

Te Pūkenga trading as NMIT Academic Committee Meeting – 10 May 2023 – Open

Room M306 Nelson Campus – 3.15pm, Wednesday 10 May 2023

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6. Resolution to Exclude the Public		

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 Academic Integrity Team Leader, Curriculum and Academic Registry Team Leader, Academic Advisor, Curriculum Directors, Curriculum Area Managers, Quality Enhancement Manager, Poumanaaki, Ōritetanga + Māori Relationships Manager, 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.
7 7.1 7.1.1 7.1.2 7.1.3	Academic and Quality 2022 Self-Assessment Reports -Bachelor of Arts and Media 2022 Self-Assessment Report -Bachelor of Career Development 2022 Self-Assessment Report -Postgraduate Certificate in Professional Supervision 2022 Self- Assessment Report	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
3.15pm, Wednesday 05 April 2023, Room H127 and via Microsoft Teams

PRESENT: Olivia Hall Business Division Lead, Executive Director Ōritetanga, Teaching and Learners, Julie Bytheway Head of Learner Services, Kim Davies Academic Integrity Team Leader, Silvia Gassebner Team Leader Curriculum + Academic Registry, Marja Kneepkens Curriculum Director Teaching and Learning, Trisha Krishnasamy Curriculum Area Manager, Susannah Roddick Curriculum Director Teaching and Learning, Nicole Akuhata Poumanaaki, Ōritetanga + Māori Relationships Manager, Max Devon NMIT Student, Scott Bailey NMIT Student, Jackie Rees Quality Enhancement Manager, Soraya Paki Paki Curriculum Area Manager, Chanelle Taylor Programme Team Lead SASM

APOLOGIES: Reid Carnegie Curriculum Area Manager, Monique Day Curriculum Area Manager, Sarah Fraser PASM, Bradley Hannigan PASM, Rae Perkins Curriculum Area Manager, Victoria Whitmore Curriculum Area Manager, Pam Wood Curriculum Area Manager, Mary Woodward Curriculum + Academic Registry (minute-taker, non-voting)

1. Welcome, Apologies, Notices

Olivia Hall opened the meeting and welcomed Members. She noted that as the Committee Secretary was absent apologies would be added when the minutes were drafted.

Max Devon advised that SANITI Vice-President Scott Bailey would now be attending meetings as the second Committee student representative, NMIT Student Lauren Robinson would no longer be attending meetings. Following introductions, the Members welcomed Scott Bailey onto the Committee.

2. Administrative

2.1 Academic Committee Membership

Olivia Hall advised that feedback on the proposed Academic Committee Membership as per action item 4 from 22 February 2023 meeting had been received and put forward the proposed Academic Committee Membership:

- Executive Director NMIT Business Division Lead
- Academic Integrity Team Leader
- Curriculum Area Managers x 7
- Curriculum Directors x 2
- Head of Learner Services
- Poumanaaki, Ōritetanga and Māori Relationships
- Appointed Members
 - Academic Staff Members x 2
 - NMIT Students x 2

Olivia Hall noted that:

- a main reason for this proposed membership change was to reduce the number of Academic and Quality team members generating Committee business attending as voting members
- for these types of decisions that previously would have gone through a statutory NMIT Board meeting, they will now be brought to this Committee, with changes minuted and then processed through to Te Pūkenga

Silvia Gassebner noted that she has delegated authority to approve all course results and awards, and that with the proposed removal of the Curriculum + Academic Registry Team Leader from the Committee that role would no longer be represented, and questioned if the Committee would still be fulfilling its delegation responsibilities without the Curriculum + Academic Registry Team Leader representation.

Olivia Hall noted that the proposed Committee Membership did not necessarily mean the removal of Members from the Committee but rather a delineation between voting Members and Members tabling and voting on their items. She recommended that the proposed changes to the Committee Membership be approved subject to establishing if the Curriculum + Academic Registry Team Leader needs to be a voting Member.

10/23 **RESOLVED** that, subject to establishing if the Curriculum + Academic Registry Team Leader needs to be a voting Committee Member, the proposed changes to the Committee Membership be approved.

Olivia Hall / Kim Davies
CARRIED

ACTION

Olivia Hall / Kim Davies

Establish if the Curriculum + Academic Registry Team Leader role needs to be a voting Committee Member

Susannah Roddick advised that she and Kim Davies had had discussion on the membership of the Academic Standards and Quality Committee (AS+Q). She noted:

- membership was discussed at the last AS+Q Committee meeting with consensus that as Curriculum Area Managers (CAMs) were now also Academic Committee Members they would attend AS+Q meetings on rotation with the ability to delegate attendance to a Programme Team Lead (PTL)
- two CAMs will be invited to attend each AS+Q meeting
- Administration Team Leader Camille Nicolls will join the AS+Q Committee as her team is crucial to the administration of results that the CAMs and their teams approve
- two academics, ideally SASM or PASM will be invited onto the Committee to ensure a layer of academic scrutiny, due to the scheduled time of the AS+Q meetings different sets of academics may be needed to attend semester one and semester two
- SANITI/Student Representative and Learner Services representation will continue
- like other committees, work will be done outside meetings with items, especially written material, brought to meetings for robust discussion.

2.2 Minutes of NMIT Academic Committee Meeting 22 February 2023 - Open

10/23 **RESOLVED** that the minutes of the NMIT Academic Committee Meeting 22 February 2023 - Open be confirmed as a true and accurate record.

Kim Davies / Trisha Krishnasamy

CARRIED

ACTION

Mary Woodward

Upload confirmed Minutes to Academic Committee site and to Academic Committee site on NMIT website

2.3 Action Items of NMIT Academic Committee Meetings

Action Item 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 advised that this item was complete, she noted that the course results spot-check list has been submitted to and accepted by the Academic Standards and Quality Committee as well as an award spot-check process.

Action Item 2 – Academic Contracts as at 06 September 2022 Develop a statement for the agenda regarding the role of the Committee members in viewing this item

- Olivia Hall advised that the statement “oversight of Academic Contracts (contracts which relate to academic delivery) had been developed and requested the action be closed.

Action Item 3 – Reports from Committees and Working Parties, Request 2022 Research Outputs report from Research Support Coordinator for tabling at next meeting

- It was noted that the 2022 Research Outputs report had been tabled for information at this meeting.

Action Item 6 – Self-Assessment – Let Jackie Rees know if wanting to review a 2022 Degree SAR

- Jackie Rees reiterated that Committee Members let her know if keen to review a Degree SAR report as it would be good to have more reviewers. She noted her thanks to those that had already carried out reviews. Olivia Hall noted that this action would be marked as complete as Members had had opportunity to contact Jackie Rees.

2.4 Correspondence Schedule

11/23 **RESOLVED** that the inwards correspondence be received.

Trisha Krishnasamy / Max Devon

CARRIED

12/23 **RESOLVED** that the outwards correspondence be endorsed.

Trisha Krishnasamy / Max Devon

CARRIED

3. Academic and Quality

3.1 Self-Assessment

Jackie Rees gave a summary of current 2022 Self-Assessment activity and noted:

- with confirmation of committee membership and clarity of functions these reports would be more appropriate to be viewed by the AS+Q Committee as not high level enough for Academic Committee although the format can be changed if this information is to continue coming to this committee
- three Degree, five Sub-Degree, and eight Business Support Self-Assessment Reports (SARs) are still to be submitted
- she is not confident that all Business Support SARs will be submitted
- there is some really good stuff happening, with good explanation, reflection, and good practice, although there are some areas for improvement including self-reflection
- for a number of possible reasons, she feels that more help with writing Self-Assessment Reports is required
- going forward Te Pūkenga will have different policies in place for self-assessment with maybe a slightly different process but she still feels the over-arching guidance on how to complete a self-assessment report won't go away
- there are a number of recommendations that would likely still apply regardless of Te Pūkenga developing a Self-Assessment Framework, including: better preliminary workshops, communications and one to one support
- this is a starting point on how we can move going forward but that she was not suggesting we can jump straight into this now as the timing is not quite right
- it will be interesting to see what comes out nationally across the network, but from what she has heard and from discussions she has had she did not think the KEQs are going to go away any time soon.

Olivia Hall noted:

- it would be good to raise some of the areas for improvement with Curriculum Areas and Curriculum Area Managers for discussion
- it was good to have this high-level view of where we are at
- with Business Support Areas moving towards reporting into other areas the window to receive outstanding reports is getting smaller.

3.2 2022 Degree Monitoring Update

Jackie Rees gave an update on 2022 Degree Monitoring and noted:

- she had collated all the recommendations and requirements that had come out of 2022 Degree Monitoring activity to see how they had been progressed, tracked, and completed
- she had only been able to access this information from the 2022 Degree Self-Assessment Reports submitted up to Friday 31 March
- she had compiled requirements and recommendations around a number of themes
- a number of actions and recommendations had been closed
- the 2022 Aquaculture Monitoring was an outlier due to the back and forth that went on with this report
- regarding the Bachelor of Social Work self-monitoring status, it was not felt appropriate to send an application to NZQA now as a request for self-monitoring status had not been previously noted by the Degree Monitor, the 2023 Degree Monitoring visit is not scheduled until later in the year and the unified programme is starting in 2024
- during a Degree Monitoring visit, it has to be made clear to the Monitor that they include a self-monitoring status request in their Monitoring Report.

Following a comment from Kim Davies on the ProTecht risk management platform being a suitable way to track this type of work Jackie Rees noted that any actions from monitoring visits, moderation or NZQA visits could be put into ProTecht to determine the degree of academic risk.

3.3 Policy Update

Jackie Rees gave a summary of recent policy update activity and noted:

- she had compiled a list of updated, progressing, and deleted policy and procedures
- deletion of the Recruitment, Selection and Appointments policy is a work in progress as work is required to align the procedure with Te Pūkenga national policy
- deletion of the Child Protection at NMIT policy and procedure will remain a work in progress as this has more detail than Te Pūkenga national policy
- this work will be on-going as new national Te Pūkenga policies are developed.

The Committee Members discussed accessing policy documentation on the NMIT website especially only being able to download documents rather than being able to link to them.

ACTION
Jackie Rees

Check that there are active links to current PDF formatted Te Pūkenga policies and if required request IT to change access from downloadable policies to PDF formatted linked policies

3.4 External Moderation Update

Jackie Rees advised:

- this review did not cover all external moderation activity but the three she felt needed an NMIT response or action plan
- Ringa Hora Aviation Unit Standards
 - Ringa Hora visited the Woodbourne Campus to look at the various Aeronautical Engineering Unit Standards in regard to ensuring pre-assessment moderation is completed before material is made available to ākonga for assessment purposes
 - Ringa Hora were happy with the visit and the fact that now all relevant pre-assessment materials have been made available to them to carry out their pre-assessment materials moderation
 - it is a good reminder that material for post assessment needs to have had WDC pre-assessment moderation
- NZQA – Programme Monitoring of the New Zealand Diploma in Web Development and Design
 - following receiving negative outcomes for this exercise discussion was held with NZQA on what they would like to see and a letter from them outlining requirements was received
 - Kim Davies followed up with Te Pūkenga in regard to the confusion around requirements and for clarification
 - thanks to Trisha Krishnasamy for your teams work in putting together the required information/action plan and also working with the LIIT Team to ensure assessment design and course changes are reflected in the course outline that will be made available to ākonga
 - we need to be able to track all these actions through ProTecht and for the Academic Committee to be reviewing how we are going against the action plan and to have visibility and any learnings from this exercise to inform future development, changes and or monitoring events like this.
- NZQA – 2022 External Moderation Summary
 - the English Language and the Foundation Area Teams have worked to put their action plans together for the English for Academic Purposes, and the Numeracy Systems Unit Standards
 - they have developed detailed action plans which have been sent off to NZQA
 - the plans included actions on staff capability and course assessment design
 - these action plans also need to be tracked in ProTecht and viewed by the Academic Committee on a regular basis
 - the good work done by both the English Language and the Foundation Teams.

Kim Davies noted that:

- this had been a great example of utilising capability within the network to support our delivery teams and was an indication of how ako networks might work and how kaiako across delivery areas could support each other
- both teams had been proactive in going to Ako Aotearoa and seeking support
- she echoed Jackie Rees in noting the work done by both teams.

The Committee Members discussed the ProTecht software and how it can be used to track risk and formalise and manage processes. Kim Davies advised that she had spoken with the Chief Risk Officer about tracking academic risk via ProTecht and would have a follow-up conversation with them and perhaps pilot the ProTecht software in the first instance.

Julie Bytheway noted that external review of accommodation will be taking place in May/June.

3.5 Course and Programme Changes

Kim Davies advised:

- the changes to the Applied Business suite of programmes were done to align to the new Te Pūkenga unified programmes

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- there have been interesting ongoing conversations on how moderation links into programme changes.

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
APPLIED BUSINESS				
Bachelor of Commerce (NZQF No.3874) [123655] Graduate Certificate in Management [126989] Graduate Diploma in Management (NZQF No.3878) [123658] Graduate Diploma in Marketing (NZQF No.3876) [123659] Graduate Diploma in Accounting [123656] Graduate Diploma in Professional Accounting [123657]	14.12.22	20.12.22	18107	1 January 2023
NZQA TYPE 2 CHANGES APPROVED 24 JANUARY 2023				
<p>Rationale for change/s: Updates to align with new Te Pūkenga unified programmes. Effective from 1 January 2023. Replacement of Level 5 and some Level 6 courses with equivalent courses from the unified New Zealand Diploma in Business Level 5 (NZDB) and Bachelor of Accounting (BACC). Previous courses can still be used to meet completion requirements to retain continuity for ākonga completing their programmes. New ākonga wishing to study Accounting and ākonga going into year 2 of their Bachelor of Commerce Accounting study will be enrolled in the new Bachelor of Accounting programme for 2023. All other ākonga will complete their current programme.</p> <p>Brief description of change/s: Bachelor of Commerce Type 2 changes Programme Regulations: Addition of 18 new compulsory courses, 8 from the unified NZDB L5 and 10 from the unified BACC – updates throughout to reflect. New courses will be delivered from 2023 but previous courses can still be used to meet completion requirements.</p> <p>S2.7 Schedule of Courses Core Business Courses BSNS5001 Organisations in and Aotearoa New Zealand Context <i>replaces</i> NZB501 <i>Organisations in the New Zealand Context</i> BSNS5002 Business Environments <i>replaces</i> NZB502 <i>Business Environment</i> BSNS5003 Business Functions <i>replaces</i> NZB503 <i>Business Functions</i> BSNS5004 Change and Innovation <i>replaces</i> NZB504 <i>Understanding Change</i> Core Management Courses BSNS5401 Introduction to Leadership <i>replaces</i> BLM503 <i>Leadership</i> BSNS5402 Operations Management and Compliance <i>replaces</i> BLM501 <i>Operations Management and Compliance</i> BSNS5403 Business Planning <i>replaces</i> BLM502 <i>Business Planning</i> BSNS5404 Managing Projects <i>replaces</i> BLM504 <i>Managing Projects</i> Compulsory courses for all BCom majors ACCY5105 Commercial Law <i>replaces</i> LAW510 <i>Commercial Law</i> ACCY5106 Economics <i>replaces</i> ECN620 <i>Economic Thinking</i> ACCY6105 Data Analytics <i>replaces</i> QNT565 <i>Quantitative Analysis</i> ACCY6107 Research Methods <i>replaces</i> RES680 <i>Research Methods</i> Compulsory courses added for ākonga completing the Bachelor of Commerce (Accounting) ACCY6101 Intermediate Management Accounting <i>replaces</i> BAC602 <i>Management Accounting</i> ACCY6102 Intermediate Financial Accounting <i>replaces</i> BAC601 <i>Financial Accounting</i> ACCY6103 Taxation in Aotearoa New Zealand <i>replaces</i> BAC606 <i>Taxation</i> ACCY6104 Introduction to Finance <i>replaces</i> BAC603 <i>Business Finance</i> ACCY6106 Law of Business Entities <i>replaces</i> LAW610 <i>Company Law</i> ACCY6108 Accounting Information Systems <i>replaces</i> BAC604 <i>Accounting Information Systems</i></p> <p>Type 1 changes Programme Regulations Update throughout to reflect that no new enrolments will be accepted in Bachelor of Commerce Accounting major or the Accounting and Management and Accounting/Marketing double majors Removed references to eCampus as new enrolments are being directed to TP trading as Open Polytechnic Addition of 4 new elective courses from the unified NZDB – updates throughout to reflect.</p> <p>S2.7 Schedule of Courses ACCY5101 Introduction to Accounting and Taxation <i>(BAC501 Introduction to Accounting and Taxation no longer delivered)</i> ACCY5102 Applied Accounting <i>(BAC502 Applied Accounting no longer delivered)</i> ACCY5103 Analysis of Financial Information <i>(BAC503 Analysis of Financial Information no longer delivered)</i> ACCY5104 Budgets for Planning and Control <i>(BAC504 Budgets for Planning and Control no longer delivered)</i> Information for Applicants section for each programme updated to remove specific wording regarding COVID-19 vaccination status S4.3 Recognition of Academic Credit – removal of RAC limits to align with Te Pūkenga. Applications to be considered by on a case-by-case basis. Removed detail in pathway from NZ Diploma in Business to BCom and included reference to Appendix 1 Recognition of Academic Credit table. S5.1 Assessment Rationale – updated to align with unified programmes with ākonga required to show evidence all learning outcomes are met. S5.8 Course Results – inclusion of new course result key AC-TPK-01 all courses delivered in 2023 will use this to align with unified programme delivery. Appendix 1 – included previous Level 5 Core Business and Core Accounting courses which map to new Level 5 Bachelor of Accounting courses Graduate Certificate in Management; Graduate Diploma in Management; Graduate Diploma in Marketing Type 2 change Programme Regulations Addition of 1 new compulsory course from the unified Bachelor of Accounting. New course will be delivered from 2023 but previous course can still be used to meet completion requirements.</p> <p>S2.7 Schedule of Courses</p>				

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ACCY6107 Research Methods <i>replaces RES680 Research Methods</i> Type 1 change S4.3 Recognition of Academic Credit – removal of RAC limits to align with Te Pūkenga. Applications to be considered by on a case by case basis S5.8 Course Results – inclusion of new course result key AC-TPK-01 all courses delivered in 2023 will use this to align with unified programme delivery. Removed references to eCampus as new enrolments are being directed to TP trading as Open Polytechnic Course Descriptors: Include unified descriptors for all 22 new courses. Updated pre-requisite information for current courses where required Graduate Diploma in Accounting Graduate Diploma in Professional Accounting Programme Regulations <ul style="list-style-type: none"> Update throughout to reflect that Grad Dip Accounting and Grad Dip Professional Accounting will not be offered in 2023. 				
Kia Haumaru! Kia Matatu! SafePlus Micro-credential	n/a	22.02.23	22100	27.10.2022
Rationale for change/s Correction to documentation. Learning Outcomes met for Assessments 1 and 2 had been transposed in Course Descriptor. Description of changes: <ul style="list-style-type: none"> Assessment 1 maps to LO1, Assessment 2 maps to LO2. No change to Assessment 3 mapping. 				
CREATIVE, TECHNOLOGIES & SERVICE INDUSTRIES				
ADT206 Trades Academy Arts and Design 1	n/a	27.10.22	271022	1 January 2022
Rationale for change: Trades Academy assessment updates for 2022 delivery. Required so results can be correctly entered into ebs. Description of changes: <ul style="list-style-type: none"> 1 x portfolio assessment covering all assessment standards and LO's changing to 4 x portfolio assessments each relating to one specific assessment standard and LO. Changes will be carried through to 2023 delivery.				
ADT306 Trades Academy Arts and Design 2	n/a	27.10.22	271022	1 January 2022
Rationale for change: Trades Academy assessment updates for 2022 delivery. Required so results can be correctly entered into ebs. Description of changes: <ul style="list-style-type: none"> 1 x portfolio assessment covering all assessment standards and LO's changing to 4 x portfolio assessments each relating to one specific assessment standard and LO. Changes will be carried through to 2023 delivery. 				
ADT206 Trades Academy Arts and Design 1	n/a	27.10.22	271022	1 January 2022
Rationale for change: Trades Academy assessment updates for 2022 delivery. Required so results can be correctly entered into ebs. Description of changes: <ul style="list-style-type: none"> 1 x portfolio assessment covering all assessment standards and LO's changing to 4 x portfolio assessments each relating to one specific assessment standard and LO. Changes will be carried through to 2023 delivery.				
ADT306 Trades Academy Arts and Design 2	n/a	27.10.22	271022	1 January 2022
Rationale for change: Trades Academy assessment updates for 2022 delivery. Required so results can be correctly entered into ebs. Description of changes: <ul style="list-style-type: none"> 1 x portfolio assessment covering all assessment standards and LO's changing to 4 x portfolio assessments each relating to one specific assessment standard and LO. Changes will be carried through to 2023 delivery. 				
Website Design Training Scheme	14.12.22	20.12.22	19103	20 February 2023
Rationale for change/s Remove 'Front End' from title as ākonga completing this training scheme are not needing to learn coding, they can complete the design they need by using available website design software Description of changes: <ul style="list-style-type: none"> Type 2 change. Change title of Training Scheme from Front End Website Design to Website Design Minor update Graduate Profile Outcomes, course aim and learning outcomes to reflect this. 				
HTA304 Trades Academy Hospitality – Culinary Arts	01.02.23	01.02.23	010223	January 2023
New course to replace HTA303 Trades Academy Hospitality Year 2 Rationale for change/s: TOTSTA wishes to change the title for this course for 2023 delivery. New course created for SDR reporting.				
Certificate in Information Technology (Level 5)	20.02.23	20.02.23	16104	20 February 2023
NZ Diploma in Information Technology Technical Support (Level 5)				
NZ Diploma in Web Development and Design (Level 5)				
Rationale for change/s Update for 2023 delivery adding reference to Te Kawa Maiororo policies on page 2 NZQA Type 1: Assessment changes in LO alignment and weighting for courses TEC501, CSA502, DES502, COM502, SDV503; add DNC (Did Not Complete) to the course result key AC-NMIT-06 Brief description of change/s: no version change, effective from 20 Feb 2023 Change assessment information in course descriptors and programme regulations - Appendix 4: Graduate Profile Outcomes and Assessments Maps; add DNC to the course result key AC-NMIT-06 <ul style="list-style-type: none"> COM502 Communication for IT 				

ASSESSMENTS

Basis of assessment	Achievement-based assessment	
Assessment	Learning Outcomes	% Weightings
Assessment 1	2, 3 1, 3, 4	25 20%
Assessment 2	1, 3 2, 3, 4	25 40%
Assessment 3	1, 2, 4 1, 3, 4	25 40%
Assessment 4	1, 4	25%

- CSA502 COMPUTER SYSTEMS ARCHITECTURE

ASSESSMENTS

Basis of assessment	Achievement-based assessment	
Assessment	Learning outcomes	% Weightings
Assessment 1	1, 2 2, 3, 4	25 30%
Assessment 2	2, 3 4, 1, 3	20 30%
Assessment 3	1, 5 3, 4, 5	25 40%
Assessment 4	2, 3, 4, 5	30%

- DES502 SYSTEMS, PROCESSES AND DESIGN

ASSESSMENTS

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

- TEC501 TECHNOLOGY SUPPORT

ASSESSMENTS

Basis of assessment	Achievement based assessment	
Assessment	Learning outcomes	% Weighting
Assessment 1	2, 3	25 20%
Assessment 2	1, 3 4	50 20%
Assessment 3	1 - 4	25 60%

- SDV503 INTRODUCTION TO SOFTWARE DEVELOPMENT

ASSESSMENTS

Basis of assessment	Achievement-based assessment	
Assessment	Learning Outcomes	% Weighting
Assessment 1	1, - 3	30%
Assessment 2	1 - 4	15%
Assessment 3	1 - 4	55%

Bachelor of Information Technology [102333]

20.02.23

20.02.23

08222

20 February 2023

Graduate Diploma in Information Technology [106817]

Rationale for change/s

Update for 2023 delivery adding reference to Te Kawa Maiororo policies on page 2;

NZQA Type 1: Assessment changes in LO alignment and weighting for courses COM502, CSA502, DES502, TEC501 (elective), SDV503, SYD601, DAT601, DAT602, WEB701; correct alignment to graduate profiles in PRJ703 Capstone Project; add DNC (Did Not Complete) to the course result key AC-NMIT-06. Description of changes:

Brief description of change/s: no version change, effective from 20 Feb 2023

Change assessment information in course descriptors and programme regulations - Appendix 4: Graduate Profile Outcomes and Assessments Maps; add DNC to the course result key AC-NMIT-06

- COM502 COMMUNICATION FOR IT

ASSESSMENTS

Basis of assessment	Achievement based assessment	
Assessment A	Learning Outcomes	% Weightings
Assessment 1	2 , 3 , 1 , 3 , 4	25 20%
Assessment 2	1 , 3 , 2 , 3 , 4	25 40%
Assessment 3	1 , 2 , 4 , 1 , 3 , 4	25 40%
Assessment 4	1 , 4	25 %

- CSA502 COMPUTER SYSTEMS ARCHITECTURE

ASSESSMENTS

Basis of assessment	Achievement based assessment	
Assessment	Learning outcomes	% Weightings
Assessment 1	1 , 2 , 3 , 4	25 30%
Assessment 2	2 , 3 , 4 , 1 , 3	20 30%
Assessment 3	1 , 5 , 3 , 4 , 5	25 40%
Assessment 4	2 , 3 , 4 , 5	30 %

- DES502 SYSTEMS, PROCESSES AND DESIGN

ASSESSMENTS

Basis of assessment	Achievement Based assessment	
Assessment	Learning outcomes	% Weightings
Assessment 1	1 , 2 , 4	30%
Assessment 2	1 , 3 , 2	40 30%
Assessment 3	4 , 1 , 3	30 40%

- TEC501 TECHNOLOGY SUPPORT (elective)

ASSESSMENTS

Basis of assessment	Achievement based assessment	
Assessment	Learning outcomes	% Weightings
Assessment 1	2 , 3	25 20%
Assessment 2	1 , 3 , 1 , 4	50 20%
Assessment 3	1 , 4	25 60%

- SDV503 INTRODUCTION TO SOFTWARE DEVELOPMENT (error correction)

ASSESSMENTS

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

- SYD601 SYSTEMS ANALYSIS AND DESIGN

ASSESSMENTS

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

- DAT601 DATABASE DESIGN AND ADMINISTRATION

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment	Learning Outcomes	Pass criteria (minimum)	% Weightings
Assessment 1	1 , 4 , 1 , 3 , 4	40%	90 40%
Assessment 2	1 , 4 , 1 , 2 , 3 , 4	40%	100 60%

- DAT602 DATABASE APPLICATION DEVELOPMENT

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment	Learning Outcomes	Pass criteria (Minimum)	% Weightings
Assessment 1	1 , 4 , 1 , 2 , 3	40%	90 40%
Assessment 2	1 - 4	40%	100 60%

- WEB701 WEB TECHNOLOGIES

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment	Learning Outcomes	Pass criteria (Minimum)	% Weightings
Assessment 1	1-3 1, 4	40%	50 40%
Assessment 2	1-4 2, 3	40%	10 60%
Assessment 3	3, 4	40%	40%

○ PRJ703 CAPSTONE PROJECT: remove Graduate Diploma in IT from 'Alignment to graduate profiles' as this is an error.

Alignment to graduate profiles	<div>This course contributes to achievement of the graduate outcomes of the following qualifications:<ul style="list-style-type: none">Bachelor of Information Technology (Information Systems Major, Systems Development Major, ICT Infrastructure Major)Graduate Diploma in Information Technology (elective)</div>
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ENGINEERING, CONSTRUCTION, and INFRASTRUCTURE

MEA301 Mechanical Engineering Assessment Only	26.10.22	31.10.22	311022	21 February 2022												
<div>Summary of changes: Add unit standard to assessment only (self-funded) course MEA301 Mechanical Engineering Assessment Only to support additional replacement unit standards 22899 (v3) for learners to complete the expiring National Certificate (qualification expiry date is 31 Dec 2022). Unit standard 22899 v2 currently in ebs has expired on 31 Dec 2021, and assessment material for current v3 is available to be purchased.</div>																
WEL102 STAR Engineering Welding - Intermediate	26.10.22	31.10.22	311022	01 January 2023												
<div>Rationale for change/s: STAR courses updates for 2023 delivery: Correct course aim, Indicative curriculum and Learning Outcome 1 to reflect actual delivery. Correct NMIT credits from 0.5 to 1 (Total 10 hours of student learning).</div> <div>Description of changes:<ul style="list-style-type: none">Update credits to 1.Update Course Aim, Indicative Curriculum and Learning Outcomes:</div>																
<table><tr><td>Co-requisites</td><td>N/A</td></tr><tr><td>Course Aim</td><td>To provide students with an intermediate understanding of basic Mig welding and an introduction to Arc and Tig welding.</td></tr><tr><td>Indicative Curriculum</td><td><ul style="list-style-type: none">Intermediate mig welding techniquesBasic arc and tig weldingFlat and horizontal welding positionsSafe work practicesCareer pathways in mechanical engineering</td></tr></table>					Co-requisites	N/A	Course Aim	To provide students with an intermediate understanding of basic Mig welding and an introduction to Arc and Tig welding.	Indicative Curriculum	<ul style="list-style-type: none">Intermediate mig welding techniquesBasic arc and tig weldingFlat and horizontal welding positionsSafe work practicesCareer pathways in mechanical engineering						
Co-requisites	N/A															
Course Aim	To provide students with an intermediate understanding of basic Mig welding and an introduction to Arc and Tig welding.															
Indicative Curriculum	<ul style="list-style-type: none">Intermediate mig welding techniquesBasic arc and tig weldingFlat and horizontal welding positionsSafe work practicesCareer pathways in mechanical engineering															
<div>LEARNING OUTCOMES</div> <table><tr><td colspan="2">On completion of this course students will be able to:</td><td>Relates to Assessment Standard No.</td></tr><tr><td>1</td><td>Identify engineering equipment and tools required for arc and tig welding. Build on basic mig welding skills to a level of intermediate understanding.</td><td>N/A</td></tr><tr><td>2</td><td>Identify and mitigate welding hazards and employ safe work practices.</td><td>N/A</td></tr><tr><td>3</td><td>Use flat and horizontal welding positions.</td><td>N/A</td></tr></table>					On completion of this course students will be able to:		Relates to Assessment Standard No.	1	Identify engineering equipment and tools required for arc and tig welding. Build on basic mig welding skills to a level of intermediate understanding.	N/A	2	Identify and mitigate welding hazards and employ safe work practices.	N/A	3	Use flat and horizontal welding positions.	N/A
On completion of this course students will be able to:		Relates to Assessment Standard No.														
1	Identify engineering equipment and tools required for arc and tig welding. Build on basic mig welding skills to a level of intermediate understanding.	N/A														
2	Identify and mitigate welding hazards and employ safe work practices.	N/A														
3	Use flat and horizontal welding positions.	N/A														
FRB402 STCW Proficiency in Fast Rescue Boats Refresher	08.11.22	08.11.22	081122	11 November 2022												
<div>Summary of change/s:<ul style="list-style-type: none">Remove 'Evidence of a record of on-board training, drills and experience, or a company letter, or equivalent...' from pre-requisites.General template updates and formatting.</div>																
AUI301 Electric Vehicle Block Course	01.03.23	02.03.23	020323	6 March 2023												
<div>Rationale for change/s New course to deliver practical workshop training for ākonga enrolled on the NZ Certificate in Electric Vehicle Automotive Engineering (Level 5) with Te Pūkenga trading as MITO. Also, to offer a solution to ākonga studying online and located in Te Taihū.</div> <div>Description: 4 days, Level 3 This course will comprise of practical training aligned with the NZ Certificate in Electric Vehicle Automotive Engineering (Level 5) – Automotive Management, Drive Systems, Battery Systems, High Voltage Auxiliary Systems.</div>																
AUI403 Electric Vehicle Block Course	01.03.23	02.03.23	020323	14 March 2023												
<div>Rationale for change/s New course to deliver practical workshop training for ākonga enrolled on the NZ Certificate in Electric Vehicle Automotive Engineering (Level 5) with Te Pūkenga trading as MITO. Also, to offer a solution to ākonga studying online and located in Te Taihū.</div> <div>Description: 1 day, Level 4</div>																

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This course is very similar to the Open Polytechnic one that was set up in 2022. This course will comprise of practical training aligned with the NZ Certificate in Electric Vehicle Automotive Engineering (Level 5) – Automotive Management, Drive Systems, Battery Systems, High Voltage Auxiliary Systems.					
AUI501 Electric Vehicle Block Course	01.03.23	02.03.23	020323	23 May 2023	
Rationale for change/s New course to deliver practical workshop training for ākonga enrolled on the NZ Certificate in Electric Vehicle Automotive Engineering (Level 5) with Te Pūkenga trading as MITO. Also, to offer a solution to ākonga studying online and located in Te Taihū.					
Description: 2 days, Level 5 Course AUT501 Electric Vehicle Block Course includes 2 days of teaching. This course will comprise of practical training aligned with the NZ Certificate in Electric Vehicle Automotive Engineering (Level 5) – Automotive Management, Drive Systems, Battery Systems, High Voltage Auxiliary Systems.					
New Zealand Diploma in Aeronautical Maintenance Certification (Level 6) and associated Training Schemes	07.03.23	08.03.23	21100	9 January 2023	
Rationale for change/s <ul style="list-style-type: none">• Update a number of unit standards to the latest version (see below), previous versions expire on 31 Dec 2024• Correct US28466 to version 2 in course DAM401 – was updated in Oct 2022• Update for 2023 delivery adding reference to Te Kawa Maiorooro policies on page 2 Description of changes: <ul style="list-style-type: none">• Update a number of unit standards to the latest version (see below), previous versions expire on 31 Dec 2024.• Add DNC (Did Not Complete) to course result key Programme Regulations/Course Descriptors: <ul style="list-style-type: none">• Add DNC (Did Not Complete) to course result key• Update Unit Standards:					
1.7 SCHEDULE OF ASSESSMENT STANDARDS					
Compulsory unit standards:					
Course Code and Title: DAM601 Aircraft Engineering Knowledge					
Unit Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR
20895	Apply knowledge of aircraft engineering to the certification of aeronautical maintenance	6	20	34	28
Total DAS Credits in the Course			20		
Course Code and Title: DAM602 Aircraft Materials					
Unit Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR
20896	Apply knowledge of aircraft materials to the certification of aeronautical maintenance	6	25	34	28
Total DAS Credits in the Course			25		
Course Code and Title: DAM603 Avionics 1					
Unit Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR
20902	Apply knowledge of avionics to the certification of aeronautical maintenance	6	25	34	28
Total DAS Credits in the Course			25		
Course Code and Title: DAM604 Air Law					
Unit Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR
20904	Apply knowledge of air law to the certification of aeronautical maintenance	6	25	34	28
Total DAS Credits in the Course			25		
Course Code and Title: DAM605 Human Factors					
Unit Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR
21060	Apply knowledge of human factors to the certification of aeronautical maintenance	6	20	34	28
Total DAS Credits in the Course			20		

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Course Code and Title: DAM606 Mathematics and Physics					
Unit Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR
26963	Apply knowledge of mathematics and physics to the certification of aeronautical maintenance	6	20	23	28
Total DAS Credits in the Course			20		
Course Code and Title: DAM607 Electrical Fundamentals					
Unit Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR
26964	Apply knowledge of electrical fundamentals to the certification of aeronautical maintenance	6	20	23	28
Total DAS Credits in the Course			20		
Course Code and Title: DAM608 Aeroplanes 1					
Unit Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR
20897	Apply knowledge of basic aeroplanes to the certification of aeronautical maintenance	6	20	34	28
Total DAS Credits in the Course			20		
Course Code and Title: DAM609 Compass Compensation					
Unit Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR
20903	Apply knowledge of compass compensation to the certification of aeronautical maintenance	6	10	34	28
Total DAS Credits in the Course			10		
Course Code and Title: DAM610 Turbine Engines					
Unit Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR
20901	Apply knowledge of turbine engines to the certification of aeronautical maintenance	6	25	34	28
Total DAS Credits in the Course			25		
Course Code and Title: DAM611 Rotorcraft					
Unit Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR
20899	Apply knowledge of rotorcraft to the certification of aeronautical maintenance	6	20	34	28
Total DAS Credits in the Course			20		
Optional unit standards:					
A selection of optional unit standards <u>are</u> available in the courses below and those achieved will reflect the specific portfolio of evidence collected to meet the course learning outcomes.					
Course Code and Title: DAM401 Aeronautical Engineering: Aeroplane					
Unit Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR
7243	Demonstrate knowledge of aircraft mechanical system maintenance practices	4	15	6	28
28466	Apply aeronautical engineering knowledge and skills to maintain generic aircraft mechanical systems	4	15	12	28
Total DAS Credits in the Course			0 - 30		

FOUNDATION STUDIES

Foundation Skills (Level 2) Introduction to Career Pathways	14.12.22	20.12.22	22101	8 March 2022
Rationale for change/s Clarifying range of assessment standard versions to cover issue arising from rolling intakes Programme Regulations: <ul style="list-style-type: none"> 57 Provide customer service, versions 9-10 28145 Interact with customers in a service delivery context, versions 1-2 				
Foundation Skills in Sport, Recreation and Coaching (Level 2)	14.12.22	20.12.22	22101	8 March 2022
Rationale for change/s Clarifying range of assessment standard versions to cover issue arising from rolling intakes Programme Regulations: <ul style="list-style-type: none"> 62 Maintain personal presentation and a positive attitude in a workplace involving customer contact, versions 9-10 9677 Communicate in a team or group which has an objective, versions 10-11 20159 Demonstrate knowledge of weather information for an outdoor activity, versions 2-3 21649 Demonstrate knowledge of basic anatomy to the performance of a complex sport skill, versions 2-3 22768 Conduct and review a beginner level coaching session, versions 2-3 22769 Demonstrate knowledge of basic skills and rules at a beginner level for a sport, versions 2-3 				
Foundation Skills in Sport, Recreation and Coaching (Level 2)	14.12.22	20.12.22	22100	8 March 2022
Rationale for change/s Clarifying range of assessment standard versions to cover issue arising from rolling intakes Programme Regulations: <ul style="list-style-type: none"> 62 Maintain personal presentation and a positive attitude in a workplace involving customer contact, versions 9-10 167 Practice food safety methods in a food business under supervision, versions 8-9 1277 Communicate information in a specified workplace, versions 7-8 9677 Communicate in a team-group which has an objective, versions 10-11 13280 Prepare fruit and vegetable cuts in a commercial kitchen, versions 6-7 13281 Prepare and assemble, and present basic sandwiches for service, versions 6-7 13283 Prepare and assemble, and present salads for service, versions 5-6 13284 Clean food production areas and equipment, versions 5-6 				

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<ul style="list-style-type: none"> 13285 Handle and maintain knives in a commercial kitchen, versions 5-6 20159 Demonstrate knowledge of weather information for an outdoor activity, versions 2-3 20666 Demonstrate basic knowledge of contamination hazards and control methods used in a food business, versions 6-7 21649 Demonstrate knowledge of basic anatomy to the performance of a complex sport skill, versions 2-3 28145 Interact with customers in a service delivery context, versions 1-2 				
NZ Certificate in Hospitality (Level 2)	14.12.22	20.12.22	22100	8 March 2022
<p>Rationale for change/s Clarifying range of assessment standard versions to cover issue arising from rolling intakes</p> <p>Programme Regulations:</p> <ul style="list-style-type: none"> 62 Maintain personal presentation and a positive attitude in a workplace involving customer contact, versions 9-10 9677 Communicate in a team or group which has an objective, versions 10-11 1277 Communicate information in a specified workplace, versions 7-8 167 Practise food safety methods in a food business under supervision, versions 8-9 20666 Demonstrate basic knowledge of contamination hazards and control methods used in a food business, versions 6-7 28145 Interact with customers in a service delivery context, versions 1-2 13280 Prepare fruit and vegetable cuts in a commercial kitchen, versions 6-7 13281 Prepare and assemble, and present basic sandwiches for service, versions 6-7 132884 Clean food production areas and equipment, versions 5-6 13285 Handle and maintain knives in a commercial kitchen, versions 5-6 13283 Prepare and assemble, and present salads for service, versions 5-6 14441 Provide cafe counter service in a hospitality establishment, versions 6-7 17284 Demonstrate knowledge of coffee origin and production, versions 6-7 17288 Prepare and present espresso beverages for service, versions 7-8 				
HEALTH AND WELLBEING				
Bachelor of Nursing	n/a	01.11.22	9	01 January 2022
<p>Rationale for change/s: Retrospective correction to entry information. No version change.</p> <p>Description of changes:</p> <ul style="list-style-type: none"> "Hauora Pathway" added to Entry Requirement of ...'OR New Zealand Certificate in Study and Career Preparation (L 4) Hauora Pathway or equivalent <p>Programme Regulations:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>OR</p> <p>New Zealand Certificate in Study and Career Preparation (L 4) <u>Hauora Pathway</u> or equivalent</p> </div>				
Bachelor of Nursing	15.11.22	17.11.22	10	01 January 2023
<p>Rationale for change/s: Following delivery review and consultation with Director of School of Nursing, Health and Wellness, WITT who also deliver ARA programme, an adjustment was made to pre-requisite requirements for two courses in this programme.</p> <p>Description of changes: Version change from 9, to 10</p> <ul style="list-style-type: none"> Remove NKN611/NKN601, NNP611/NNP601 as a pre-requisite for NKN612 Knowledge for Nursing Practice 3: Physical Health Remove NKN611/NKN601, NNP611/NNP601 as a pre-requisite for NNP612 Nursing the Person With Altered Physical Health Add "All BN Level 5 courses" as a pre-req for NKN612 and NNP612 				
Bachelor of Nursing	01.02.23	03.02.23	11	1 January 2023
NZQA TYPE 2 APPROVED 1 MARCH				
<p>Rationale for change/s</p> <p>To realign entry requirements with programme developer (Ara) version. Rollover updates</p> <p>Description of changes:</p> <ul style="list-style-type: none"> s4.1 Entry requirements, Additional Requirements. Remove unit standard 6400. <p>Programme Regulations:</p> <ul style="list-style-type: none"> Updates to relevant policies and procedures to align with Te Kawa Maiooro- Educational Regulatory Framework, including removal of references to NMIT Academic Statute Template wording/formatting/error correction changes where applicable including removal of Ara logo. 				
Study and Career Preparation – He Ara Hiringa	n/a	27.02.23	16106	20 February 2023
<p>Rationale for change/s</p> <ul style="list-style-type: none"> SCP404 was submitted for moderation with Otago Polytechnic, the moderator highlighted that the learning outcomes need to be adjusted across the assessments to more accurately reflect the leaning outcomes assessed in the exams. Amendment to course grade key to include DNC (Did Not Complete) <p>Description of changes: Type 1</p> <ul style="list-style-type: none"> Addition of DNC result to course grade key AC-NMIT-12 Change to LO to GPO mapping in SCP404 <p>Programme Regulations:</p> <ul style="list-style-type: none"> 2023 rollover updates CD SCP404: Change to assessment LO to GPO mapping. 				

PRIMARY, FOOD & ENVIRONMENTAL INDUSTRIES				
Adventure Tourism and Guiding (Level 5) [124177]	09.11.22	09.11.22	18104	21 February 2022
Summary of change in programme regulations:				
• Change US 19491 to current version 4 (in ATG530 Advanced Sea Kayaking)				
Bachelor of Viticulture and Winemaking	n/a	08.02.23	14110	1 January 2023
Description of changes:				
• Change of assessment weightings for BVW502 Wine Production to: A1=15%, A2=20%, A3=25%, A4=40%				
Adventure Tourism and Guiding (Level 4)	20.02.23	20.02.23	16104	20 February 2023
Rationale for change/s				
• ATG404 Environmental Science: Change assessment/LO mapping following external moderation feedback and recommendation.				
• Update for 2023 delivery adding reference to Te Kawa Maiooro policies on page 2; add DNC (Did Not Complete) to course result key CO-TANZ-02				
Description of changes:				
• ATG404 Environmental Science: Remove LO 3 from Assessment 1, as this is sufficiently assessed in Assessment 3.				
• Add DNC (Did Not Complete) to the course result key				

13/23 **RESOLVED** that the Approval of Course and Programme Changes be endorsed.

Max Devon / Trisha Krishnasamy
CARRIED

4. Te Pūkenga

4.1 Unified Programmes

Kim Davies gave an update on current unified programme activity and noted:

- the March 2023 Unification Proposed Programme of Work Pānui led by Megan Gibbons had been tabled for information to shed light on the 2023 unification programme plans
- she is working her way through what is supposed to happen so she can advise the Curriculum Areas
- there is a level of concern in Curriculum Areas regarding if their programmes are in the mix for unification this year
- she has picked ten programmes which she believes will be unified of these there are a number where it appears Te Pūkenga will be asking for extensions which would mean we continue to deliver existing programmes until transformation or unification conversations happen
- for sub-degree programmes the driver for unification is the last date of assessment for the qualification, if that is 31 December 2023 and if Te Pūkenga ask for extensions and an extension is not given Te Pūkenga will chose one programme to deliver, and we will have to get accreditation to deliver that programme, this scenario might multiply the number of unifications that we need to go through
- she hasn't heard anything on how Te Pūkenga are getting on with requesting extensions, the majority of which will be going now to the individual WDCs
- an Academic Leaders hui is taking place at the end of April where there should be some clarity on new programmes, timelines, and degree changes
- due to the process involved it is now too late for Te Pūkenga to be putting degree programmes together for 2024 delivery
- it is exciting to be part of unification and transformation conversations and to be shaping the future.

The Committee Members noted the impact on Curriculum Areas if suddenly required to resource any new transformational developments scheduled for 2024 delivery.

Olivia Hall noted that the level of concern and stress has been raised for kaimahi from seeing Te Pūkenga driven programme development and resourcing that has not gone well and that it would be good if there was opportunity for more online sessions outlining phase 2 of the unification programme of work.

Trisha Krishnasamy noted her thanks to Chanelle Taylor for her work on the unified New Zealand Certificate in Food and Beverage (Level 3) programme.

4.2 Te Pae Tawhiti Te Tiriti o Waitangi Excellence Framework 2022 - 2023

Nicole Akuhata advised that Te Pae Tawhiti Te Tiriti o Waitangi Excellence Framework 2022 – 2023 had been provided for information and noted:

- she has spoken to Te Pae Tawhiti Director who had indicated that a refresh is currently happening where Te Pae Tawhiti will be lifted up for Regional Director and Co-Leads to take responsibility across the four regions
- currently summary reports are being compiled and will be supplied to new directors as they come onboard
- there is a push from Te Tiriti Outcomes team to see all the other reporting that feeds out from Te Pae Tawhiti

- each business division and corporate function will have their own Te Pae Tawhiti plan.

The Committee Members noted the overlap of information being recorded and the inefficiencies of that.

5. Reports from Committees and Working Parties

5.1 Academic Standards + Quality Committee

Jackie Rees noted the change to the e-meeting process with the use of Microsoft forms which enables comments and responses to be included with approvals.

14/23 **RESOLVED** that the minutes of the Academic Standards + Quality Committee Minutes Meeting of 10.02.2023 and E-Meetings of 26.01 to 01.02.2023, 01.02.2023, 16 to 20.02.2023 be received.

Max Devon / Susannah Roddick

CARRIED

5.2 Recognition of Academic Credit Committee

Silvia Gassebner noted that:

- RAC e-meetings were also using Microsoft forms
- the Committee was an effective group, with great discussion happening and a good learning opportunity for those involved.

15/23 **RESOLVED** that the minutes of the Recognition of Academic Credit Committee Meetings of 24.01.2023, 31.01.2023 and E-Meetings of 06.12.2022, 01.02.2023, 09.02.2023 be received.

Trisha Krishnasamy / Scott Bailey

CARRIED

5.3 Learning and Teaching Committee

Marja Kneepkens noted:

- that the minutes being receipted were from the first 2023 meeting
- that meeting had focused on; the open actions from 2022, how learners were feeling coming back at the start of the year, what does the Committee's focus areas and priorities need to be this year for supporting teaching and learning.

16/23 **RESOLVED** that the minutes of the Learning and Teaching Committee Meeting of 20.02.2023 be received.

Marja Kneepkens / Julie Bytheway

CARRIED

5.4 Research and Ethics Committee

17/23 **RESOLVED** that the minutes of the Research and Ethics Committee Meeting of 16.11.2022 be received.

Marja Kneepkens / Julie Bytheway

CARRIED

5.4.2 2022 Research Output Annual Report

Susannah Roddick advised that the 2022 Research Output Annual Report had been submitted for information. She noted the following processes supporting these results for 2022:

- every degree included staff allocated research time, who were all mentored by the two Research Professors with the Research Office and mentors continuing to support ASMs' confidence and outcomes in research activity within curriculum areas
- 2022 saw increased collaboration between researchers within Digital Technology and Arts, and within Applied Business which improved the motivation and outputs in those areas
- in 2022 research funds were also used to support research projects by Business Support teams, and by kaimahi Māori who were mentored by Pourangahau Māori
- there were no changes to monitoring systems, or strategic decisions regarding Research

Following review of the report the Members discussed how the Committee can be assured and confident that degree deliveries are supported by tutors actively engaged in research as per the accreditation approval to deliver degrees.

Susannah Roddick noted her confidence that this was happening but that there was still work to do.

Kim Davies noted that:

- the roll-out of the new Research Micro-Credentials will build research capability

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- the need to ensure we are connected in with Te Pūkenga research.

Meeting Closed 04.30pm

Academic Committee Action List – 05 April 2023

	RES NO	ACTION	WHO	WHEN	PROGRESS
Action Items 15.06.2022					
1	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 05.04.23	Completed
Action Items 14.09.2022 – In-Committee					
2	9	Academic Contracts as at 06 September 2022 Develop a statement for the agenda regarding the role of the Committee Members in viewing this item	Olivia Hall	Report back 05.04.2023	Completed – oversight of Academic Contracts (contracts which relate to academic delivery)
Action Items 23.11.2022 – Open					
3	5.5	Reports from Committees and Working Parties Request 2022 Research Outputs report from Research Support Coordinator for tabling at next meeting	Mary Woodward	Report back 05.04.2023	Completed
Action Items 22.02.2023 – Open					
4	2.1	Proposed 2023 Academic Committee Membership Feedback to Olivia Hall on any viewpoints on Committee membership, and attendance at Academic Committee meetings and Academic Standards and Quality Committee meetings	Committee Members	Report back 05.04.2023	<ul style="list-style-type: none"> Executive Director NMIT Business Division Lead Academic Integrity Team Leader Curriculum Area Managers (7) Curriculum Director (2) Head of Learner Services Poumanaaki, Ōritetanga and Māori Relationships Appointed Members: <ul style="list-style-type: none"> Two Academic Staff Members Two NMIT Students
5	2.2	Upload confirmed Minutes to Academic Committee site and to Academic Committee site on NMIT website	Mary Woodward	Report back 05.04.23	Completed
6	3.1	Self-Assessment Let Jackie Rees know if wanting to review a 2022 Degree SAR	Committee Members	ASAP	Completed
Action Items 22.02.2023 – In-Committee					
7	8.1	Upload confirmed Minutes to Academic Committee site	Mary Woodward	Report back 05.04.23	Completed
Action Items 05.04.2023 – Open					
8	2.1	Academic Committee Membership Establish if the Curriculum + Academic Registry Team Leader role needs to be a voting Committee Member	Olivia Hall / Kim Davies	Report back 10.05.23	
9	2.2	Upload confirmed Minutes to Academic Committee site and to Academic Committee site on NMIT website	Mary Woodward	Report back 10.05.23	Completed
10	3.3	Policy Update Check that there are active links to current PDF formatted Te Pūkenga policies and if required request IT to change access from downloadable policies to PDF formatted linked policies	Jackie Rees	Report back 10.05.23	

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Academic Committee Action List – 10 May 2023

	RES NO	ACTION	WHO	WHEN	PROGRESS
Action Items 05.04.2023 – Open					
1	2.1	Academic Committee Membership Establish if the Curriculum + Academic Registry Team Leader role needs to be a voting Committee Member	Olivia Hall / Kim Davies	Report back 10.05.23	KD met with DH to discuss. Her advice was that delegation for approval of course results and awards relates to AS+Q rather than AC and supported attendance rather than membership at AC Completed
2	2.2	Upload confirmed Minutes to Academic Committee site and to Academic Committee site on NMIT website	Mary Woodward	Report back 10.05.23	Completed
3	3.3	Policy Update Check that there are active links to current PDF formatted Te Pūkenga policies and if required request IT to change access from downloadable policies to PDF formatted linked policies	Jackie Rees	Report back 10.05.23	KD on behalf of JR – challenges with this due to interface between DeskPro and live policy documents held on websites. Will continue to proactively look for work arounds

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Academic Committee Correspondence – 10 May 2023

Inwards for receipt

1.	NZQA	23.03.23	Approvals: <ul style="list-style-type: none"> • Aeronautical Engineering Fundamentals (Micro-credential) • Aeronautical Maintenance Fundamentals (Micro-credential) • Predator Trapping Methods (Micro-credential)
2.	NZQA	24.03.23	Notification of Micro-credential Review for Kia Haumarū! Kia Matatu! SafePlus Micro-credential
3.	NZQA	06.04.23	Final Consistency Review Report for 3460 - New Zealand Certificate in Automotive Electrical Engineering (Level 4)
4.	Bradley Hannigan	27.03.23	Academic Committee Resignation

Outwards for endorsement

5.	NZQA	04.04.23	2022 NZQA External Moderation - Action Plan
6.	NZQA	24.04.23	Bachelor of Information technology / Graduate Diploma in Information Technology Monitoring Report
7.	NZQA	01.05.23	Micro-credential Review - Kia Haumarū! Kia Matatu! SafePlus Micro-credential
8.	NZQA	01.05.23	Consistency Review Summary Report – New Zealand Diploma in Outdoor and Adventure Education (Multi-Skilled) (L5)

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B Hannigan Academic Committee Resignation – Received 27.03.2023

Kia ora Mary,

It is great to see a large number of people joining the Academic Committee.

Given that all the bases are covered as it were I think that now is a good time to resign from the committee and hand over to others.

I have enjoyed my last 2.5 years on the committee.

Atawhai atu,

Dr. Bradley Hannigan

Principal Academic

Te Pūkenga trading as NMIT

Te Whare Wānanga o Te Taihū o Te Waka a Māui

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NMIT Moderation Procedure



Controlled Document – Refer to NMIT website or intranet for latest version

NMIT MODERATION PROCEDURE

Section	Learning and Teaching		
Approval Date	09.04.2014	Approved by	Academic Committee
Next Review	02.05.2024	Responsibility	Executive Director
Last Reviewed	02.05.2023	Key Evaluation Question	5,6

INTRODUCTION

Moderation is an integral part of assessment best practice. NZQA requires institutions to have robust assessment and moderation processes. For most programmes, pre-assessment, intra-assessment and post-assessment moderation are needed, covering moderation of assessment materials and assessor judgements, and with an appropriate mix of internal and external input. The mix depends on the type of qualification, level, length, industry contact, and practical considerations such as availability of suitable moderators.

PURPOSE

To ensure that Te Pūkenga trading as Nelson Marlborough Institute of Technology (NMIT) assessment activities are **valid, fair, consistent** and **reliable**; fit for purpose with stakeholder requirements and that they embody NMIT's core values of Manawa nui, Manawa roa and Manawa ora.

To provide a framework for ensuring that continual improvement in assessment design and delivery occurs.

To allow NMIT to provide evidential assurance of its credibility and compliance with stakeholder requirements.

SCOPE

All summative assessments, (and assessment standards under relevant Consent and Moderation Requirements) delivered at, or administered by, NMIT. This includes joint ventures or partners subcontracted to deliver on behalf of NMIT.

Not in Scope:

1. Degree Monitoring (covered in a separate policy document: [NMIT Degree Monitoring policy](#))
2. Consistency Reviews

DEFINITIONS

The definitions of specialist terms are listed below:

Specialist Terms	Definitions
Annual Moderation Plan	The schedule identifying which courses and/or standards for a particular programme will be moderated for the current year (fed from the broader scope of the Curriculum Area/Programme Moderation Cycle). The Annual Moderation Plan is submitted to the Academic Standards and Quality Committee for endorsement, monitoring and review. The AMP needs to be in place before the end of March each year.
Cluster Group	A locally, regionally or nationally based moderation group comprising local, regional or national providers (e.g. Tertiary Education Organisations, Secondary Schools, Private Training Establishments).
CMR	Consent and Moderation Requirements. Each unit standard and achievement standard listed on the Directory of Assessment Standards (DAS) has an associated Consent and Moderation Requirements (CMR) document, which outlines the specific requirements for consent to assess against standards, and national external moderation. CMRs are developed by standard-setting bodies (SSBs). [Def: NZQA]
DAS	The Directory of Assessment Standards (DAS) lists all quality assured unit and achievement standards, known collectively as 'assessment standards'. [Def: NZQA]
Evidence	The answers or performance expected from the ākonga. Marking Rubrics provide examples of the evidence expected.
External moderation*	Moderation carried out by individuals or organisations external to NMIT business division.
Internal moderation	Moderation that is undertaken by NMIT kaimahi or kaimahi of contracted partners delivering NMIT programmes. All course work identified for external moderation must be internally moderated before material is sent to the external moderator.
Intra-assessment moderation	Moderation that takes place during the marking process e.g. team marking or a peer review which is conducted on a sample of assessments before results are finalised. Particularly useful for practical assessment activities.
Judgement	A statement on the marking schedule that defines the standards of the assessment to be met. e.g. "Candidate must provide at least one correct statement."
Marking Rubric (aka Marking Schedule)	The set of criteria used to allocate marks to ākonga work.

Specialist Terms	Definitions
Moderation Coordinator	A function of the role of Programme Support Coordinator or Programme Team Lead. The team member with this role will be identified in the Annual Moderation Plan.
Moderation Liaison	The key contact on matters of external moderation between NZQA and NMIT . <i>(Def: NZQA)</i>
Moderation Report Coversheet	A coversheet, for internal use, that is attached to every External Moderation Report summarising the results in the Report, after recommended changes have been made to an assessment and before being submitted to Academic Standards and Quality Committee. [Available on Knowledge Base]
Moderator	A person who checks the validity, reliability and fairness of assessments, assessment processes and/or decisions against set standards and stated course/programme learning outcomes.
Programme Moderation Cycle	The plan (usually for 3 years) that outlines the pattern of external moderation planned for all summative assessments for all the courses in a programme and the rationale behind the pattern.
Post-assessment moderation	Moderation that takes place after results have been finalised, to give kaiako feedback on the validity of their judgements. Post-assessment moderation does not change the results that are being reviewed, but is intended to give guidance (and in some cases requirements) for future assessments.
Pre-assessment moderation	Moderation that occurs before an assessment takes place, where assessment tasks are checked to ensure they assess the relevant learning outcomes and are valid, fair, consistent and reliable.
Standard Setting Body (SSB)	Standard-setting bodies are responsible for the quality of standards submitted to NZQA for listing on the Directory of Assessment Standards (DAS). They work with industry partners, professional groups and others to develop useful and relevant standards that are nationally recognised. There are currently three types of standard-setting body: WDCs (for specific industries and professions), the Ministry of Education (for NCEA achievement standards and the Literacy and Numeracy Te Reo Māori standards) and NZQA (for all other standards). <i>(Def, NZQA)</i>
Valid, Reliable, Informative, Equitable, Authentic	Assessment is VALID : it measures the achievement of learning outcomes, is evidence based, and appropriate. Assessment decisions are RELIABLE : they are comparable and consistent when made against the same outcomes in different contexts. Assessment is INFORMATIVE : it is valued, meaningful and purposeful to the context of ākonga achievement. Assessment is EQUITABLE : it is fair, accessible and values cultural diversity and individual needs.

Specialist Terms	Definitions
	Assessment is AUTHENTIC : it affirms the skills, knowledge and competencies acquired by ākonga, and reflects real world contexts.
WDC	<p>Workforce Development Council</p> <p>WDCs set standards, develop qualifications and help shape the curriculum of vocational education. They moderate assessments against industry standards and, where appropriate, set and moderate capstone assessments at the end of a qualification.</p> <p>https://www.tec.govt.nz/vocational-education/vocational-education/strengthening-vocational-education/workforce-development-councils-wdcs/</p>

*Where NMIT delivers programmes sourced from /in collaboration with another Business Division, the Programme Moderation Cycle and/or Annual Moderation Plan will be informed by any arrangements under that agreement.)

Where a unified product is offered across Te Pūkenga network, external to business division is replaced by moderation between Te Pūkenga business divisions.

(Please refer to [Appendix 1: Transition to Te Pūkenga Moderation](#))

RESPONSIBILITIES

Academic and Quality team is responsible for:

- Advising Curriculum areas on CMR requirements
- Monitoring compliance on CMR requirements

Academic Standards and Quality Committee is responsible for:

- Reviewing and endorsing Annual Moderation Plans.
- Receiving External Moderation Reports and monitoring resulting action plans.
- Endorsing curriculum changes resulting from Moderation Reports and feedback.
- Maintaining high-level records of moderation activity, including approval dates of Annual Moderation Plans and subsequent submitted moderation reports.

Curriculum Area Managers (CAMs) are responsible for:

- Establishing a **Moderation Cycle**; and an **Annual Moderation Plan** for each programme for which they are responsible, stating intended moderation activities for all summative assessments in the programme for that year, ensuring the Annual Moderation Plan complies with the Moderation policy, approving the plan and submitting it to the Academic Standards and Quality Committee for approval early in the academic year.
- Ensuring that tasks relating to moderation are carried out and are consistent with the approved Annual Moderation Plan.
- Ensuring the programmes for which they are responsible meet internal and external moderation requirements, including CMR requirements.

- Approving external moderators, where applicable.
- Ensuring that moderation reports are shared, considered, acted upon and are used as the basis for improvement.
- Receiving and reviewing Action Plans completed in response to Moderation Reports and ensuring the actions are implemented.

Kaiako are responsible for:

- Carrying out tasks relating to assessment and moderation that are consistent with the approved Programme Regulations.
- Ensuring that assessments are valid, fair, reliable, and consistent.
- Responding to Moderation Reports where moderators identify requirements or recommendations to an assessment, with appropriate actions to address issues.
- Ensuring that assessments provided to ākonga are up-to-date and the approved version

Moderation Coordinators are responsible for:

- Being familiar with the Annual Moderation Plan for the programmes on which they are working.
- Liaising with NMIT-contracted moderators and ensuring expectations, responsibilities and arrangements for their work with NMIT are clear and understood.
- Providing all relevant information necessary for any moderation activity (internal or external) e.g. course descriptors, assessment tools, marking guides, moderation forms to be completed for each assessment; and in the case of post-assessment moderation, samples of ākonga work (normally samples of work from 3 separate ākonga, representing a range of achievement).

NB: All forms are available on **Knowledge Base** – NMIT Intranet.

And when submitting ākonga samples for moderation by a SSB (WDC or NZQA), the names and any other identifiers (eg NSI numbers) must be redacted before sending out.

- Completing the Moderation Report Coversheet (summarising the results in the report); and forwarding the report and the Coversheet to Academic Standards and Quality Committee for review, **for all External Moderation Reports**.
- Maintaining accurate data in the Moderation Tracksheet for all Programme areas they are responsible for (this data feeds the PowerBI report).
- Identifying and proposing suitable moderators (for external moderation) and submitting to Curriculum Area Manager for approval.
- Where an assessment is delivered across more than one programme and/or department, the moderation coordinator is required to establish a moderation relationship with the other programmes/departments and ensure that the outcomes of the moderation process are shared and resulting actions are consistently applied.

The Quality Advisor is responsible for:

- Providing Moderation Liaison function for NZQA and all other SSBs

- Collating and submitting the Annual Assessment plan for all SSBs and their managed unit standards
- Collating, quality checking and submitting materials for moderation to NZQA and all other SSBs
- Monitoring external moderation activities and recording outcomes
- Providing input into continual improvement of NMIT's external moderation tracking and reporting capability
- Providing support and training to staff in the area of external moderation as required.
- Reporting to Directors and Academic Standards and Quality committee as required to identify trends, and alert committee to areas that may be at risk of not achieving milestones.

ANNUAL MODERATION PLAN

An Annual Moderation Plan (see [Process Map](#) in Knowledge Base) covers the current calendar year and needs to include the following

- The programme of study being covered.
- List of courses to be moderated
- If courses include unit standards, a list of the unit standards to be moderated and timeframes for those, if known by March
- The names and contact details of moderators if available.
- The name of the Moderation Coordinator for each programme

An annual moderation plan needs to be submitted for, or include, all programmes of study that include assessment of ākonga work, eg. Star courses, Top of the South Trades Academy, micro-credentials.

The AMP will be considered (and subsequently endorsed where appropriate) at the Academic Standards and Quality Committee.

MODERATION EXPECTATIONS

Where the programme includes assessment standards the relevant CMR has to be followed (see NZQA website).

If courses contain unit standards, the schedule of moderation for individual unit standards will be set by the SSB (often the WDC or NZQA). The SSB will communicate their requirements to the Moderation Liaison who will liaise with the relevant Moderation Coordinator to coordinate the required materials.

All summative assessments need to be moderated prior to first use, and prior to first use following significant alteration.

See [Process map](#) (on Knowledge Base)

RECORDS MANAGEMENT

Samples of assessed work used for external post-assessment moderation purposes need to be retained for a minimum period of seven years. All other assessed work must be retained for a minimum of one year after the date of release of results.

REFERENCES

INTERNAL

[Action Plan inc 'Closing the Loop'](#) [Available on Knowledge Base]
[Annual Moderation Plan \[template\]](#) [Available on Knowledge Base]
[Annual Moderation Plans Process Map](#) [Available on Knowledge Base]
[External Moderation Events Process Map](#) [Available on Knowledge Base]
[External Moderation Reports Process Map](#) [Available on Knowledge Base]
[NMIT Assessment Policy](#)
[Te Pūkenga Moderation Policy](#)
[Te Pūkenga Moderation Engagement document, 2022](#)

EXTERNAL

[National external moderation guidelines for TEOs](#)
[Aromatawai and the Principles of Assessment](#) (NZQA)

APPENDIX 1: TRANSITION TO TE PŪKENGĀ MODERATION

From [Te Pūkenga Moderation Engagement document, 2022](#)

The diagrams below show the main steps required to move from existing moderation procedures of each subsidiary to Te Pūkenga Moderation.

Through 2023 (Day 1: 01 Jan 2023 to Horizon 1: 31 Dec 2023)

During 2023, each business division takes an interim "Horizon 1" step with their moderation processes.

In this step, each business division continues with their **existing local processes** for:

- External Standard Setting Body (SSB) Moderation, and
- External-to-business-division Moderation.

Internal (to business division) Moderation is replaced by Horizon 1 (interim) business division processes for:

- Moderation to safeguard quality and integrity of assessment materials for current ākonga, and
- Moderation to safeguard quality and integrity of assessment processes and assessor judgements for current ākonga.

For products containing WDC unit standards, Moderation to safeguard assessment materials may occur through the External SSB Moderation. It is envisioned that aspects of existing local processes will be able to be carried through, and built on, to develop these new interim processes.



Where there is a unified product offered across Te Pūkenga

In this option, each business division engages in the following, under the umbrella of Te Pūkenga Moderation Policy:

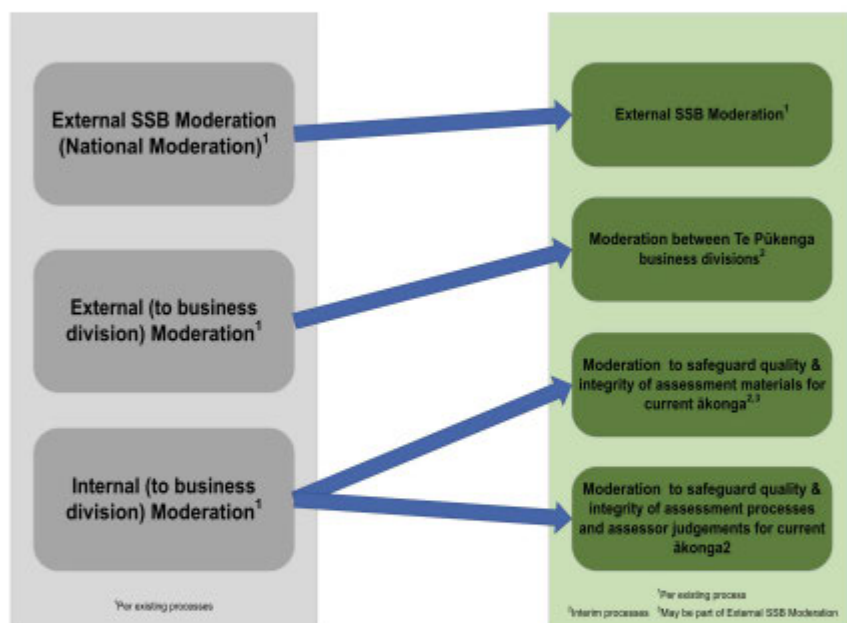
- External SSB Moderation continues as per **existing local processes**.
- External-to-business-division moderation is replaced by Moderation between Te Pūkenga business divisions

For some, this will mean no change. However, for those who previously did external moderation with PTEs or other external parties, it will mean bringing this aspect of moderation in-house within Te Pūkenga.

- Business division processes which cover safeguarding the quality and integrity of assessment materials, and of assessment processes and assessor judgements, continue as per Horizon 1 step.

1 January 2023

31 December 2023



APPROVAL OF MINOR CHANGES TO POLICY OR PROCEDURE

DOCUMENT TITLE

NMIT Moderation Procedure

24 April – 2 May 2023

Document reviewed, checked for currency and updated further to the publication of Te Pūkenga Moderation Policy. This Procedure remains part of the NMIT QMS.

Consultation with Jackie Rees, Susannah Roddick and Marja Kneepkens.

The following minor changes were made (insertions in red):

1. Definitions **added** for WDCs
2. Responsibilities **added** for Academic and Quality Team – Monitoring and advising on CMS requirements
3. Responsibilities **added** for Kaiako
4. Responsibilities **expanded** for Quality Advisor
5. **APPENDIX added**: A summary of the transition to Te Pūkenga Moderation (taken from the Te Pūkenga Moderation Engagement Document 2022)

Implementation Plan: Following amendment, the policy will be made available on the NMIT intranet and the NMIT website. All staff will be advised.

RECOMMENDATION: That Business Division Lead approve these changes.

Implementation date:	Month/Year
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Next Review:	Month/Year
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Academic Standards and Quality Committee endorsement date	n/a
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<input checked="" type="checkbox"/> BUSINESS DIVISION LEAD	<input type="checkbox"/> EXECUTIVE DIRECTOR	<input type="checkbox"/> ACADEMIC COMMITTEE	<input type="checkbox"/> NMIT BOARD
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Approval date: 2/05/2023	Approval date:
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A + Q Office use only		Date	Date
1. Amendments complete	2/05/2023	5. Final version sent to BDL	2/05/2023
2. Working Docs → Published Docs	2/05/2023		
3. Document pdf'd	2/05/2023	6. Upload QMS SharePoint files → PBI	n/a
4. NMIT Website (DeskPro hyperlink – automatically updates POLLY)	2/05/2023		
		7. Staff advised (Policy Digest)	May Digest

To be completed by the Quality Advisor. The owner will present the recommendations to the Approval Body, if required.

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Programme and Course Change Approvals – 10 May 2023

For endorsement at the 10 May 2023 Academic Committee meeting:

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

NZ Certificate in Beauty Therapy (Level 4) [123843]	28.11.23	28.03.23	18104	1 January 2023
Rationale for change/s To simplify the assessment and to create an integrated observation practical assessment for BEA408. Description of changes: <ul style="list-style-type: none"> Course BEA408 Beauty Therapy Clinic. Change assessment from achievement to competency, course result key CO-NMIT-01. 				
Bachelor of Arts and Media [112687]	06.04.23	26.04.23	17107	20 February 2023
Rationale for change/s: Incorporation of changes made to courses from NZ Dip in Arts and Design L6 AAD603 and AAD604 along with changes made to AAD531 Website Design course. Rollover updates for 2023 delivery including cover note to advise that provisions of Te Pūkenga Te Kawa Maioorooro Educational Regulatory Framework replace the NMIT Academic Statute. Version change from 17106 to 17107. Description of changes: Programme Regulations: <ul style="list-style-type: none"> Cover note added to advise that the provisions of Te Pūkenga Te Kawa Maioorooro Educational Regulatory Framework replace the NMIT Academic Statute. The Te Pūkenga Ākonga Concerns and Complaints Policy replaces the NMIT Formal Complaints Resolution Procedure. The Te Pūkenga Ākonga Appeals Policy replaces the NMIT Student Academic Appeals Procedure. Other NMIT policies and procedures modified to align with Te Kawa Maioorooro NZQA Type 1 <ul style="list-style-type: none"> AAD603 Advanced Digital Art and Design Lab minor change in wording of LO 1,2 and 4 from 'motion graphics' to 'digital art'. No material change to intent of learning outcome. AAD604 Advanced Digital Art and Design Project minor change in wording of LO 1,2,4 from 'graphic design' to 'digital design'. No material change to intent of learning outcome. Minor update of Course Aim to reflect this. AAD531 Website Design change in course title (previously 'Front -End Website Design) and minor updates to course aim and learning outcomes to reflect this. 				
NZ Dip in Arts and Design L6 [122299]	06.04.23	26.04.23	17105	20 February 2023
Rationale for change/s: In order to align AAD603 and AAD604 with the course aim and graduate profile, the learning outcome specificity of motion graphics and graphic design needs to be changed to digital art. This allows the teaching of a wider range of content such as video, concept art and animation and matches industry expectations. Also ensures better alignment of learning outcomes with new course titles. Rollover updates for 2023 delivery including cover note to advise that provisions of Te Pūkenga Te Kawa Maioorooro Educational Regulatory Framework replace the NMIT Academic Statute. Version change from 17106 to 17107. Description of changes: Programme Regulations: <ul style="list-style-type: none"> Cover note added to advise that the provisions of Te Pūkenga Te Kawa Maioorooro Educational Regulatory Framework replace the NMIT Academic Statute. The Te Pūkenga Ākonga Concerns and Complaints Policy replaces the NMIT Formal Complaints Resolution Procedure. The Te Pūkenga Ākonga Appeals Policy replaces the NMIT Student Academic Appeals Procedure. Other NMIT policies and procedures modified to align with Te Kawa Maioorooro NZQA Type 1 <ul style="list-style-type: none"> AAD603 Advanced Digital Art and Design Lab minor change in wording of LO 1,2 and 4 from 'motion graphics' to 'digital art'. No material change to intent of learning outcome. AAD604 Advanced Digital Art and Design Project minor change in wording of LO 1,2,4 from 'graphic design' to 'digital design'. No material change to intent of learning outcome. Minor update of Course Aim to reflect this. 				

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OPEN

CONFIRMED Minutes of a meeting of the Academic Standards + Quality Committee
07 March 2023 at 10.00AM Room M306 and via Microsoft Teams

PRESENT:

Committee: Susannah Roddick (Co-Chair), Kim Davies (Co-Chair), Julie Bytheway, Silvia Gassebner, Marja Kneepkens, Sara Matthews (proxy for Trisha Krishnasamy), Soraya Paki Paki, Jackie Rees, Ren Stronach, Pam Wood, Max Devon (left 10.48am, proxy for Alison Hart), Mary Woodward (Minute taker, non-voting)

Apologies: Monique Day, Alison Hart, Trisha Krishnasamy Victoria Whitmore, Reid Carnegie, Kate Neame, Rae Perkins

In Attendance: Shine Kelly, Carmen Cayuelas, Zanna Bird, Eleanor Upton, Deidre Hemera

1. Administrative

1.1 Welcome, Apologies, Notices

Susannah Roddick opened and welcomed Members, she advised:

- apologies had been received from Monique Day, Alison Hart, Trisha Krishnasamy Victoria Whitmore, Reid Carnegie, Kate Neame, Rae Perkins
- as co-chairs of the Committee she and Kim Davies would each chair alternate monthly meetings

1.2 2023 Academic Standards + Quality Committee Membership

Susannah Roddick advised that Olivia Hall had signalled the intent that Academic Committee (AC) would take on a more high-level governance role with the work of the Committee to happen outside the Committee and then brought to meetings. She noted that Olivia Hall had also signalled that Curriculum Area Managers (CAM) will sit on AC. She asked Committee Members to consider:

- how the Academic Standards and Quality (AS+Q) can be structured to support this intent
- how might the AS+Q Committee receive information to meet its operational role and the current terms of reference.

The Committee Members noted:

- as there will be a new Te Pūkenga operating procedure, is energy being put into rectifying something that will be defined later
- committee business needs to be done in as streamlined a way as possible
- the need to be mindful of responsibilities and operational requirements, certain points of the operational element are already working under delegated authority.
- if CAMs could be spread across both AC and AS+Q
- if new Committee Members are introduced to replace CAMs, capacity will be built but experience lost
- if CAMs could attend each meeting on rotation
- if CAMs could be invited to attend meetings if they have a particular agenda item.

Action Susannah Roddick / Kim Davies
Review Committee Membership requirements

2. Moderation.

2.1 2022 External Moderation Summary - Events

Jackie Rees reviewed the Power BI Report 2022 External Moderation Summary – Events with Committee Members and noted that there is still a large amount of outstanding 2022 moderation activity to be completed.

The Committee Members noted:

- the outstanding 2022 moderation activity to be completed needs to be an Academic + Quality Team action
- part of the moderation cycle for 2023 is informed by what happened in 2022
- areas may need support to complete moderation activity
- how to ensure that moderation not completed in 2022 will be done in 2023
- NZQA's expectation that moderation of the delivery portfolio happens on a three-to-five-year cycle
- how to balance this expectation, how realistic is it.

Action Marja Kneepkens / Jackie Rees / Susannah Roddick / Kim Davies
Form moderation working group to review moderation processes

2.2 Moderation Reports

These Moderation Reports were presented for receipt:

No.	Curriculum Area	Moderation Report Coversheet	Moderation Report	Action Plan	Result Assessment Material	Result Assessor Judgement	Requirements	Recommendations	Commendations	Follow-Up
1	PFEI	HRT313 21NN-S2	Report	Action Plan Parts 1+2	Met/Mod	Met/Mod	No	Yes	No	JR
2	PFEI	CHP412 21NN-S1	Report	Action Plan Parts 1+2	Met/Mod	Met/Mod	None	Yes	No	JR
3	PFEI	BVW704 21-Blended	Report		Met	Met	No	Yes	Yes	JR
4	PFEI	BVW706 21-Blended	Report		Met	Met	No	Yes	No	JR
5	EC+I	MEA211 20 US21684, Report		Action Plan Parts1+2	Met/Mod	N/A	No	No	Yes	JR
6	FS	CFO103 US26623 22NN-09	Report		N/A	Met	No	No	No	JR

Jackie Rees advised that she had carried out a review of these Moderation Reports and noted:

- it had been a useful exercise to go through these reports to establish common themes
- some met/met reports noted important recommendations
- some actions were well addressed and there were some good comments
- consistency will improve with use of the same moderation form template; some current moderation forms are not well designed.

Pam Wood advised that the time lag for a number of the tabled Primary Industries' reports was due to initial use of the old action plan template that needed to be updated to the new template, this had highlighted gaps in her teams' knowledge of good post/external moderation practice.

Action Mary Woodward

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

3 Academic + Quality

3.1 Academic Development Tracking Report

Kim Davies presented the Academic Development Tracking Report for information and noted:

- parts of the report need to be revisited to look at 2023 workplans and to go through appropriate pre-approval steps especially the review of sub-degree programme versions
- Te Pūkenga 2023 workplans and unified programme development information is still waited on.

3.2 2023 Consistency Reviews

Jackie Rees advised:

- 3460 NZ Certificate in Automotive Electrical Engineering (Level 4) summary report submitted for 14.03.2023 review
- 3766 NZ Diploma in Outdoor and Adventure Education (Multi-skilled) (Level 5) preparation underway for 15.05.2023 review
- the schedule for remaining 2023 reviews is expected within the next two months

3.3 2023 Degree Monitoring, and Monitoring Overview

Jackie Rees presented the 2023 Degree Monitoring, and Monitoring Overview spreadsheet for information and advised:

- four monitoring events are scheduled for March
 - Bachelor of Information Technology
 - Bachelor of Arts and Media
 - Paetahi Tumu Korero Bachelor of Counselling
 - Postgraduate Certificate in Professional Supervision
- three micro-credential reviews are scheduled for March
 - Predator Trapping Methods
 - Aeronautical Engineering Fundamentals
 - Aeronautical Maintenance Fundamentals
- Bachelor of Aquaculture and Marine Conservation has been approved for self-monitoring status
- monitors are still needed for:
 - Bachelor of Aquaculture and Marine Conservation
 - Bachelor of Viticulture and Winemaking.

Pam Wood advised that a verbal agreement had been received from a monitor for the Bachelor of Viticulture and Winemaking programme.

3.4 2022 Self-Assessment

Jackie Rees advised:

- the close-off date for receiving 2022 Self-Assessment Reports (SARs) was 17 February 2023
- currently 75% of Academic and 23% of Business Support SARs have been received
- not confident that 100% of Business Support SARs will be submitted
- there was work to do on the SAR process
 - not always clear that authors understood their data
 - narrative was included around process, but outcome information was missing
- not clear what the value is of the sub-degree and business support self-assessment process
- the SAR process will change with Te Pūkenga
- reviewers are in place for the Degree SARs

4 Course and Programme Changes

4.1 3V6 Approval Form New Zealand Diploma in Aeronautical Maintenance Certification (Level 6) and associated Training Schemes - All courses 2023 V21100

- a. 3V6 Approval NZ Diploma in Aeronautical Maintenance Certification (Level 6), associated Training Schemes - All courses 2023 V21100
- b. NZDip Aeronautical Maintenance Certification L6 including TS 2023 V21100

Marja Kneepkens questioned how to have better visibility on ensuring moderation requirements for new unit standards or new versions of unit standards have been approved by the relevant Workforce Development Council (WDC). She advised that there is a note on this 3V6 Approval Form advising on the moderation requirements but in terms of process there is no knowing what has been done and one person raising this risk is not a robust system.

The Committee Members noted:

- this is part of a wider unit standard moderation issue
- this 3V6 Approval Form is for a retrospective change and is already being assessed against
- the need to pre-moderate all unit standards and the impact when pre-moderation does not happen.

RESOLVED that the 3v6 Approval Form New Zealand Diploma in Aeronautical Maintenance Certification (Level 6), and associated Training Schemes - All courses 2023 V21100 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Max Devon / Julie Bytheway
CARRIED

Action Mary Woodward

Advise Academic Advisor of 3v6 endorsement
Forward 3v6 to Director of Academic & Quality for approval

5 Quality Management System

There were no Quality Management System items for review/endorsement.

6 Minutes of the Previous Meetings

6.1 Award Application Approval Reports

- 6.1.1 01 REPORT Award Applications 11.01.2023
- 6.1.2 02 REPORT Award Applications 13.01.2023
- 6.1.3 03 REPORT Award Applications 13.01.2023
- 6.1.4 04 REPORT Award Applications 18.01.2023
- 6.1.5 05 REPORT Award Applications 25.01.2023
- 6.1.6 06 REPORT Award Applications 26.01.2023
- 6.1.7 07 REPORT Award Applications 27.01.2023
- 6.1.8 08 REPORT Award Applications 01.02.2023
- 6.1.9 09 REPORT Award Applications 08.02.2023
- 6.1.10 10 REPORT Award Applications 10.02.2023
- 6.1.11 11 REPORT Award Applications 15.02.2023

RESOLVED that the Approval Reports for the Award Applications Academic Standards and Quality Committee meetings held on 11.01.2023, 13.01.2023, 13.01.2023, 18.01.2023, 25.01.2023, 26.01.2023, 27.01.2023, 01.02.2023, 08.02.2023, 10.02.2023, 15.02.2023 be received.

Ren Stronach / Soraya Paki Paki
CARRIED

7. Matters Arising (General)

7.1 Results Committee Guide 2023-Endorsed ASQ 10.02.2023

The updated Results Committee Guide 2023 endorsed at the Academic Standards was submitted for information.

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

8. Minutes of the Previous Meetings

8.1 Academic Standards and Quality Draft Minutes

8.1.1 2023-02-10 ASQ Minutes – Draft

8.1.2 2023-02-16 to 20 ASQ Minutes – Draft

RESOLVED that the Minutes of the meeting held on 10.02.2023 be accepted as a true and accurate record of this meeting.

Soraya Paki Paki / Marja Kneepkens
CARRIED

RESOLVED that the Minutes of the e-meeting held 16 to 20.02.2023 be accepted as a true and accurate record of this meeting.

Ren Stronach / Silvia Gassebner
CARRIED

ACTION Mary Woodward

Resave minutes as Confirmed and forward to Academic Committee for receipt

8.2 Course Results Approval Reports

- 8.2.1. 01 REPORT Course Results 09.01.2023
- 8.2.2. 02 REPORT Course Results 11.01.2023
- 8.2.3. 03 REPORT Course Results 12.01.2023
- 8.2.4. 04 REPORT Course Results 18.01.2023
- 8.2.5. 05 REPORT Course Results 19.01.2023
- 8.2.6. 06 REPORT Course Results 20.01.2023
- 8.2.7. 07 REPORT Course Results 23.01.2023
- 8.2.8. 08 REPORT Course Results 25.01.2023
- 8.2.9. 09 REPORT Course Results 01.02.2023
- 8.2.10. 10 REPORT Course Results 08.02.2023
- 8.2.11. 11 REPORT Course Results 10.02.2023
- 8.2.12. 12 REPORT Course Results 15.02.2023
- 8.2.13. 13 REPORT Course Results 22.02.2023
- 8.2.14. 14 REPORT Course Results 23.02.2023

RESOLVED that the Approval Reports for the Course Results Academic Standards and Quality Committee meetings held on 09.01.2023, 11.01.2023, 12.01.2023, 18.01.2023, 19.01.2023, 20.01.2023, 23.01.2023, 25.01.2023, 01.02.2023, 08.02.2023, 10.02.2023, 15.02.2023, 22.02.2023, 23.02.2023 be received.

Ren Stronach / Soraya Paki Paki
CARRIED

8.3 2022 Spot-Check on Course Results from 10.02.2023 Meeting

As Reid Carnegie was not present this agenda item was not discussed.

8.4 2023 Spot-Check on Course Results and Award Applications

Silvia Gassebner advised:

- a review and update of the course results checklist was being done to ensure the 2023 checklist covers the major points outlined in the Results Committee Guide 2023 document
- the updated course result checklist will be tabled at the April meeting

- as requested by the Committee an award application checklist has been developed
- this checklist is similar in structure to the course results checklist
- 6 monthly high-level insights from both checklists will be shared with the Committee.

Following discussion on the awards applications checklist the Committee agreed:

- to adopt the award application checklist
- that at each meeting one Member would be assigned to complete the course results checklist and one to complete the award application checklist

ACTION Silvia Gassebner

Table updated 2023 course result checklist at 04.04.2023 meeting

ACTION Mary Woodward

Forward award application checklist, spreadsheet, and received reports to Jackie Rees to carry out award application spot-check

9. Student Complaints/Misconduct Report 01 March 2023 (Confidential)

Deidre Hemera presented the Student Complaints/Misconduct Report 01 March 2023 (Confidential) for information and noted:

- over the last quarter no new complaints or ākongā misconduct events were received
- actions will be sent to those with responsibility for them to get signoff or feedback
- statistical information from this report will be tabled at Academic Committee
- she is currently finalising the procedure for Te Pūkenga Complaints and Appeals Policy.

The Committee Members discussed how the new Te Pūkenga Complaints and Appeals Policy process will work.

ACTION Kim Davies

Report back to Committee the process for the new Te Pūkenga Complaints and Appeals Policy

10. Matters Arising

10.1 Action List

The Committee Members reviewed and updated the Action List. It was agreed that a number of moderation related actions be closed as they would now be reviewed as part of the moderation working group process.

11. Student Matters

11.1 Extension Requests Approval Via Flowingly Process

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

Flow 17668 ākongā Protect the privacy of	Flow 17922 ākongā Protect the privacy of
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Following discussion on the purpose of these extension requests being reviewed at Committee meetings it was agreed that this item be removed as a standing agenda item. The Committee Members noted that:

- extension requests are already recorded at Results Committee meetings
- extension requests for a date after the 31 March of the year following the course end date is just one of a number of implications to the Single Data Return (SDR)
- of more interest would be information on the conversion rate of extensions to successful completion outcomes to determine if the extension request process is working

ACTION Mary Woodward

Remove 'Extension Requests Approval Via Flowingly Process' as a standing agenda item

Meeting closed 11.21am

Academic Standards + Quality Committee Action List 07 March 2023

	Item Reference	Action	Who	When	Progress
Action List – Meeting of 08 February 2022					
1	2	Moderation Reports Follow-up on the NFS205 US26627 action plan Update 04.10.2022	Victoria Whitmore	07.03.23	07.03.2023 Advised now part of moderation working group process Closed

Academic Committee Meeting 10 May 2023 – Reports from Committees and Working Parties

		Mary Woodward to send VW information on outstanding action - completed			
Action List – Meeting of 15 March 2022					
2	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	07.03.23	07.03.2023 KD advised still WIP 09.02.2023 KD to contact FM at Te Pūkenga to check on due date for TKM Integrity Policy/Procedure. WIP Meeting 06.04.22 to discuss 04.10.2022 KD to set up another meeting to resolve
3	5.1	Award Application Approval Reports Establish a process for carrying out a spot-check on the award approval process	Silvia Gassebner	07.03.2023	WIP to be discussed as part of Process redesign - Completed included in 07.03.2023 agenda
Action List – Meeting of 05 April 2022					
4	2.1	Moderation Reports CCO301 21ML-S1, Review report and report back to Committee	Kim Davies	07.03.2023	07.03.23 CCO301 – to be followed up on KD/MK/JR/SR as part of Moderation Review Closed
5	5.1	Quality Management System Student Reference Guidelines for Students and Staff Request POD: <ul style="list-style-type: none"> 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 Now Jackie Rees	07.03.2023	07.03.2023 JR has taken this back from POD for further action
Action List – Meeting of 10 May 2022					
6	2.2	Moderation 2021 External Moderation Activity Overview Meet to review Moderation activity data	Marja Kneepkens / Jackie Rees / Kim Davies	07.03.2023	07.03.23 to be followed up on KD/MK/JR/SR as part of Moderation Review Closed
	2.3	Plus action from 12.07.2022 meeting 2020/2021 Analysis of External Moderation Reports Completed. Resubmit report with commentary added to aid purpose and analysis			
Action List – Meeting of 09 August 2022					
7	2.2	Review the E+C action plans submitted to this meeting for completeness	Kim Davies / Marja Kneepkens / Reid Carnegie	07.03.2023	07.03.23 to be followed up on KD/MK/JR/SR as part of Moderation Review Closed
Action List – Meeting of 04 October 2022					
8	3.4	Circulate list of documents/evidence which may be required for a NZQA sub-degree programme monitoring exercise, at next CM meeting	Kim Davies	07.03.2023	07.03.2023 Completed KD to work with JR to finalise and share with curriculum teams. JR 09.02.2023 WIP
Action List – Meeting of 15 November 2022					
9	3.4.1	Resubmit the NMIT Bachelor of Nursing 04 August 2022 Nursing Council of New Zealand Monitoring Report and 10 October 2022 Letter with an action plan addressing the Monitoring Team’s findings	Kim Davies / Victoria Whitmore	07.03.2023	07.03.2023 – for next meeting
Action List – Meeting of 10 February 2023					
10	1.3	Results Committee Guidelines Update the Course Results Guidelines to note that prior to approving results the RC is responsible for ensuring that: all results have been checked for accuracy all internal moderation requirements have been met	Mary Woodward	ASAP	Completed
11	1.3	Results Committee Guidelines Develop plan on how best to build Programme Team capability to ensure the course result and award approval processes are timely, thorough, robust, and compliant	Marja Kneepkens / Susannah Roddick / Kim Davies	07.03.2023	07.03.2023 WIP

Academic Committee Meeting 10 May 2023 – Reports from Committees and Working Parties

12	2.3	Moderation Reports Forward tabled Moderation Reports to Eleanor Upton for noting receipt on Moderation Tracksheet	Mary Woodward	ASAP	Completed
13	2.3	Moderation Reports Review current Committee Moderation Report review process	Marja Kneepkens / Susannah Roddick / Kim Davies	07.03.2023	07.03.2023 to be followed up on KD/MK/JR/SR as part of Moderation Review Closed
14	3.1	Academic Development Tracking Report Review ADT Report and update for 2023 and indicate clearly where there is risk to programmes and the actions to be taken	Kim Davies	07.03.2023	07.03.2023 WIP
15	3.4	2023 Degree Monitoring, and Monitoring Overview Follow up with Te Pūkenga on the unified programme degree monitoring process	Kim Davies	07.03.2023	Closed Monitoring will commence in 2024. Expect TP process to be in place Completed
16	3.4	2023 Degree Monitoring, and Monitoring Overview Follow up with NZQA on if the Bachelor of Social Welfare has self-monitoring status	Susannah Roddick Jackie Rees	07.03.2023	07.03.2023 JR to follow up with NZQA
17	5.1	NMIT Policy / Procedure Amendments to align with Te Pūkenga national policies, including Te Kawa Maiooro – Educational Regulatory Framework (TKM) Update and forward document to the Academic Committee for approval Start communication process of key policy information to ākonga and kaimahi	Jackie Rees	ASAP	07.03.2023 WIP Key policies already updated, remainder being drafted for approval.
18	6.1	Award Application Approval Reports Academic Standards and Quality Draft Minutes Course Results Approval Reports 2022 Spot-Check on Course Results from 15 November 2022 Meeting 2022 Spot-Check on Course Results Action List Extension Requests Approval Via Flowingly Process <i>Organise e-meeting</i>	Mary Woodward	ASAP	Completed
Action List – E-Meeting of 16 to 20 February 2023					
19	1.1 1.2 1.3	Course and Programme Changes 3V6 Approval Form Adventure Tourism and Guiding Level 4 Level 5 ATG404 Environmental Science 2023 v18104 3V6 Approval Form Bachelor of Information Technology Graduate Diploma in Information Technology COM502, CSA502, DES502, TEC501 (elective), SYD601, DAT601, DAT602, WEB701, PRJ703 2023 v08222 3V6 Approval Form New Zealand Certificate and Diplomas in IT (Level 5) TEC501, CSA502, DES502, COM502 2023 v16104 Advise Academic Advisor of 3V6 Approval Form endorsements Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 20.02.2023 Forward questions on COM502 and CSA502 assessments to Academic Advisor	Mary Woodward Mary Woodward	ASAP Email sent 20.02.2023	Completed Completed
20	2.1	Minutes of the Previous Meetings Award Application Approval Reports Ensure the consistent use of the awards approval table 'Grades' column for Merit and Distinction grades in the award application reports Reinstate action list for Award Application Report actions	Silvia Gassebner	07.03.2023	
21	4.1	Minutes of the Previous Meetings Academic Standards and Quality Draft Minutes Resave minutes as Confirmed and forward to Academic Committee for receipt	Mary Woodward	07.03.2023	Completed
22	4.4	2022 Spot-Check on Course Results	Mary Woodward	07.03.2023	Completed

Academic Committee Meeting 10 May 2023 – Reports from Committees and Working Parties

		Forward the 2022 Spot-Check spreadsheet and Course Result Reports receipted at this meeting to Reid Carnegie			
23	6.1	Student Matters Approval request for Ākonga [Redacted] to complete the programme outside the eight-year completion timeframe Advise Bachelor of Viticulture and Winemaking Academic Coordinator and Academic Administrator of approval for Ākonga [Redacted] to complete the Bachelor of Viticulture and Winemaking programme outside the eight-year completion timeframe Use approval date 20.02.2023 in any required notification	Mary Woodward	ASAP	Completed
Action List – Meeting of 7 March 2023					
24	1.2	2023 Academic Standards + Quality Committee Membership Review Committee Membership requirements	Susannah Roddick / Kim Davies	04.04.2023	
25	2	Moderation Form moderation working group to review moderation processes	Marja Kneepkens / Jackie Rees / Susannah Roddick / Kim Davies	04.04.2023	
26	2.2	Moderation Reports Forward tabled Moderation Reports to Eleanor Upton for noting receipt on Moderation Tracksheet	Mary Woodward	ASAP	Completed
27	4.1	Course and Programme Changes 3V6 Approval Form New Zealand Diploma in Aeronautical Maintenance Certification (Level 6) and associated Training Schemes - All courses 2023 V21100 Advise Academic Advisor of 3V6 Approval Form endorsements Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 07.03.2023	Mary Woodward	ASAP	Completed
28	10.1	Extension Requests Approval Via Flowingly Process Remove 'Extension Requests Approval Via Flowingly Process' as a standing agenda item	Mary Woodward	04.04.2023	Completed
29	8.4	2023 Spot-Check on Course Results and Award Applications Table updated 2023 course result checklist at 04.04.2023 meeting	Silvia Gassebner	04.04.2023	
30	8.4	2023 Spot-Check on Course Results and Award Applications Forward award application checklist, spreadsheet, and received reports to Jackie Rees to carry out award application spot-check	Mary Woodward	ASAP	Completed
31	9	Student Complaints/Misconduct Report 01 March 2023 (Confidential) Report back to Committee the process for the new Te Pūkenga Complaints and Appeals Policy	Kim Davies	04.04.2023	
32	10.1	Extension Requests Approval Via Flowingly Process Remove 'Extension Requests Approval Via Flowingly Process' as a standing agenda item	Mary Woodward	04.04.2023	Completed

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

Wednesday 5th of April 2023

Members: Silvia Gassebner (Chair), Shine Kelly, Carmen Cayuelas, Nelly Asmatullayeva, Pam Vinluan and Sarah Arnold.

Non voting: Alana Cohen (Secretary)

Apologies: Marianna Deynzer

1. Minutes of previous meeting

1.1. Minutes from Thursday 23rd of March 2023 – for approval

It was resolved that the minutes from the meeting on Thursday 23rd of March 2023 be accepted as a true and accurate record.

Sarah Arnold / Pam Vinluan

CARRIED

Action RACC Secretary

Upload minutes onto Sharepoint.

2. Matters arising

2.1. Refer to [Active Action List](#).

3. Student Results

3.1 RAC Applications

HORTICULTURE, VITICULTURE AND AQUACULTURE - Applications received from Pam Wood

3.1.1 Ākonga Protect the privacy of

The below ākonga had done previous study at Massey University and had used this to gain credit for courses that sit inside the Bachelor of Viticulture and Winemaking.

☒ Cross Credit

☐ Credit Transfer

☐ RPL

From: Massey University – Bachelor of Horticultural Science	To: Bachelor of Viticulture and Winemaking
115113 Economics for Business	GEL501 General Elective, 15 Credits, Level 5
119120 Plants for Agriculture and Horticulture	GEL501 General Elective, 15 Credits, Level 5
123103 Chemistry for Modern Sciences	BVW503 Wine Chemistry and Analysis
119180 Introduction to Agribusiness	BUS502 Business Environment
120101 Plant Biology	BVW504 Tāne rāu ko Rongo and Plant Science
189151 Principles of Soil Science	BVW505 Papatūānuku and Soil Science
24711 Science and Sustainability for Agriculture and Horticulture	RES501 Research and Communication Skills
161140 Agri-Statistics	
119180 Introduction to Agribusiness	
120101 Plant Biology	

*It was resolved that the **Cross Credit application for ākonga Protect the privacy of** be approved in full.*

Nelly Asmatullayeva / Carmen Cayuelas

CARRIED

Action RACC Secretary

Enter CC as per minutes for ākonga Protect the privacy of and notify programme area.

3.1.2 Ākonga Protect the privacy of

The below ākonga had done prior learning and work experience and would like to use this experience to receive RPL for four courses that sit inside Bachelor of Viticulture and Winemaking.

☐ Cross Credit

☐ Credit Transfer

☒ RPL

From: ISEB – Diploma in Business Systems Development specialising in Business Analysis, Work experience	To: Bachelor of Viticulture and Winemaking
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Please see mapping	RES501 Research and Communications Skills
	GEL501 General Elective, 15 Credits, Level 5
	GEL501 General Elective, 15 Credits, Level 5
	GEL501 General Elective, 15 Credits, Level 5

It was resolved that the **RPL application for ākongā** Protect the privacy of be approved in full.

There was great discussion between the members on how work experience can be used to gain credit for general elective courses; each course is made up of 150 hours of ākongā learning hours, the ākongā must have shown the committee that they have learnt more than 450 hours for the three elective courses to gain RPL. As this student has shown quite an impressive work history and had certainly exceeded the 450 hours the committee members were happy to approve the courses.

Sarah Arnold / Pam Vinluan

CARRIED

Action RACC Secretary

Enter RPL as per minutes for ākongā Protect the privacy of and notify programme area.

RECOGNITION OF ACADEMIC CREDIT COMMITTEE ACTION LIST

See [Folder](#) in Central Academic Committee site on Intranet for completed actions.

Actions from Tuesday 5 th of March 2023				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
1.1	Upload minutes onto Sharepoint.	Alana		Completed 06.04.2023
3.1.1	Enter CC as per minutes for ākongā Protect the privacy of and notify programme area.	Alana		Completed 06.04.2023
3.1.2	Enter RPL as per minutes for ākongā Protect the privacy of and notify programme area.	Alana		Completed 06.04.2023



NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY RECOGNITION OF ACADEMIC CREDIT COMMITTEE MINUTES Tuesday 21st of February 2023

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

The committee welcomed Ferne Cribb-Williams to the committee meeting who was being a proxy for Nelly Asmatullayeva who couldn't attend the meeting.

1. Minutes of previous meeting

1.1. Minutes from Tuesday 6th of December 2022 – for approval

It was resolved that the minutes from the meeting on Tuesday 6th of December 2022 be accepted as a true and accurate record.

Shine Kelly / Sarah Arnold

CARRIED

Action RACC Secretary

Upload minutes onto Sharepoint.

1.2. Minutes from Wednesday 1st of February 2023 – for approval

It was resolved that the minutes from the meeting on Wednesday 1st of February 2023 be accepted as a true and accurate record.

Shine Kelly / Carmen Cayuelas

CARRIED

Action RACC Secretary

Upload minutes onto Sharepoint.

1.3. Minutes from Thursday 9th of February 2023 – for approval

It was resolved that the minutes from the meeting on Thursday 9th of February 2023 be accepted as a true and accurate record.

Shine Kelly / Pam Vinluan

CARRIED

Action RACC Secretary

Upload minutes onto Sharepoint.

2. Matters arising

2.1. Refer to [Active Action List](#).

3. Ākonga Results

3.1 RAC Applications

ENGINEERING, AVIATION AND CONSTRUCTION - Applications received from Reid Carnegie

3.1.1. Ākonga [redacted]

The below application was for ākonga who used their past study to gain credit into the New Zealand Certificate in Mechanical Engineering (Trade) strand in General Engineering (Level 4)

☒ Cross Credit – Addition to schedule

☐ Credit Transfer

☐ RPL

From: NZQA	To: New Zealand Certificate in Mechanical Engineering (Trade) with strands in Fitting and Machining and General Engineering
US 29397 Demonstrate knowledge of basic trade calculations and units of measure for mechanical engineering trades 29654 Demonstrate knowledge of and interpret mechanical engineering drawings and geometric tolerancing 29398 Apply knowledge of basic trade calculations for mechanical engineering trades 29655 Manually produce engineering sketches	CME307 Engineering Calculations and Drawing 1
2401 Shut down, isolate and start up machines and equipment 2397 Carry out routine servicing of engineering machinery 29670 Demonstrate knowledge of fabrication machinery, materials, and processes 27203 Demonstrate knowledge of lubrication systems for mechanical engineering 19873 Demonstrate knowledge of bearings used in machines and equipment 29676 Demonstrate and apply knowledge of good work practices when servicing simple components under supervision	CME402 Mechanical Fitting 1

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

Carmen Cayuelas / Sarah Arnold

CARRIED

Action RACC Secretary

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

APPLIED BUSINESS - Applications received from Rae Perkins

3.1.2. Addition to Schedule

This application was for a schedule for ākonga that were enrolled on the New Zealand Diploma in Business to be transitioned over to the new unified programme of the New Zealand Diploma in Business.

☒ Cross Credit

☐ Credit Transfer

☐ RPL

Academic Committee Meeting 10 May 2023 – Reports from Committees and Working Parties

From: NMIT - New Zealand Diploma in Business	To: Unified New Zealand Diploma in Business (Level 5)
NZB501 Organisations in NZ Context	BSNS5001 Organisations in an Aotearoa New Zealand Context
NZB502 Business Environments	BSNS5002 Business Environments
NZB503 Business Functions	BSNS5003 Business Functions
NZB504 Understanding Change	BSNS5004 Change and Innovation
BAC501 Introduction to Accounting and Taxation	ACCY5101 Introduction to Accounting and Taxation
BAC502 Applied Accounting	ACCY5102 Applied Accounting
BAC503 Analysis of Financial Information	ACCY5103 Analysis of Financial Information
BAC504 Budgets for Planning and Control	ACCY5104 Budgets for Planning and Control
BLM503 Leadership	BSNS5401 Introduction to Leadership
BLM501 Operations Management and Compliance	BSNS5402 Operations Management and Compliance
BLM502 Business Planning	BSNS5403 Business Planning
BLM504 Managing Projects	BSNS5404 Managing Projects

It was resolved that the **Cross Credit application for Unified New Zealand Diploma in Business** be approved in full and added to the schedule.

Shine Kelly / Sarah Arnold

CARRIED

Action RACC Secretary

Add to the schedule and notify programme area.

NURSING— Applications received from Sandy Matheson

3.1.3. Ākonga protect the privacy of

This application was to go towards the Bachelor of Nursing for four courses where the ākonga had previously studied in 2019. The ākonga would like to continue their study but the programme regulations only allow a maximum of five years to complete; this made the ākonga outside the completion and Nursing Council requirements. The ākonga completed additional challenge tests to go with the RAC application to allow them to gain credit for these courses and start their completion time frame again for them to continue studying and graduate within the five years timeframe.

- ☐ Cross Credit
☐ Credit Transfer
☒ RPL

From: NMIT Bachelor of Nursing and additional Challenge test	To: Bachelor of Nursing
NNS511 Nursing Science 1 and challenge test	NNS511 Nursing Science 1
NIR511 Interpersonal Relationships and challenge test	NIR511 Interpersonal Relationships
NPR511 Professional Responsibility and challenge test	NPR511 Professional Responsibility
NMN511 Management Nursing Care 1 and challenge test	NMN511 Management Nursing Care 1

It was resolved that the **RPL application for ākonga protect the privacy of** be approved in full. The committee would also like to request the challenge test for information.

Shine Kelly / Pam Vinluan

CARRIED

Action RACC Secretary

Please supply the committee with the challenge test the student took for information.

Action RACC Secretary

Enter RPL as per minutes for ākonga protect the privacy of and notify programme area.

CREATIVE, TECHNOLOGIES AND SERVICE INDUSTRIES - Applications received from Trisha Krishnasamy

3.1.4. Ākonga protect the privacy of

The below application is for the Bachelor of Arts and Media where the ākonga had done the first two years at Hubei Polytechnic University in an agreement between NMIT and China.

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

From: Hubei Polytechnic University	To: Bachelor of Arts and Media
------------------------------------	--------------------------------

Academic Committee Meeting 10 May 2023 – Reports from Committees and Working Parties

AAD501 Lens-based Media Lab	AAD521 Lens-based Media Lab
AAD502 Lens-based Media Project	AAD522 Lens-based Media Project
AAD503 Graphic Design Lab	AAD523 Graphic Design Lab or AAD523 Digital Art and Design Lab
AAD504 Graphic Design Project	AAD524 Graphic Design Project or AAD524 Digital Art and Design Project
AAD505 Object Design Lab	AAD525 Object Design Lab
AAD506 Object Design Project	AAD526 Object Design Project
AAD507 Image Lab	AAD517 Image Lab
AAD508 Image Project	AAD518 Image Project
AAD509 Critical Studies Lab	AAD519 Critical Studies Lab
AAD510 Critical Studies Project	AAD520 Critical Studies Project
AAD511 Communication Lab	AAD513 Communication Lab
AAD512 Communication Project	AAD514 Communication Project

It was resolved that the **Cross Credit application for ākongā** [redacted] be approved in full and added to the schedule.

Pam Vinluan / Ferne Cribb-Williams

CARRIED

Action RACC Secretary

Enter CC as per minutes for ākongā [redacted] add to the schedule and notify programme area.

3.1.5. Ākongā [redacted]

This application is for an ākongā who is doing an exchange with a university in Norway and was wanting to use the course they will be studying in Norway to cross credited into two Bachelor of Arts and Media courses. The ākongā will be going to Norway in semester two and the application will be approved subject to receiving a passing grade for the course and added to schedule.

☒ Cross Credit – Addition to schedule

☐ Credit Transfer

☐ RPL

From: University of Agdar	To: Bachelor of Arts and Media
KF-104-1 Site-Specific Art Expressions	AAD605 Advanced Object Design Lab
	AAD606 Advanced Object Design Project

It was resolved that the **Cross Credit application for ākongā** [redacted] be approved in full and added to the schedule subject to receiving a passing grade for course KF-104-1 Site-Specific Art Expressions.

Shine Kelly / Carmen Cayuelas

CARRIED

Action RACC Secretary

Programme area to notify RACC secretary with official academic transcript when student has completed the course and passed.

Action RACC Secretary

Enter CC as per minutes for ākongā [redacted] once pass grade has been submitted to committee, add to the schedule and notify programme area.

RECOGNITION OF ACADEMIC CREDIT COMMITTEE ACTION LIST

See [Folder](#) in Central Academic Committee site on Intranet for completed actions.

Actions from Tuesday 21 st of February 2023				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
1.1	Upload minutes onto Sharepoint.	Alana		
1.2	Upload minutes onto Sharepoint.	Alana		
1.3	Upload minutes onto Sharepoint.	Alana		
3.1.1	Ākongā [redacted] - Enter CC as per minutes for ākongā [redacted] and notify programme area.	Alana		
3.1.2	Unified NZ Diploma in Business – Add to the schedule and notify programme area.	Alana		
3.1.3	Ākongā [redacted] – Please supply the committee with the challenge test the student took for information.	Alana		

Academic Committee Meeting 10 May 2023 – Reports from Committees and Working Parties

3.1.3	Ākonga [redacted] – Enter RPL as per minutes for ākonga [redacted] and notify programme area.	Alana		
3.1.4	Ākonga [redacted] - Enter CC as per minutes for ākonga [redacted] add to the schedule and notify programme area.	Alana		
3.1.5	Ākonga [redacted] - Programme area to notify RACC secretary with official academic transcript when student has completed the course and passed.	Alana		
3.1.5	Ākonga [redacted] - Enter CC as per minutes for ākonga [redacted] once pass grade has been submitted to committee, add to the schedule and notify programme area.	Alana		



NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY RECOGNITION OF ACADEMIC CREDIT COMMITTEE

E-VOTE MINUTES

Thursday 23rd of January 2023

Members: Silvia Gassebner (Chair), Shine Kelly, Carmen Cayuelas, Pam Vinluan and Sarah Arnold.

Non voting: Alana Cohen (Secretary)

Apologies: Marianna Deynzer and Nelly Asmatullayeva

This meeting was held as an e-vote due to only receiving a few applications by the cut-off date for the face-to-face meeting.

1. Minutes of previous meeting

1.1. E-vote minutes from Tuesday 7th of March 2023 – for approval

It was resolved that the minutes from the meeting on Tuesday 7th of March 2023 be accepted as a true and accurate record.

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Carmen Cayuelas – **Abstained**

Pam Vinluan – **Approved**

Sarah Arnold – **Approved**

Action RACC Secretary

Upload minutes onto the Sharepoint.

2. Matters arising

2.1. Refer to [Active Action List](#).

3. Student Results

3.1. RAC Applications

ENGINEERING, AVIATION AND CONSTRUCTION - Applications received from Reid Carnegie

3.1.1. Ākonga [redacted]

The below application is for ākonga who had wanted to use their NZCAA and work experience to gain credit for two courses inside the New Zealand Diploma in Aeronautical Maintenance Certification.

☐ Cross Credit

☐ Credit Transfer

☒ RPL

From: NZCAA Aircraft Maintenance Engineer Licence, work training and experience	To: New Zealand Diploma in Aeronautical Maintenance Certification
Please refer to attached evidence	DAM404 Aeronautical Engineering: Rotorcraft
Please refer to attached evidence	DAM403 Aircraft Maintenance Workplace Experience

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

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Carmen Cayuelas – **Approved**

Pam Vinluan – **Approved**

Sarah Arnold – **Approved**

Action RACC Secretary

Enter RPL as per minutes for ākonga protect the privacy of and notify the programme area.

3.1.2. Ākonga protect the privacy of

The below application is for ākonga who had wanted to use their NZQA unit standards to gain credit for courses inside the New Zealand Certificate in Engineering Fabrication (Trade) strands in Heavy and Light Fabrication.

☒ Cross Credit – Addition to schedule

☐ Credit Transfer

☐ RPL

From: NZQA and work experience	To: New Zealand Certificate in Engineering Fabrication (Trade) strands in Heavy and Light Fabrication
6400 Manage first aid in an emergency situation 6401 Provide first aid 6402 Provide basic life support 497 Demonstrate knowledge of workplace health and safety requirements 21911 Demonstrate knowledge of safety on engineering worksites	CFE301 Health and Safety
25075 Perform basic fabrication operations under supervision 4438 Demonstrate knowledge of fits, limits, and tolerances in engineering 2395 Select, use and care for engineering hand tools 2396 Select, use and maintain portable hand-held engineering power tools	CFE302 General Fabrication Practices 1
2395 Select, use and care for engineering hand tools 2396 Select use and maintain portable hand-held engineering power tools 4433 Select, use and care for simple measuring devices used in engineering 4436 Select, use and care for engineering marking-out equipment *Must include additional workplace verification, confirming that ākonga has met the learning outcome 3 of course CFE303.	CFE303 Engineering Core Skills 1
2387 Assemble mechanical components under supervision 21909 Demonstrate knowledge of fasteners used in mechanical engineering 21913 Shift loads in engineering installation, maintenance and fabrication work 25075 Perform basic fabrication operations under supervision	CFE304 Engineering Core Skills 2
20799 Demonstrate knowledge of common engineering metals 20917 Demonstrate basic knowledge of engineering materials 25075 Perform basic fabrication operations under supervision	CFE305 Engineering Materials 1
4433 Select, use and care for simple measuring devices used in engineering 4435 Select, use and care for engineering dimensional measuring equipment 4436 Select, use and care for engineering marking-out equipment 21906 Perform basic mechanical engineering machining operations under supervision	CFE306 Machining Processes 1 (General Machining)
4432 Demonstrate knowledge of, and convert, units of measure used in engineering 2430 Manually produce and interpret engineering sketches under supervision 2432 Manually construct plane geometric shapes for engineering 21905 Demonstrate knowledge of trade calculations and units for mechanical engineering trades	CFE307 Engineering Calculations and Drawing 1

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21908 Demonstrate knowledge of basic mechanics for mechanical engineering trades 21910 Interpret mechanical engineering drawings	
21907 Demonstrate and apply knowledge of safe welding procedures under supervision 22906 Demonstrate and apply knowledge of welding low carbon steel 2672 Weld steel in down hand positions to a general purpose industry standard using the gas metal arc welding process 23682 Weld steel in the downhand positions to a general-purpose industry standard using the manual metal arc welding process	CFE308 Welding Processes 1 (Basic Welding)

It was resolved that the **Cross Credit application for student** [redacted] be approved in full subject to receiving the workplace verification confirming that ākongā has met learning outcome three in course CFE303.

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Carmen Cayuelas – **Approved**

Pam Vinluan – **Approved**

Sarah Arnold – **Approved**

Action RACC Secretary

Ask programme area to supply the workplace verification confirming that ākongā has met learning outcome three in course CFE303.

Action RACC Secretary

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

HORTICULTURE, VITICULTURE AND AQUACULTURE - Applications received from Pam Wood

3.1.3. Postgraduate Diploma in Sustainable Aquaculture

The below application is for a reapproval back onto the schedule for a course from the Bachelor of Aquaculture and Marine Conservation going into the Postgraduate Diploma in Sustainable Aquaculture. The original approval was on 9th of April 2020 and was approved to be put onto the schedule but has since expired.

- ☒ Cross Credit
☐ Credit Transfer
☐ RPL

From: Bachelor of Aquaculture and Marine Conservation	To: Postgraduate Diploma in Sustainable Aquaculture
RES702 Advanced Statistics and Experimental Design	GSA701 Research Methods

It was resolved that the **Cross Credit application for Aquaculture** be approved in full and added to the schedule. A member wanted to check that any changes to the programme or course in the three years since the original mapping was approved hadn't affected the mapping that was supplied in 2020. The chair investigated this and confirmed that no changes were made to the learning outcomes and that they are still exactly the same.

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Carmen Cayuelas – **Approved**

Pam Vinluan – **Approved**

Sarah Arnold – **Approved**

Action RACC Secretary

Add to the schedule and notify the programme area.

4. E-vote Responses

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

RECOGNITION OF ACADEMIC CREDIT COMMITTEE

ACTION LIST

See [Folder](#) in Central Academic Committee site on Intranet for completed actions.

Actions from Thursday 23 rd of March 2023				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE

1.1	Upload minutes onto the Sharepoint.	Alana		Completed 28.03.2023
3.1.1	Ākonga [redacted] - Enter RPL as per minutes for ākonga [redacted] and notify the programme area.	Alana		Completed 28.03.2023
3.1.2	Ākonga [redacted] - Please supply the workplace verification confirming that ākonga has met learning outcome three in course CME303.	Alana		
3.1.2	Ākonga [redacted] - Enter CC as per minutes for ākonga [redacted] and notify the programme area.	Alana		
3.1.3	Postgraduate Diploma in Sustainable Aquaculture - Add to the schedule and notify the programme area.	Alana		Completed 28.03.2023



NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY
RECOGNITION OF ACADEMIC CREDIT COMMITTEE

E-VOTE MINUTES

Tuesday 7th of March 2023

Members: Silvia Gassebner (Chair), Shine Kelly, Nelly Asmatullayeva, Pam Vinluan and Sarah Arnold.

Non voting: Alana Cohen (Secretary)

Apologies: Marianna Deynzer and Carmen Cayuelas

This meeting was held as an e-vote due to only receiving a few applications by the cut-off date for the face-to-face meeting. When the e-vote was about to be sent out there were a few more applications that were received by the committee, as these were not complicated applications they were added onto the agenda for approval.

1. Minutes of previous meeting

1.1. Minutes from Tuesday 21st of February 2023 – for approval

It was resolved that the minutes from the meeting on Tuesday 21st of February 2023 be accepted as a true and accurate record.

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Nelly Asmatullayeva – **Approved**

Pam Vinluan – **Approved**

Sarah Arnold – **Approved**

Action RACC Secretary

Upload minutes onto the Sharepoint.

2. Matters arising

2.1. Refer to [Active Action List](#).

2.2. In the meeting of 09.02.2023 the committee approved an application for an addition to schedule for the New Zealand Certificate in Information Technology Essentials (Level 4). The approval was for the NMIT courses to go into the new courses with CITE course codes. The course codes that were being sought were incorrect on the RAC application and should have been CTEE. The RAC application has now been updated with the correct codes as well as the schedule. The minutes will need to be amended to reflect the correct course codes.

It was approved in full that the minutes from the meeting on Thursday 9th of February 2023 be amended to reflect the correct course codes on item number 3.1.3.

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Nelly Asmatullayeva – **Approved**

Pam Vinluan – **Approved**

Sarah Arnold – **Approved**

Action RACC Secretary

Update minutes on Sharepoint.

3. Student Results

3.1. RAC Applications

CREATIVE, TECHNOLOGIES AND SERVICE INDUSTRIES - Applications received from Trisha Krishnasamy

3.1.1. Ākonga [redacted]

The below application is for the Bachelor of Arts and Media where the ākonga had done the first two years at Hubei Polytechnic University in an agreement between NMIT and China.

- ☒ Cross Credit
☐ Credit Transfer
☐ RPL

From: Hubei Polytechnic University	To: Bachelor of Arts and Media
Advanced Image Design Practice	AAD608 Advanced Image Project

It was resolved that the **Cross Credit application for student** [redacted] be approved in full and added to the schedule; subject to receiving confirmation that Advanced Image Design Practice is of same credit value (20 credits) as AAD608 Advanced Image Project.

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Nelly Asmatullayeva – **Approved**

Pam Vinluan – **Approved**

Sarah Arnold – **Abstained**

Action RACC Secretary

Let the programme area know that the committee would like confirmation that Advanced Image Design Practice is of same credit value (20 credits) as AAD608 Advanced Image Project.

Action RACC Secretary

Enter CC as per minutes for ākonga [redacted], add to schedule once the committee has received confirmation and notify the programme area.

ENGINEERING, AVIATION AND CONSTRUCTION - Applications received from Reid Carnegie

3.1.2. Ākonga [redacted]

The below application is for ākonga who had wanted to use their NZCAA and work experience to gain credit for four courses inside the New Zealand Diploma in Aeronautical Maintenance Certification.

- ☐ Cross Credit
☐ Credit Transfer
☒ RPL

From: NZCAA Aircraft Maintenance Engineer Licence and work experience	To: New Zealand Diploma in Aeronautical Maintenance Certification
Please refer to mapping	DAM401 Aeronautical Engineering Aeroplane
Please refer to mapping	DAM402 Aeronautical Engineering: Powerplant Turbine
Please refer to mapping	DAM403 Aircraft Maintenance Workplace Experience
Please refer to mapping	DAM404 Aeronautical Engineering: Rotorcraft

It was resolved that the **RPL application for student** [redacted] be approved in full. A member of the committee was impressed with the extensive evidence of experience that was provided.

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Nelly Asmatullayeva – **Approved**

Pam Vinluan – **Approved**

Sarah Arnold – **Approved**

Action RACC Secretary

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

3.1.3. Ākonga [redacted]

The below application is for ākonga who had wanted to use their NZCAA and work experience to gain credit for three courses inside the New Zealand Diploma in Aeronautical Maintenance Certification.

- ☐ Cross Credit
☐ Credit Transfer
☒ RPL

From: NZCAA Aircraft Maintenance Engineer Licence and work experience	To: New Zealand Diploma in Aeronautical Maintenance Certification
Please refer to mapping	DAM402 Aeronautical Engineering: Powerplant Turbine

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Please refer to mapping	DAM403 Aircraft Maintenance Workplace Experience
Please refer to mapping	DAM404 Aeronautical Engineering: Rotorcraft

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

Silvia Gassebner – **Approved**
 Shine Kelly – **Approved**
 Nelly Asmatullayeva – **Approved**
 Pam Vinluan – **Approved**
 Sarah Arnold – **Approved**
Action RACC Secretary

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

HORTICULTURE, VITICULTURE AND AQUACULTURE - Applications received from Pam Wood

3.1.4. Ākongā [redacted]

The below application is for ākongā who had wanted to use their work experience to gain credit for a course inside the Bachelor of Viticulture and Winemaking.

- ☐ Cross Credit
☐ Credit Transfer
☒ RPL

From: Work experience at Babich Wines	To: Bachelor of Viticulture and Winemaking
Please see mapping	BVW506 Industry Practice - Vineyard

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

A committee member asked about the learning outcomes mentioning 'Describe' and 'Critique', without seeing the evidence of those actions; however, after reading the reference from the vineyard and what the ākongā has achieved through their seven years' work experience, the member of the committee is happy to approve the application. It was also noted that it was great to see the application come through with all required elements completed.

Silvia Gassebner – **Approved**
 Shine Kelly – **Approved**
 Nelly Asmatullayeva – **Approved**
 Pam Vinluan – **Approved**
 Sarah Arnold – **Approved**
Action RACC Secretary

Enter RPL as per minutes for ākongā 8631173 and notify the programme area.

4. E-vote Responses

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

RECOGNITION OF ACADEMIC CREDIT COMMITTEE ACTION LIST

See [Folder](#) in Central Academic Committee site on Intranet for completed actions.

Actions from Tuesday 7 th of March 2023				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
1.1	Upload minutes onto the Sharepoint.	Alana		
2.2	Update minutes on Sharepoint.	Alana		
3.1.1	Ākongā [redacted] - Let the programme area know that the committee would like confirmation that Advanced Image Design Practice is of same credit value (20 credits) as AAD608 Advanced Image Project.	Alana		Completed Confirmation received from [redacted] 10.03.2023
3.1.1	Ākongā [redacted] Enter CC as per minutes for ākongā [redacted] add to schedule once the committee has received confirmation and notify the programme area.	Alana		
3.1.2	Ākongā [redacted] Enter RPL as per minutes for ākongā [redacted] and notify the programme area.	Alana		
3.1.3	Ākongā [redacted] Enter RPL as per minutes for ākongā [redacted] and notify the programme area.	Alana		
3.1.4	Ākongā [redacted] Enter RPL as per minutes for ākongā [redacted] and notify the programme area.	Alana		

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CONFIRMED Minutes of a meeting of the Learning and Teaching Committee
3.30pm Monday 20 March 2023 Room M306 and via Microsoft Teams

PRESENT:

Committee: Claire Dallison (Acting Chair), Kim Davies, Max Devon, Angela McLean, Sara Matthews, Shingai Muchecheterwa, Pam Wood (arrived 3.49pm), Mary Woodward (Minute taker, non-voting)

1 Mihimihi

Claire Dallison opened the meeting and welcomed Members, she advised:

- she was chairing the meeting in Marja Kneepkens' absence
- apologies had been received from Marja Kneepkens, Nicole Akuhata, Annie Fay, Juan Liang, Bex Machon, Lauren Robinson, Jess Shirley
- this meeting will focus on what the Committee wants to achieve this year within the current environment.

2 Previous Minutes and Actions

2.1 Learning + Teaching Committee 20.02.2023 Draft Minutes for confirmation

RESOLVED that the minutes of the Learning and Teaching Committee meeting 20 February 2023 be confirmed as a true and accurate record.

Max Devon / Kim Davies

CARRIED

ACTION

Mary Woodward

Forward confirmed minutes for tabling at next Academic Committee meeting

2.2 Action List

The Committee Members reviewed the Action List and noted:

Action items 1, Establish what the intention is for the Blended Online Delivery (BOLD) professional development project and planned workshops

- Shingai Muchecheterwa advised that this action had been completed, she had provided an outline to Marja Kneepkens and that BOLD materials are available online and LIIT will deliver workshops to socialise these with Kaiako

ACTION

Shingai Muchecheterwa

Email Marja Kneepkens and Engagement Manager regarding having an area available at the next staff engagement day for kaiako to access BOLD information

Action Item 2, Teaching and Learning Support: Forward the flowchart outlining scenarios on what to do to assist ākongas with accessing services/help to Committee Members for information

- Angela McLean advised that the attestation of the Pastoral Care Code needs to be finished first (due 31.03.23) before the support flowchart can be finalized - this is the next priority after this date.

Action Item 9, Teaching and Learning Support: Follow-up with Learning Support on behalf of Arts and Media team on how/if progress on Learning Support referrals are available to programme teams

- Sara Matthews advised that this action had been completed, Julie Bytheway had spoken to the team about the correct referral process to lodge request via the website.

3 Teaching and Learning Support

3.1 Student Representative Update

Max Devon reported on her experience using the NMIT Student Support portal and noted that reaching out for help through the NMIT website is not a straight-forward process for ākongas:

- it was hard to find
- ākongas are not always getting a response to their submitted forms
- unsure as to the process, where do the requests go to, who gets the response
- following receiving help from the Study Support Team she was sent five emails – two for meeting invite and three about interview.

Max Devon also advised that:

- part-time Te Pōkaitahi Reo (Reo Rua) (Kaupae 1) ākongas unable to get to campus by 5pm have not been able to get their ākongas ID as the Information and Enrolments department is shut
- a large number of parking tickets issued on a recent Sunday morning to ākongas have been sorted.

The Committee Members noted:

- their understanding was that the 'Have your say' forms on the NMIT website were responded to by the Engagement Team
- forms posted to the 'Have your say' box in the Fishbowl were responded to by the Student Relationships Coordinator
- calendar meetings are added retrospectively even when a meeting has occurred
- the Engagement Manager was aware of the issues around the part-time kaupae 1 ākonga and will follow-up with the Information and Enrolments Team.

ACTION

Max Devon

Forward the five Study Support emails to Angela McLean

Angela McLean

Clarify who answers the Have Your Say feedback on the NMIT website

3.2 Teaching and Learning Coach Update

Claire Dallison advised:

- she was currently putting together a document on teacher equivalency for ASM to SASM progression
 - for progression eligibility a portfolio proving equivalency of learning outcomes plus good PLATO will be required
 - progression will be on a case-by-case bases
- Open Polytechnic have agreed to credit 40 credits of their NZ Certificate in Adult and Tertiary Teaching (Level 5) (NZCATT) programme to former NMIT enrolled ākonga with 30 credits, this will mean that these ākonga will need to complete only one 20 credit Open Polytechnic delivered NZCATT course
- she was continuing to support a number of staff.

Kim Davies advised:

- support is being provided to the Digital and Information Technology Team following the poor NZQA sub-degree programme monitoring outcome for the New Zealand Diploma in Web Development and Design (Level 5) programme
 - now that semester one is underway the team is working on a report addressing the points raised by NZQA
 - this year all New Zealand Diploma in Web Development and Design (Level 5) assessments will need to go through the external moderation process
 - Claire Dallison is supporting the affected kaimahi
- 2023 Annual Moderation Plans are to be completed and forwarded to the Academic Standards and Quality Committee for endorsement by 31 March
- following on from the NZQA programme monitoring exercise which has reinforced NZQA's viewpoint that ākonga should be meeting all learning outcomes and showing evidence that this has happened. This has implications for assessments and rubric design such as:
 - if ākonga can't pass an entire learning outcome every assessment may need to have a must pass
 - NMIT has found itself in this position overtime, it will take time to correct, and NMIT will need to show NZQA that this is being worked on.

The Committee Members noted that the next Professional Development Day is scheduled for Wednesday 17 May.

ACTION

Claire Dallison

Email to Marja Kneepkens and Engagement Manager on the proposed format for the Professional Development Day as wanting to do some 'cool stuff'

3.3 Teaching Excellence Symposium

Claire Dallison advised that an inaugural Teaching Excellence Symposium was being held at Otago Polytechnic and online from 29 to 30 June 2023 and noted that this would be a good thing to encourage people to attend.

4 2023 Focus Areas

4.1 Confirm Priorities for 2023

RESOLVED that the Learning and Teaching Committee confirm that the four focus areas for 2023 are:

- Academic Integrity

- Ākonga-centred teaching and learning
- Build capability in academic teams
- Support the transition with Te Pūkenga.

Angela McLean / Pam Wood
CARRIED

4.2 Correspondence

The Committee Member reviewed the two ChatGPT related correspondence items; Te Pūkenga Education Quality Forum Meeting Minutes dated 02.03.2023, and the 20.03.2023 1 News report titled “ChatGPT use being considered by education sector.”

Kim Davies advised that:

- in the short-term Te Pūkenga has asked that response to ChatGPT be developed by individual business divisions
- NMIT will need to decide on their approach led by the Curriculum Directors with input from herself
- there has been discussion on this topic at every forum, the use of Chat GPT is a challenge for the sector
- there will be time to respond for semester 2 study, for semester 1 there are restrictions on what response is able to be given.

Claire Dallison noted that:

- it is an exciting tool
- the tool only looks at information prior to 2021
- there are decisions to be made on what to do with assessments as well as what to do right now.

5. General Business

5.1 Transitioning to Te Pūkenga Policy and Practice

Kim Davies advised:

- due to the lack of lead in time to socialise Te Kawa Maiooro Education Regulatory Framework the transition did not go as well as hoped
- a cover note on the transitioning to Te Kawa Maiooro policy and practice has been added to 2023 programme regulations
- feedback from Curriculum Area teams on the transitioning to Te Kawa Maiooro is welcome
- ultimately Te Pūkenga procedures will be made available to support Te Pūkenga policy
- approval has been received for Te Pūkenga Assessment and Moderation policy.

5.2 Reschedule of 24.04.2023 meeting to 01.05.2023

Mary Woodward advised that the 24.04.2023 meeting was being rescheduled to 01.05.2023 as:

- 24.04.2023 was the first day of term 2 and the day before the ANZAC public holiday
- Marja Kneepkens would be on annual leave.

ACTION
Mary Woodward

Cancel 24.04.2023 outlook meeting request and reschedule for 01.05.2023

Meeting Closed: 04.35pm

Learning and Teaching Committee Action List – 20 March 2023

Minute Item	Action	Who	Progress	When
Action List 04 May 2022				
1 3.3	Establish what the intention is for the Blended Online Delivery (BOLD) professional development project and planned workshops	Marja Kneepkens	Advised 09.11.2022 work in progress	20.03.2023 Completed. SM provided outline to MK. Materials are available online but LIIT to deliver workshops to socialise this with kaiako.
Action List 07 December 2022				
2 3.1	Teaching and Learning Support Forward the flowchart outlining scenarios on what to do to assist ākonga with accessing services/help to Committee Members for information	Angela McLean	20.03.2023	20.03.2023 Attestation of the Pastoral Care Code needs to be finished first (due 31.03.23). Finalising the support flowchart

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					is the next priority after this date.
3	3.1	Teaching and Learning Support Follow-up with Learning Support on behalf of Arts and Media team on how/if progress on Learning Support referrals are available to programme teams	Jess Shirley / Sara Matthews	20.03.2023	20.03.2023 Completed. Julie Bytheway spoke to the team about correct referral process to lodge request via the website.
Action List 20 February 2023					
4	2.1	Forward confirmed minutes for tabling at next Academic Committee meeting	Mary Woodward	ASAP	Completed
5	3.1	Teaching and Learning Support Add to 2023 priorities – accessing on-line learning	Mary Woodward	ASAP	Completed
6	4.2	Confirm Priorities for 2023 Review list of priorities and note which ones would like to focus on	Committee Members	Before 20.03.2023 meeting	Completed
7	4.2	Teaching and Learning Support Format updated priorities list for next meeting	Marja Kneepkens	Before 20.03.2023 meeting	Completed
Action List 20 March 2023					
8	2.1	Forward confirmed minutes for tabling at next Academic Committee meeting	Mary Woodward	ASAP	Completed
9	2.2	Action List Email Marja Kneepkens and Engagement Manager regarding having an area available at the next staff engagement day for kaiako to access BOLD information	Shingai Muchecheherwa	01.05.2023	
10	3.1	Student Representative Update Forward the five Study Support emails to Angela McLean	Max Devon	01.05.2023	
11	3.1	Student Representative Update Clarify who answer the Have Your Say feedback on the NMIT website	Angela McLean	01.05.2023	Completed – emails and messages go to Sharon Patterson and Michael Nicholson in Learner Services team, they then follow-up.
12	3.2	Teaching and Learning Coach Update Email to Marja Kneepkens and Engagement Manager on the proposed format for the Professional Development Day as wanting to do some 'cool stuff'	Claire Dallison	01.05.2023	
13	5.2	General Business Reschedule of 24.04.2023 meeting to 01.05.2023 Cancel 24.04.2023 outlook meeting request and reschedule for 01.05.2023	Mary Woodward	ASAP	Completed

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