10~~40
	Assessment 2	~~1- 4~~3, 5, 7	~~35~~20
	Assessment 4~~3~~	1- 6	40