

Te Pūkenga trading as NMIT Academic Committee Meeting – 25 October 2023 – Open

Room M306 Nelson Campus – 3.15pm, Wednesday 25 October 2023

Agenda Topic	Presenter	Page
1. Welcome, Apologies, Notices	KD	
2. Administrative		
2.1 Minutes of Academic Committee Meeting 6 September 2023 -Open – for confirmation	KD	3
2.2 Action Items of Academic Committee Meetings – for review	KD	9
2.3 Matters Arising		
2.3.1 Advising Correction of Programme/Qualification Title and Programme Number NZ Diploma in Web Development and Design (Level 5) 121292 tabled for approval 19 July 2023 – for information	KD	10
2.4 Correspondence Schedule – for receipt/endorsement	KD	11
3 Academic and Quality –		
3.1 Academic Development Status Report as at 12 October 2023 – for information	KD	12
3.2 Course and Programme Changes – for endorsement	KD	16
4 Te Pūkenga		
4.1 Transition – for information	KD	
4.2 Unified Programmes – for information	KD	
4.2.1 New Programme Summaries – for approval	KD/MD/RC	
a. NZC Marine Engineering Class 6 (Level 4) Unified		22
b. NZC Marine Engineering Calss 5 (Level 5) Unified		25
c. NZC Domestic Maritime Operations (Restricted Limits) (Level 4) Unified		28
d. NZC Maritime Crewing (Level 3) with a strand in Superyacht Crewing Unified		31
e. NZC Construction Trade Skills (Level 3) Unified		34
f. NZC Mechanical Engineering (Level 3) Unified		38
5 Reports from Committees and Working Parties		
5.1 CARTL Graduation Readiness Summary Report	SG	42
5.2 Academic Standards + Quality Committee Minutes – Meeting of 19.9.2023, and E-Meeting of 2to4.10.2023 – for receipt	SR	43
5.3 Recognition of Academic Credit Committee Minutes - Meetings of 14.8.2023, 19.9.2023, and E-Meetings of 26.7.2023, 30.8.2023, 11.9.2023 – for receipt	SG	51
5.4 Learning and Teaching Committee – Meeting of 28.8.2023 – for receipt	KD	67
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 Executive Director NMIT, Business Division Lead (Executive Director responsible for Programmes and Delivery (or delegate)), Academic Integrity Team Leader, Curriculum and Academic Registry Team Leader, Academic Advisor, Curriculum Directors, Curriculum Area Managers (Curriculum Managers), Quality Enhancement Manager, Paumanaaki, Ōritetanga + Māori Relationships Manager (Manager of Ōritetanga), Appointed Academic Staff Members, Appointed NMIT Students, Administrator Curriculum + Academic Registry (Academic and Quality Administrator), be permitted to remain at the meeting, after the public have been excluded because of their specific knowledge in relation to their respective subject matter expertise. This knowledge will be of assistance in relation to the matters above to be discussed.

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

Item No.	General Subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution.
7.1	Minutes of the In-Committee NMIT Academic Committee Meeting – 6.9.2023	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)
8.1	Action Plan – NZD Web Development and Design	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)

Item 2.1 Minutes of Academic Committee Meeting 6 September 2023-Open for confirmation

OPEN

DRAFT Minutes of a meeting of the Academic Committee

3.15pm Wednesday 6 September 2023, Room M306 and via Microsoft Teams

Present: Kim Davies Chair, Julie Bytheway Head of Learner Services, Monique Day Curriculum Area Manager, Max Devon NMIT Student (arrived 3.40pm), Marja Kneepkens Curriculum Director Teaching and Learning, Trisha Krishnasamy Curriculum Area Manager, Soraya Paki Paki Curriculum Area Manager, Rae Perkins Curriculum Area Manager, Chanelle Taylor Programme Team Lead SASM, Pam Wood Curriculum Area Manager, Silvia Gassebner Team Leader Curriculum + Academic Registry (non-voting), Jackie Rees Quality Enhancement Manager (non-voting), Mary Woodward Curriculum + Academic Registry (minute-taker, non-voting).

Apologies: Nicole Akuhata Poumanaaki, Ōritetanga + Māori Relationships Manager, Scott Bailey NMIT Student, Reid Carnegie Curriculum Area Manager, Susannah Roddick Curriculum Director Teaching and Learning, Victoria Whitmore Curriculum Area Manager.

1. Welcome, Apologies, Notices

Kim Davies opened the meeting and welcomed Members. She advised:

- Apologies received from Nicole Akuhata, Scott Bailey, Reid Carnegie, Susannah Roddick, Victoria Whitmore.

2. Administrative

2.1 Minutes of NMIT Academic Committee Meeting 9 to 11 August 2023

51/23 **RESOLVED** that the minutes of the NMIT Academic Committee Meeting 9 to 11 August 2023 - Open be confirmed as a true and accurate record.

Max Devon / Marja Kneepkens
CARRIED

2.2 Action Items of NMIT Academic Committee Meetings

Action Item 1 - Provide breakdown of unified programme development by Curriculum Area for discussion with affected areas. – Advised breakdown would be made available by month end.

Action Item 2 – On behalf of the Committee send acknowledgement of resignation to Sarah Fraser. – Advised this was still to be completed.

Action Item 4 – NMIT Breach of Academic Integrity Procedure. Update the NMIT Breach of Academic Integrity Procedure to note that a holistic approach is to be used to collect all available evidence and that this information is made available to the ākonga prior to progressing to the face to face meeting in step 1 of the Procedure for Suspected Misconduct in Assessments section – Advised that following update the procedure was now published with CEM working with SANITI and Curriculum Areas to communicate procedure to kaimahi and ākonga.

Action Item 5 – Research and Ethics Committee. To discuss alignment of degree content with research. – Advised meeting to be scheduled.

2.3 Correspondence Schedule

52/23 **RESOLVED** that the inwards correspondence be received.

Julie Bytheway / Trisha Krishnasamy
CARRIED

53/23 **RESOLVED** that the outwards correspondence be endorsed.

Rae Perkins / Chanelle Taylor
CARRIED

3. Academic and Quality

3.1 Quality Enhancement Manager Summary Report tabled for information

3.1a 2023 consistency Review Update tabled for information

It was noted:

- NZ Certificate in Business (Administration and Technology) (L3) Consistency Review 22.08.2023. On-campus delivery presentation did not go ahead due to sickness. NMIT will receive a Not Sufficient rating. The eCampus delivery is submission only but may be questions from NZQA evaluators. Nothing received as yet.
- NZ Diploma in Business (Level 5) Consistency Review confirmed 24.10.2023. Summary report due 10.10.2023. On-campus and eCampus delivery.

3.1b Learner Voice Report tabled for information

Discussion focussed on:

- Responding to the feedback information in the report.
- How 'Have Your Say' feedback might fit into the report.

ACTION

Julie Bytheway

Arrange for QEM to access of 'Have Your Say' feedback data with Student Relationships Coordinator

3.2 Course and Programme Changes tabled for endorsement

Discussion focussed on:

- NZQA requirement to genuinely show that ākonga have passed all learning outcomes

Programme / Course		Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
CREATIVE, TECHNOLOGIES & SERVICE INDUSTRIES					
HAI214 Trades Academy Hairdressing		01.08.23	02.08.23	020823	1 January 2024
	Rationale for change/s: Expiring unit standard to be replaced for 2024 delivery. Description of changes: <ul style="list-style-type: none">• Replace unit standard 1277 with 9677				
BFT204 STAR Beauty Skills		01.08.23	02.08.23	020823	1 January 2024
	New course: This course replaces BFT203 STAR Beauty - Fashion Trends. The original unit standard used in BFT203 was on fashion trends relating to the beauty industry. This is no longer a focus of the course. Therefore, the course title and aim was changed.				
HTA304 Trades Academy Hospitality – Culinary Arts		14.08.23	18.08.23	180823	1 January 2024
	Rationale for change/s: Expiring unit standard versions, change to latest versions for 2024 delivery. Curriculum Area in contact with WDC, will purchase new assessment packs in the next three months or before the unit expires. Brief description of change/s: Update expiring unit standard versions for 22234 and 30916.				
Bachelor of Information Technology [102333] Graduate Diploma in Information Technology [106817]		01.08.23	02.08.23	08223	17 July 2023
	Rationale for change/s: Review of courses for semester 2 delivery requested by Curriculum Area: Updates to assessments for several courses, LO error correction SEC602, remove 40% minimum pass for assessments at Level 6 and 7, amend course completion requirements and add resits/resubmissions to Special Assessment Circumstances. Description of changes: <ul style="list-style-type: none">• Assessment changes in courses DAT502, SDV502, SYD502, WEB504, WEB502, SEC602, NET701• Error correction of Learning Outcomes in course SEC602 (LO 3,4, & 5)• Add ‘Meet all Learning Outcomes’ to course descriptors at Level 5• Remove 40% minimum pass for all assessments• Amend resit/resubmission to one available for each genuinely attempted assessment				
ENGINEERING, CONSTRUCTION, and INFRASTRUCTURE					
MEA212 Trades Academy Mechanical Engineering		01.08.23	02.08.23	020823	1 January 2024
	Rationale for change/s: Expiring unit standards and unit standard versions to be replaced for 2024 delivery. Description of changes: Change of course code and title, replacement of unit standard 29730 with 2433 and 2436, update of unit standard 21684 to latest version 3, credit change to 21 credits, re-mapping of assessments to LOs and unit standards				

	<ul style="list-style-type: none">• Remove unit standard 29730• Update unit standard 21684 to version 3• Add unit standards 2433 and 2436				
NZ Certificate in Engineering Fabrication (Trade) with strands in Heavy Fabrication and Light Fabrication		14.08.23	18.08.23	18101	17 July 2023
	<p>Rationale for change/s: Correction of error in Toi Ohomai’s original programme document, recently changed by Toi Ohomai as Type 1 error correction.</p> <p>Description of changes:</p> <ul style="list-style-type: none">• Update of Programmes Regulations. New version 18101• Course CFE421 Welding Processes FCAWgs 1 (Steel All Positions): Error correction of LO 1 and LO 2, as well as Indicative Content.• No change to Course Aim or LO mapping.				
HEALTH AND WELLBEING					
HSE202 Trades Academy Sport and Exercise		01.08.23	02.08.23	020823	1 January 2024
	<p>Rationale for change/s: Expiring unit standards and unit standard versions to be replaced for 2024 delivery.</p> <p>Description of changes:</p> <ul style="list-style-type: none">• Remove unit standard 7038• Update unit standard 21649 to version 3• Add unit standard 22768				

54/23 RESOLVED that the Course and Programme Changes be endorsed.

Marja Kneepkens / Pam Woods
CARRIED

4. Te Pūkenga

4.1 Academic Integrity Team Leader Summary Report

4.1.1 Unified Programmes Overview tabled for information

It was noted:

- The A&Q team had worked closely with curriculum teams to review and provide feedback for stakeholder consultation on five programmes currently delivered by NMIT which will be unified for 2024.
- Curriculum teams need to share consultation documentation with key internal kaimahi who may wish to provide feedback as per direction from Te Pūkenga.

4.1.2 Update on Other Unification tabled for information

It was noted:

- A number of Te Pūkenga Last Date for Assessment extension requests have been approved.
- Options are being explored for 2024 delivery of NZ Cert in Domestic Maritime Operations L4 with LDA 31 December 2023, programme was missed from original LDA extension request sent to WDC.
- Currently working with the Ako Network Director to request a change to the 31 December 2023 Last Date for Entry to allow 2024 delivery of current NZ Cert in Cellar Operations L4 LDA 31 December 2024 pending development of a new unified programme leading to the replacement NZ4553 NZ Cert in Cellar Operations (Level 4) with optional strands in Vintage Operations and Wine Analysis.

4.1.3 Academic General Update tabled for information

It was noted:

- Clarification was being sought on fee setting for Provider Lead unifications and Delivery Site Accreditation where different sites may be charging different fees.
- Raises equity of access concerns for ākonga if fee differential exists between delivery sites.
- Number of Matters for Central Decision Making Requests for Approval to be followed up/escalated with Te Pūkenga due to lengthy turnaround times.

4.1.4 Academic Development Update tabled for information

It was noted:

- Thirty-four new self-funded courses were created with ākonga being transferred from existing approved self-funded courses following request from Te Pūkenga to modify courses delivered for BCITO, MITO, Competenz and HITO to allow better alignment between information reported in the Single Data Return and the Industry Training Register submitted by WBL Business Divisions.

4.1.5 Academic Development Status Report as at 1 September 2023 tabled for information

Discussion focussed on:

- The proposed Unified Programme Committees.
- Quality assurance processes and oversight.

ACTION

Rae Perkins

Provide an update on the proposed Unified Programme Committee for Bachelor of Accounting

5. Reports from Committees and Working Parties

5.1 Academic Standards + Quality Committee

The minutes of the Academic Standards + Quality Committee Minutes Meetings of 27.6.2023, 1.8.2023, and E-Meetings of 4to7.8.2023, 10to14.8.2023 were received.

5.2 Recognition of Academic Credit Committee

The minutes of the Recognition of Academic Credit Committee Meetings of 30.6.2023, 11.7.2023 were received.

5.3 Learning and Teaching Committee

The minutes of the Learning and Teaching Committee Meetings of 19.6.2023, 31.7.2023 were received.

5.4 Head of Learner Services Update

An update on current progress of these items was given:

- Te Rito Action Plan
- Pastoral Care of Tertiary and International Learners Code of Practice Self-Review
- Disability Action Plan.

ACTION

Julie Bytheway

Send Pastoral Care of Tertiary and International Learners Code of Practice Self-Review link to Committee Members

6. Complaints and Misconduct Report

There was no Complaints and Misconduct Report tabled

7. 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 (Curriculum Managers), Quality Enhancement Manager, Poumanaaki, Ōritetanga + Māori Relationships Manager (Manager of Ōritetanga), Head of Learner Services, Appointed Academic Staff Members, Appointed NMIT Students, Administrator Curriculum + Academic Registry (Academic and Quality Administrator), be permitted to remain at the meeting, after the public have been excluded because of their specific knowledge in relation to their respective subject matter expertise. This knowledge will be of assistance in relation to the matters above to be discussed, be permitted to remain at the meeting, after the public have been excluded because of their specific knowledge in relation to their respective subject matter expertise. This knowledge will be of assistance in relation to the matters above to be discussed.

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

Item No.	General Subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution.
8.	Quality Enhancement Manager Summary 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)
8.1	Moderation Updates		
8.1a	2022 NZQA External Moderation Action Plan		
8.1b	External Moderation 2021_2022 Summary		
8.1c	2023 Moderation Improvement Plan		
8.2	Degree Monitoring Updates		
8.2a	2023 Degree Monitoring Update		
8.2b	Degree Monitoring Report		

Meeting Closed 4.00pm

Academic Committee Action List – 6 September 2023

	RES NO	ACTION	WHO	WHEN	PROGRESS
Action Items 10.05.2023 – Open					
1	4.3	Provide breakdown of unified programme development by Curriculum Area for discussion	Kim Davies	25.10.2023	6.9.2023 – breakdown to Committee by 30.9.2023
Action Items 19.07.2023 – Open					
2	2.4	On behalf of the Committee send acknowledgement of resignation to Sarah Fraser	Kim Davies	25.10.2023	
3	3.3	Programme Summary (New and Discontinued) New Zealand Diploma in Web Design and Development Advise NZQA Risk Team, following submission of discontinuation request to NZQA Approvals and Accreditation Team	Kim Davies	6.9.2023	Complete
4	3.5	NMIT Breach of Academic Integrity Procedure Update the NMIT Breach of Academic Integrity Procedure to note that a holistic approach is to be used to collect all available evidence and that this information is made available to the ākonga prior to progressing to the face to face meeting in step 1 of the Procedure for Suspected Misconduct in Assessments section	Jackie Rees	9.8.2023	Completed
5	5.4	Research and Ethics Committee To discuss alignment of degree content with research	Kim Davies / Marja Kneepkens / Susannah Roddick	25.10.2023	6.9.2023 – meeting to be scheduled
Action Items 06.09.2023 – Open					
6	3.1b	Learner Voice Report	Julie Bytheway	25.10.2023	Completed 4.10.2023

		Arrange for QEM to access of 'Have Your Say' feedback data with Student Relationships Coordinator			
7	4.1.5	Academic Development Provide an update on the proposed Unified Programme Committee for Bachelor of Accounting	Rae Perkins	25.10.2023	Completed RP advised 19.10.2023
			<i>NZABE have put forward a programme committee structure proposal for the unified accounting degree. This has been challenging, as this is the first unified degree to be deployed without an organisational structure in place and there is no guidelines for what this should look like. The proposal is sitting with the Quality team at Te Pūkenga, and we are awaiting feedback.</i>		
8	5.4	Head of Learner Services Update Send Pastoral Care of Tertiary and International Learners Code of Practice Self-Review link to Committee Members	Julie Bytheway	25.10.2023	Completed JR advised 20.10.2023
			<i>All Pastoral Doc available online Publications Te Pūkenga – New Zealand Institute of Skills and Technology (xn--tepkenga-szb.ac.nz), including tepkenga.ac.nz/assets/Publications/Self-review-report-2022.pdf (xn--tepkenga-szb.ac.nz)</i>		

[Back to agenda](#)

Item 2.2 Action Items of Academic Committee Meetings for review

	RES NO	ACTION	WHO	WHEN	PROGRESS
Action Items 10.05.2023 – Open					
1	4.3	Provide breakdown of unified programme development by Curriculum Area for discussion	Kim Davies	25.10.2023	Completed KD advised 19.10.2023
		To be revisited when the new Te Pūkenga work plan is released, refer agenda item 4.2			
Action Items 19.07.2023 – Open					
2	2.4	On behalf of the Committee send acknowledgement of resignation to Sarah Fraser	Kim Davies	25.10.2023	
3	5.4	Research and Ethics Committee To discuss alignment of degree content with research	Kim Davies / Marja Kneepkens / Susannah Roddick	25.10.2023	6.9.2023 – meeting to be scheduled
Action Items 06.09.2023 – Open					
4	3.1b	Learner Voice Report Arrange for QEM to access of ‘Have Your Say’ feedback data with Student Relationships Coordinator	Julie Bytheway	25.10.2023	Completed 4.10.2023
5	4.1.5	Academic Development Provide an update on the proposed Unified Programme Committee for Bachelor of Accounting	Rae Perkins	25.10.2023	Completed RP advised 19.10.2023
		NZABE have put forward a programme committee structure proposal for the unified accounting degree. This has been challenging, as this is the first unified degree to be deployed without an organisational structure in place and there is no guidelines for what this should look like. The proposal is sitting with the Quality team at Te Pukenga, and we are awaiting feedback.			
6	5.4	Head of Learner Services Update Send Pastoral Care of Tertiary and International Learners Code of Practice Self-Review link to Committee Members	Julie Bytheway	25.10.2023	Completed JR advised 20.10.2023
		All Pastoral Doc available online Publications Te Pūkenga – New Zealand Institute of Skills and Technology (xn--tepkenga-szb.ac.nz), including tepūkenga.ac.nz/assets/Publications/Self-review-report-2022.pdf (xn--tepkenga-szb.ac.nz)			

[Back to agenda](#)

Item 2.3 Matter Arising

2.3.1 Advising Correction of Programme/Qualification Title and Programme Number – NZ Diploma in Web Development and Design (Level 5) 121292 tabled for approval 19 July 2023

From: Kim Davies [REDACTED]

Sent on: Thursday, October 19, 2023 4:04:09 AM

To: [REDACTED]

Subject: Matters Arising AC

Kia ora Mary,

Please could you add NZ Diploma in Web Design and Development L5 Programme Summary (New & Discontinued) presented for approval on 19 July 2023.

The correct programme title and qualification title should be NZ Diploma in Web Development and Design L5 and the correct programme number should be 121292 rather than 121290 as noted in the document.

NZQA confirm they have discontinued the correct programme version.

Ngā mihi
Kim

[Back to agenda](#)

Item 2.4 Correspondence Schedule for receipt/endorsement

Inwards for receipt

1.	Te Pūkenga	28.08.23	MCD Approval to develop and deliver a 12 week, non-assessed, full cost recovery short course to degree learners enrolled with NMIT China partner institutes.
2.	NZQA	29.08.23	Notification of Consistency Review for 2963 – NZ Certificate in Conservation (Operations)(Level 4) – 09.11.2023
3.	NZQA	06.09.23	Bachelor of Computer Generated Imagery Final Monitoring Report
4.	NZQA	06.09.23	Notification of Consistency Review for 2455 – NZ Certificate in Business (Accounting Support Services)(Level 4) – 11.12.2023
5.	NZQA	14.09.23	NZQA 2022 External Moderation Action Plan – Review / Follow-up
6.	NZQA	15.09.23	Interim Consistency Review Report for 2452 - NZ Certificate in Business (Administration and Technology)(Level 3) – eCampus / on-campus
7.	Te Pūkenga	15.09.23	MCD Approval to develop and deliver new Community Living Micro-credentials.
8.	NZQA	27.09.23	Notification of Consistency Review for 2596 – NZ Diploma in Information Technology Technical Support (Level 5) – 19.02.24
9.	Degree Monitor	05.10.23	Bachelor of Nursing Final Monitoring Report
10.	Te Pūkenga	11.10.23	MCD Approval to make Type 2 changes to remove/replace assessment standards in Vocational Pathways (NCEA Level 2) (Service Industries) programme

Outwards for endorsement

11.	Te Pūkenga	24.07.23	MCD Request to develop and deliver a 12 week, non-assessed, full cost recovery short course to degree learners enrolled with our China partner institutes.
12.	NZQA	29.08.23	NZQA 2022 External Moderation Action Plan – Evidence of progress
13.	NZQA	03.09.23	Bachelor of Computer Generated Imagery Monitoring Report – factual accuracy check
14.	NZQA	05.09.23	Confirmation of NMIT representative for Consistency Review 2963 – NZ Certificate in Conservation (Operations)(Level 4)
15.	Te Pūkenga	13.09.23	NZQA 2022 External Moderation Action Plan
16.	NZQA	27.09.23	Confirmation of NMIT representative for Consistency Review 2596 – NZ Diploma in Information Technology Technical Support (Level 5)
17.	NZQA	02.10.23	NZQA 2022 External Moderation Action Plan – Further evidence of progress
18.	Te Pūkenga	04.10.23	MCD Request to make Type 2 changes to remove/replace assessment standards in Vocational Pathways (NCEA Level 2) (Service Industries) programme
19.	NZQA	10.10.23	2459 – NZ Diploma in Business (Level 5) Consistency Review Summary Report / Evidence - NMIT
20.	NZQA	10.10.23	2459 – NZ Diploma in Business (Level 5) Consistency Review Summary Report / Evidence - eCampus

[Back to agenda](#)

Item 3.1 Academic Development Status Report as at 12 October 2023 for information

Title	Ac Dev Type	Development status	Comments
Red – Needs Urgent Resolution			
Orange – At Risk			
Vocational Pathways (NCEA L2) (Service Industries)	Type 2	MCDM approved	12/10 Doc draft progressing, NZQA best efforts for Type 2 approval outside deadline. Waiting MOE confirmation of addition of standards to Service Industries VP. Reviewing standards in VP programme and proposal to deliver without NZ Certs alongside in 2024. We only hold accreditation for those and can't update standards easily.
Maritime Operations (Level 4) with strands in Fishing, and Watchkeeping	Type 2	MCDM in draft	12/10 Doc draft progressing, NZQA best efforts for Type 2 approval outside deadline. MCDM being drafted. Missed off LDA extension request. Type 2 to move current programme to award version 2 of qual.
Green – Development on track			
NZC Horticulture Production L4	Site Accreditation	In development	9/10 Working with EIT to confirm, close to resolving weeks and strand credit error corrections in Nursery Production strand. Wine Growing strand ready for delivery For October 2023 start. Fees Free has been declined. Further issues confirming fee setting if "out of cycle" to be resolved. Finance to confirm.
Community Living Micro-credentials	New MC x 4	In development	9/10 Development underway. 15/9 MCDM approved after 2 months. Short development timeline for Sem 1 2024.
China Partners Short Course	Short Course	ASQ next	MCD approved. Proposed short course for cohorts of visitors from Chinese Partner Institutions such as HUT, non-assessed, FCR. Costing to be approved
NZD Business L5	Unified TP	In delivery	Course development concurrent with delivery, on track to complete end October.
Bachelor of Accounting	Unified TP	In delivery	Course development concurrent with delivery, on track to complete end October.
NZC Business (FLM) L4	Unified TP	Moodle development	30 Oct start, moodle development required. Programme Guide underway. Fees set up. For online delivery to Pacific Fisheries Officers.
NZC Information Technology (L5) NZD IT Technical Support (L5) NZD Web Development & Design (L5)	Type 2 to align with new qual version.	In delivery	Long tail of course development to complete

NZC Tourism L3	Unified TP	Ebs set up required	Curriculum team still to confirm we will deliver from Feb 2024.
NZC Hairdressing L3	Unified TP	Ebs setup complete	5/10 Notification, with required actions, sent to all affected teams. Fully approved for delivery Sem 1 2024.
NZC Hairdressing (Professional Stylist) L4	Unified TP	NZQA approved	Curriculum team have confirmed no delivery in 2024. Confirm initial delivery hours and weeks to allow TEC approval to progress in readiness for 2025 delivery.
NZC Mechanical Engineering L3	Unified TP	Awaiting NZQA approval	No longer provider led. Now Te Pūkenga unified, using Toi Ohomai programme. Application at NZQA.
NZC Plumbing, Gasfitting and Drainlaying L3	Unified PL	Scoping MCD in draft	Unitec PoS, NMIT to apply for Delivery Site Accreditation now may be for Sem 2, 2024 delivery.
NZC Electrical Pre-Trade (Level 3)	Unified PL	Scoping MCD in draft	Rival PTE delivering this in Te Taihuhu, further review required. Wintec PoS, NMIT to apply for Delivery Site Accreditation for Sem 1, 2024
NZC Construction Trade Skills L3	Unified TP	Ebs setup next	12/10 Prog Summaries being prepared waiting on Data Sheets comms to follow. Submitted to NZQA 5 October, application on hold as awaiting WDC approval. Consultation feedback closed 9 August. For delivery Sem 1, 2024. Curriculum Team confirm will not add Allied Trades strand for 2024 delivery
NZC Marine Engineering Class 6 (L4)	Unified TP	Ebs setup next	12/10 Prog Summaries being prepared waiting on Data Sheets comms to follow. Submitted to NZQA 5 October, application on hold as awaiting WDC approval. Revisions made in response to feedback. To Ohu for approval 18/09. Consultation feedback closed 9 August. For delivery Sem 1, 2024
NZC Marine Engineering Class 5 (L5)	Unified TP	Ebs setup next	12/10 Prog Summaries being prepared waiting on Data Sheets comms to follow. Submitted to NZQA 5 October. Revisions made in response to feedback. To Ohu for approval 18/09. Consultation feedback closed 9 August. For delivery Sem 1, 2024
NZC Domestic Maritime Operations (Restricted Limits) L4 [SRL]	Unified TP	Ebs setup next	12/10 Prog Summaries being prepared waiting on Data Sheets comms to follow. Submitted to NZQA 5 October, application on hold as awaiting WDC approval. Revisions made in response to feedback. To Ohu for approval 18/09. Consultation feedback closed 9 August. For delivery Sem 1, 2024
NZC Maritime (Crewing) - Level 3 [Superyacht]	Unified TP	Ebs setup next	12/10 Prog Summaries being prepared waiting on Data Sheets comms to follow. Submitted to NZQA 5 October, application on hold as awaiting WDC approval. Revisions made in response to feedback. To Ohu for approval 18/09. Consultation feedback closed 9 August. For delivery Sem 1, 2024

Bachelor of Social Work (Level 7)	Unified TP	Awaiting NZQA/TEC approval	NZQA timeline pushed back to mid-24. NMIT delivering from Sem 1 2025. November dates for combined NZQA/SWRB panel confirmed.
Bachelor of Nursing (Level 7)	Unified TP	Awaiting NZQA/TEC approval	Documents to be resubmitted to NZQA by end August 2023. NZQA/Nursing Council Panel date confirmed for late November. For Sem 1 2024
Te Reo L5 and 6	Site Accreditation	Scoping MCD in draft	15/9 No update from Ara, this project may not progress. Ara request application by end Sept. Delivery for Sem 1 24 at risk. Ara L5-6 certificates combo. No existing capability at L6. No longer going ahead with SIT programme.
NZD Horticulture Production L5	Site accreditation	In delivery	Otago Poly PoS. Course development to complete, in delivery order.
Trainee Ranger	Type 2	MCD next, not urgent	Remove US9616 chainsaw. For mid year 2024.
NZ Cert in Apiculture L3	Unified TP	Ebs setup complete	Sem 2 2023 delivery withdrawn to low enrolments. Delivery info confirmed. NZQA approved. Course resources shared by Otago. Enrolment transfers?
NZC Apiculture (Queen Bee) (L4)	Unified TP	Ebs setup complete	Few enrolments for Sem 2 2023, may be withdrawn. Delivery info confirmed. NZQA approved. Course resources shared by Otago. August 2023 start. Enrolment transfers?
NZD Primary Industries Business Management L5	Unified TP	Ebs setup underway	Delivery hours and weeks tbc. Curriculum team confirm delivery from Sem 1, 2024.
NZC Cellar Operations L4	Type 2	LDE extension request required. Scoping	Move to v2 of qual. LDE extension request to WDC - currently 31 Dec 2023. LDA okay at 31 Dec 2025.
Recently Completed			
Master of Applied Science	Unified PL		Confirmed with Mark B that he has a UNITEC log in as will ākonga as processed through UNITEC. NMIT will not deliver the full programme. Unitec will contract our kaiako. Need to determine how to capture ākonga in our systems to provide access, timetabling etc
NZD Web Development and Design L5	Discontinuation of version	Discontinued by NZQA	Email request sent 16.08.23 with AC minute to discontinue 21292-2 of our programme. Response to NZQA Monitoring 2022 Audit and Risk administrative requirements. Kim to update Matters Arising for AC.
Other			
Kia Haumarū! Kia Matatū! SafePlus MC	TEC Funding	Preparing application	12/10 Application progressing, gathering letters of support. Working with Te Pūkenga MCs team to prepare

He Ara Matatau SafePlus Assessor MC	TEC Funding	Preparing application	12/10 Application progressing, gathering letters of support. Working with Te Pūkenga MCS team to prepare
-------------------------------------	-------------	-----------------------	--

WBL-SDR Course Descriptors	New	Ongoing	9/10 Course Descriptors being drafted. To be completed following urgent set up of new self-funded courses for inclusion in the August SDR
NZC in Foundation Skills (Level 1)	Division request to deliver	To AC for approval	Request by Otago Poly to be added as a business division delivery site to NZ2861 NZC Foundation Skills (Level 1) [122429-2].
On hold			
Graduate Diploma in Accounting	Type 2, Sem 2 24	MCD in draft	Paused. Will revisit for delivery Sem 2 2024. Replacement of NMIT courses with equivalent unified Bachelor of Accounting courses pending unification of Business suite
Graduate Diploma in Professional Accounting	Type 2, Sem 2 24	MCD in draft	Unlikely to progress. Will revisit for delivery Sem 2 2024. Replacement of NMIT courses with equivalent unified Bachelor of Accounting courses pending unification of Business suite
Computing Fundamentals L2	New		15/8 We only deliver for Pasifika Trust. Can no longer enrol learners on current programme. Looking at foundation programme to deliver instead of this qual. 1/5 Replacement programme? Qual review. New qual created, old qual being discontinued. LDE June, LDA Dec. EIT and OPNZ have new prog
Manu Taiko – Toro Parirau, NZC Māori Governance L4	New programme	Fully approved in 2021	Development on hold as no SME. Had intended to deliver from Sem 2 2022. In ebs I19-21. No delivered yet.
NZC Horticulture (Amenity) L3 and 4	New site accreditation MIT	No milestones yet	Wait for unified timeline before decision. MIT accreditation may have lapsed and MIT not delivering.
NZC Electric Vehicle Automotive Engineering (Level 5)	Unified TP		27/6 WBL Service Delivery Trial. Integrated delivery is the key focus, unification will be planned in future. Continue delivering block courses to support.

[Back to agenda](#)

Item 3.2 Course and Programme Changes for endorsement

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

APPLIED BUSINESS

Master of Applied Management [123125] Postgraduate Diploma in Applied Management [123129] Postgraduate Certificate in Applied Management [123132]	07.09.23	07.09.23	17110	20 February 2023
---	----------	----------	-------	------------------

Rationale for change/s

Rollover updates for 2023 delivery including cover note to advise that provisions of Te Pūkenga Te Kawa Maioorooro. As identified in the programme area's self-assessment process, the area has transitioned the majority of Postgraduate courses from 3 assessments to 2. This is response to ākonga, tutor, degree monitor and external moderation feedback. Effective assessment of the learning outcomes is highly achievable within 2 assessments, and they are redesigning and pre-moderating new assessments prior to delivery.

Description of changes:

Programme Regulations:

- 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
- S34 Ākonga Research – minor update to reflect current process for supporting research and align with Policy and Procedure wording

Course Descriptors:

- **IBS804 Managing in a Globalised World** Error correction in document. Ebs assessment changes made in line with 3v6 dated Nov 2021, but course descriptor not updated to reflect reduction from 3 assessments to 2

ASSESSMENTS			
Basis of assessment		Achievement based assessment	
Assessment		Learning outcomes	% weightings
Assessment 1		1 - 4 5	40 30%
Assessment 2		1 - 5 3 ,4	60 30%
Assessment 3	3-5	40%	

NZQA Type 1 Changes

- **Master of Applied Management; Postgraduate Diploma in Applied Management; Postgraduate Certificate in Applied Management.** Section 25 *Course Result Key* – addition of DNC Did Not Complete result to AC-NMIT-06
- **Master of Applied Management.** Graduate Profile to Assessment Mapping updated for RES904 Research Thesis

Course Descriptors:

- **RES904 Research Thesis** Request to update assessment information submitted in Nov 2021 but not actioned at the time. First delivery of RES904 in Semester 1 2023.

ASSESSMENTS			
Basis of assessment		Achievement based Assessment	
Assessment		Learning outcomes	% weightings
Assessment 1		1, 24	2520%
Final Report		1 - 3	7560% (min 50%)
Assessment 3	3, 4	20%	

Master of Applied Management [123125] Postgraduate Diploma in Applied Management [123129] Postgraduate Certificate in Applied Management [123132]	07.09.23	07.09.23	17110	20 February 2023
---	----------	----------	-------	------------------

Rationale for change/s

Following a review of the programme in response to feedback from ākonga and Learner Services, the decision has been made to update the Special Assessment Circumstances relating to the PGCert, PGDip and Master of Applied Management to align with the provisions of the Te Pūkenga Te Kawa Maiooro | Educational Regulatory Framework (TKM). The Recognition of Academic Credit information has also been updated to remove any existing limits on credit available in line with TKM.

Description of changes:

- NZQA Type 1. Removal of RAC limit to align with Te Kawa Maiooro.

Programme Regulations:

- S16 Entry Requirements – removal of COVID-19 wording
- S17 Recognition of Academic Credit – combined and simplified information previously in this section under heading Applied Management Elective Credit Awarded Through RAC and Recognition of Academic Credit section. Removal of information on RAC for arrangements for PGDip Business Enterprise. Applications to be considered on case-by-case basis.
- S28 Special Assessment Circumstances – amended to align with Part 6 TKM and wording in Bachelor of Accounting and Bachelor of Commerce programmes. Inclusion of one resit/resubmission per assessment with no minimum percentage requirement. Inclusion of Course Reassessment opportunity. Assessment Concession added as per wording in TKM.

CREATIVE, TECHNOLOGIES & SERVICE INDUSTRIES

New Zealand Certificate and Diplomas in IT (Level 5)	01.08.23	02.08.23	16015	17 July 2023
--	----------	----------	-------	--------------

Rationale for change/s: Review of courses for semester 2 delivery requested by Curriculum Area: Updates to assessments for several courses, LO error correction WEB502, amend course completion requirements and add resits/resubmissions to Special Assessment Circumstances.

Description of changes:

- Assessment changes in courses DAT502, SDV502, SYD502, WEB504, WEB502
- Error correction of Learning Outcomes in course WEB502 (LO 3 & 4)
- Add 'Meet all Learning Outcomes' to all course descriptors
- Amend resit/resubmission to one available for each genuinely attempted assessment

STAR Service Industries Short Courses	04.10.23	05.10.23	051023	1 January 2024
---------------------------------------	----------	----------	--------	----------------

Rationale for change/s:

Version of unit standards in these courses are expiring in Dec 2023 and need to be updated to the latest versions. It was confirmed by Programme Lead Specialist that assessment packs for these new versions have been purchased and moderated by ServiceIQ.

Brief description of change/s:

STAR BAR202 Bar Services Mocktails

ASSESSMENT STANDARDS

ID number	Unit Standard Title	Level	DAS Credits	Version No.	CMR
21057	Prepare, construct, and garnish mocktails for the hospitality industry	1	2	45	112
Total DAS Credits in the Course:			2		

STAR CAF202 Cafe Service Table Service

ASSESSMENT STANDARDS

ID number	Unit Standard Title	Level	DAS Credits	Version No.	CMR
14434	Prepare and clear areas for table service for a commercial hospitality establishment	2	3	78	112
Total DAS Credits in the Course:			3		

STAR COF203 Barista Coffee

ASSESSMENT STANDARDS

ID number	Unit Standard Title	Level	DAS Credits	Version No.	CMR
17285	Demonstrate knowledge of commercial espresso coffee equipment and prepare espresso beverages under supervision.	2	4	910	112
Total DAS Credits in the Course:			4		

STAR COK201 Cookery Patisserie and Baking

ASSESSMENT STANDARDS

ID number	Unit Standard Title	Level	DAS Credits	Version No.	CMR
13272	Cook food items by baking	2	2	56	112
Total DAS Credits in the Course:			2		

STAR COK302 Cookery Gourmet to Go

ASSESSMENT STANDARDS

ID number	Unit Standard Title	Level	DAS Credits	Version No.	CMR
13282	Prepare, assemble, and present complex sandwiches for service in a commercial kitchen	3	2	56	112
Total DAS Credits in the Course:			2		

ENGINEERING, CONSTRUCTION, and INFRASTRUCTURE

Maritime Operations – Skipper Restricted Limits	07.09.23	07.09.23	15103	1 January 2023
Rationale for change/s Unit standard 12310 is no longer meeting the requirements of the programme for Skipper Restricted Limits. The increase from 2 to 5 credits in the current version 6 (from 20 hours to 50 hours of learning) makes it too large for the programme and difficult to meet the other learning outcomes. Award of the qualification NZ Certificate in Domestic Maritime Operations (Restricted Limits) (Level 4) leads to the award of the Skipper Restricted Limits Certificate of competency from Maritime New Zealand; MNZ do not require unit standard 12310 for this licence. Ākonga assessed against the learning outcomes continue to meet all Graduate Profile Outcomes mapped to this course and MNZ licencing requirements.				
Description of changes: <ul style="list-style-type: none"> Course EXT302 Fire Extinguisher Training and Fire Prevention. Remove optional unit standard 12310, Demonstrate knowledge of fire prevention and limitation and extinguish small fires on-board a vessel. Version change to 15103 				
Programme Regulations: <ul style="list-style-type: none"> S2.7 Schedule of Changes and Appendix 1 Graduate Profile and Assessment Map – remove US12310 Course Descriptors: EXT302 Fire Extinguisher Training and Fire Prevention (and EXT302A self-funded) - remove US12310 				
New Zealand Diploma in Engineering (Level 6)	07.09.23	07.09.23	15105	17 July 2023
Rationale for change/s				

Type 1 change, to follow changes by VEE.NZ (previously NZBED) National Curriculum Document, to version 5 (Sept 2022). Te Pūkenga have processed a Type 2 change for all divisions with accreditation to deliver the NZDE L6 (programme number 118501); this will become the unified programme. VEE.NZ will cease to exist on November 30th and qualification ownership will go to Te Pūkenga or the WDC.

Description of changes:

Type 1 changes to follow Type 2 change by VEE.NZ (previously NZBED) National Curriculum Document, V5 (Sept 2022).

- DEC421 now DEC528 Civil Materials: raised to L5, name change, change to course aim, changes to LOs, changes to indicative content, change teaching hours/learner managed hours from 90-60 to 75-75, assessment changes
- DEC422 now DEC529 Land Surveying 1: raised to L5, change teaching hrs/learner managed hrs from 90-60 to 75-75
- DEC523, name change to DEC530 Fluid Mechanics (Civil)
- DEC524 now DEC531 Highway Engineering 1: change to course aim, changes to LOs, changes to indicative content, assessment changes
- DEC622 now DEC630 Highway Engineering 2: change to course aim, changes to LOs, changes to indicative content, assessment changes
- DEC526 now DEC632 Structures 2: change to level (raised to L6, co-requisite removed, change teaching hours/learner managed hours from 90-60 to 75-75, change in course aim, change to LOs, change to indicative content, assessment changes
- DEC623 Traffic Engineering: change recommended pre-requisites and co-requisites

Programme Regulations:

- Version change to 15105
- Update section 4.4 Completion requirements to reflect changes of courses
- Update from NZBED to VEE.NZ, including structure update of VEE.NZ.
- Remove NZBED logo, insert VEE.NZ logo.
- Change Version 4.1 of VEE.NZ document to Version 5

FOUNDATION STUDIES

Vocational Pathway (NCEA L2) (Service Industries) [127651]	n/a	28.09.23	22100	20 February 2023
Description of changes: <ul style="list-style-type: none"> • Unit standard version information updated to indicate the range of possible unit standard versions applicable to the course. This resolves issues arising from rolling intakes and expiring US versions. 				

BULK 3V6 – ALL AREAS

Refer appendix	n/a	29.09.23	Refer appendix
Rationale for change/s: 2023 rollover updates			
Description of changes:			
<ul style="list-style-type: none">• NZQA Type 1. Those programmes in Appendix 2 with changes to Course Result Keys to add Did Not Complete (DNC) result to course grade key to align with Te Kawa Maiorooro Grade Key “Other grades”.• No version changes			
Programme Regulations:			
<ul style="list-style-type: none">• Updates to relevant policies and procedures to align with Te Kawa Maiorooro - Educational Regulatory Framework, including removal of references to NMIT Academic Statute• Addition of Te Kawa Maiorooro cover note• Template wording/formatting/error correction changes where applicable• Refer Appendix 1 and Appendix 2.			

Appendix 1: Programme Document Rollovers NMIT Class 1

Programme/s	PoS number	Version	Applicable from	Curriculum Area
Bachelor in Career Development	122147-4	17109	13/02/23	H&W
Bachelor of Computer Generated Imagery	123936-3	18104	20/02/23	CT&SI
Foundation Skills - Introduction to Career Pathways L2	127340	22101	07/02/23	FS
Foundation Skills in Sport, Recreation and Coaching L2	127343	22100	07/03/23	FS
Graduate Diploma in Computer Generated Imagery	123937-3	18104	20/02/23	CT&SI
Graduate Diploma in Information Technology	106817-3	08222	20/02/23	CT&SI
NZ Certificate in Manaaki Marae - Te Kauta, Te Wharekai (Kaupae 2)	124393	18100	11/02/23	MM

Programme/s	PoS number	Version	Applicable from	Curriculum Area
NZ Diploma in Horticulture Production (Level 5) Fruit Production (Wine Growing strand)	124077-2	22100	25/01/23	PF&EI
NZ Certificate in Hospitality (Level 2)	127348	22100	07/02/23	FS
NZ Certificate in Automotive Electrical Engineering (L4)	124624	18100	01/01/23	EC&I
NZ Certificate in Automotive Engineering (L3)	122067	17101	21/02/23	EC&I
NZ Certificate in Beauty Therapy (L4)	125161-2	18105	20/02/23	CT&SI
NZ Certificate in Construction Trade Skills (L3)	122136-2	17102	20/02/23	EC&I
NZ Certificate in Engineering Fabrication (Trade) (L4) with strands	124626	18100	01/01/23	EC&I
NZ Certificate in Foundation Skills L1	122429-2	17102	20/02/23	FS
NZ Certificate in Foundation Skills L2	121295-2	16104	20/02/23	FS
NZ Certificate in Heavy Automotive Engineering (L4) with strands	122677-2	17103	01/01/23	EC&I
NZ Certificate in Light Automotive Engineering (L4)	122560	17101	01/01/23	EC&I
NZ Certificate in Mechanical Engineering (Pretrade) (L3)	122409-2	17102	20/02/23	EC&I
NZ Certificate in Mechanical Engineering (Trade) (L4)	124625-2	18100	01/01/23	EC&I
NZ Certificate in Music (L4)	123837	18103	20/02/23	CT&SI
NZ Certificates in English Language (L3-L5)	124140/ 142/143	18104	20/02/23	FS
NZ Diploma in Animation (Level 5)	123844-2	18103	20/02/23	CT&SI
NZ Diploma in Animation (Level 6)	123845-2	18103	20/02/23	CT&SI
NZ Diploma in Beauty Therapy (L5)	125161-2	19104	20/02/23	CT&SI
NZ Diploma in Engineering (Civil) L6	118501-4	15104	20/02/23	EC&I
NZ Diploma in Music (L5)	123839	18103	20/02/23	CT&SI
NZC Cellar Operations L4	124335	18101	03/01/23	FS
Paetahi Tumu Korero Bachelor of Counselling	124184-2	18104	13/02/23	H&W

Appendix 2: Programme Document Rollovers NMIT Class 2, NZQA Type 1

Programme/s	PoS number	Version	Applicable from	Curriculum Area
Aeronautical Engineering (Level 4)	121918-2, 121926-2, 121927-2	17105	20/02/23	EC&I
Aeronautical Engineering Fundamentals Micro-credential	127353	22100	09/01/23	EC&I
Aeronautical Maintenance Fundamentals Micro-credential	127354	22100	07/03/23	EC&I
Certificate in Marine Engineering Class 5 and Class 6	199066-4	15101, 150616	20/02/23	EC&I
Certificate in Superyacht Crewing (Level 3)	119042-3	15101	01/01/23	EC&I
Diploma in Fishing Vessel Operations - Mate Fishing Vessel Unlimited/Skipper Fishing Vessel Unlimited	119527-2	16101	20/02/23	EC&I
Diploma in Marine Engineering Class 3 and Class 4	118032-3	15102	20/02/23	EC&I
Diploma in Nautical Science (L6)	122135-2	17101	20/02/23	EC&I
He Ara Matatau SafePlus Assessor Micro-credential	127425	22100	26/04/23	AB
Maritime Crewing - STCW Able Seafarer Deck / Able Seafarer Engine / STCW Electro-technical Rating	120127	16100	20/02/23	EC&I
Maritime Crewing - STCW Deck Watch Rating / STCW Engine Watch Rating	120126	16100	20/02/23	EC&I
Maritime Operations - Skipper Coastal Offshore	119054	15101	20/02/23	EC&I
Maritime Operations - Skipper Restricted Limits	118033-2	15102	01/01/23	EC&I

Maritime Operations- Mate Fishing Vessel Limited/ Watchkeeper Deck 500t Near Coastal	119055	15101	20/02/23	EC&I
Maritime Operations- Skipper Fishing Vessel Limited/ Master 500t Near Coastal	119056	15101	20/02/23	EC&I
NZ Certificate in Horticulture (General) (Level 3)	120916-2	16102	20/02/23	PF&EI
NZ Certificate in Carpentry L4	122068	17102	01/01/23	EC&I
NZ Certificate in Hairdressing (Emerging Stylist) L4	120661-2	16105	20/02/23	CT&SI
NZ Diploma in Fishing Vessel Operations (L6)	119527-2	16101	20/02/23	EC&I
NZC Cellar Operations L3	122508	17101	01/01/23	FS

[Back to agenda](#)

Item 4.2 Unified Programmes

4.2.1 Programme Summaries for approval

a. New Zealand Certificate in Marine Engineering Class 6 (Level 4) Unified

New Programme Summary



Purpose of this document:

- A mechanism for AC approval so that the programme development can continue.
- To ensure transition of ākonga from old to new programmes is considered/prepared for in advance.
- To provide Academic Registrar sufficient information to enter UI into ebs as 'subject to approval'.
- To ensure sufficient information is entered into ebs for programme to be prepared for marketing.
- To enable communications to go out advising kaimahi of new programme details and lead-in actions.

Unified Te Pūkenga	<input checked="" type="checkbox"/>
Site Accreditation	<input type="checkbox"/>
Micro-credential	<input type="checkbox"/>
Unified Te Pūkenga – no current capability	<input type="checkbox"/>
Site Accreditation – no current capability	<input type="checkbox"/>

1. Unified / New Programme Details

Programme Title	New Zealand Certificate in Marine Engineering Class 6 (Level 4)
PoS number, if known	Awaiting NZQA approval. Submitted 5 October 2023
Division holding Approval and Accreditation	n/a Te Pūkenga Unified
Curriculum Area	Engineering, Construction, and Infrastructure
NMIT Delivery Start Date	1 January 2024
NZQA Approval Date	Awaiting NZQA approval. Submitted 5 October 2023

Programme Length:			
Year	Teaching Weeks	Study Break Weeks	Total Weeks
<1	12	0	12

Courses:

Title	Level	Credits	Standards	Comp/Elec	Pre/Co-req
MARN3201 STCW Elementary First Aid	2	4	6400, 6402	C	n/a
MARN4401 Slipway Maintenance	4	6	n/a	C	n/a
MARN4402 Operate Vessel Machinery and Systems	4	25	n/a	C	n/a
MARN4403 Maintain Vessel Machinery and Systems	4	10	n/a	C	n/a

2. Qualification Details

Qual Code	Version	Qualification Title	Level	Credits
2509	3	New Zealand Certificate in Marine Engineering Class 6 (Level 4)	4	45

3. Assessment Standards

Standard	Title	Level	Credits	Version
6400	Manage first aid in an emergency situation	3	2	7
6402	Provide basic life support	2	2	9

4. Delivery Methods

Delivery Options	Part time	<input checked="" type="checkbox"/>
	Full time	<input checked="" type="checkbox"/>
	Block	<input checked="" type="checkbox"/>
	In the workplace	<input type="checkbox"/>
Delivery Mode(s)	Provider-based	<input checked="" type="checkbox"/>
	Provider-based extramural	<input type="checkbox"/>
	Work-based	<input type="checkbox"/>
	Work-based: pathway to work	<input type="checkbox"/>
Delivery site(s)	Assessment and verification	<input type="checkbox"/>
	Approved site(s): Nelson New sites(s):	

5. What impact will this new programme development have on

Teaching and learning resources	Unified course structure and content closely aligns with previously delivered NMIT programme. All assessment will require pre-moderation before first delivery in 2024.
Staffing resources	No change
Campus Services	No change


Information Technology	No change
Information & Enrolments	Transfer any 2024 enrolments from J37-15 to J37-23U when all approvals are in place
Other	NA

6. Programme that this new programme replaces

Programme Title	Certificate in Marine Engineering Class 5 and Class 6 (Level 4)
PoS number and version	119066-1
Anticipated end date	May 2024 – programme runs in second semester.
Transition plans for ākonga	<p>MD 17 Oct, “We haven’t yet completed the transition plan documents. We have a date set aside later in October for this”.</p> <p>RAC/RPKS schedule to be approved to all completion using courses from either the NMit programme or the unified programme.</p>

Discontinuation of programme will be via a separate process.

7. Approvals

Te Pūkenga MCD approved	<i>n/a for unified programme</i>	Date	
CAM signature		Date	18/10/2023
ASQ for endorsement	<i>ASQ endorsement n/a for unified programme</i>	Date	Click to enter a date.
Academic Committee for approval		Date	Click to enter a date.

[Back to agenda](#)

Item 4.2 Unified Programmes

4.2.1 Programme Summaries for approval

b. New Zealand Certificate in Marine Engineering Class 5 (Level 5) Unified

New Programme Summary



Purpose of this document:

- A mechanism for AC approval so that the programme development can continue.
- To ensure transition of ākonga from old to new programmes is considered/prepared for in advance.
- To provide Academic Registrar sufficient information to enter UI into ebs as 'subject to approval'.
- To ensure sufficient information is entered into ebs for programme to be prepared for marketing.
- To enable communications to go out advising kaimahi of new programme details and lead-in actions.

Unified Te Pūkenga	<input checked="" type="checkbox"/>
Site Accreditation	<input type="checkbox"/>
Micro-credential	<input type="checkbox"/>
Unified Te Pūkenga – no current capability	<input type="checkbox"/>
Site Accreditation – no current capability	<input type="checkbox"/>

1. Unified / New Programme Details

Programme Title	New Zealand Certificate in Marine Engineering Class 5 (Level 5)
PoS number, if known	Awaiting NZQA approval. Submitted 5 October 2023
Division holding Approval and Accreditation	n/a Te Pūkenga Unified
Curriculum Area	Engineering, Construction, and Infrastructure
NMIT Delivery Start Date	1 January 2024
NZQA Approval Date	Awaiting NZQA approval. Submitted 5 October 2023

Programme Length:			
Year	Teaching Weeks	Study Break Weeks	Total Weeks
<1	15	0	15

Courses:

Title	Level	Credits	Standards	Comp/ Elec	Pre/Co -req
MARN3201 STCW Elementary First Aid	2	4	6400, 6402	C	n/a
MARN3202 STCW Personal Survival Techniques	3	4	n/a	C	n/a
MARN3203 STCW Fire Prevention and Fire Fighting	3	4	n/a	C	n/a
MARN3204 STCW Personal Safety and Social Responsibilities	3	2	n/a	C	n/a
MARN3205 STCW Security Awareness Training	3	1	n/a	C	n/a
MARN5401 Stability and Safety	5	15	n/a	C	n/a
MARN5402 Environmental Protection	5	10	n/a	C	n/a
MARN5403 Vessel Machinery and Systems	5	15	n/a	C	n/a

2. Qualification Details

Qual Code	Version	Qualification Title	Level	Credits
4321	1	New Zealand Certificate in Marine Engineering Class 5 (Level 5)	5	55

3. Assessment Standards

Standard	Title	Level	Credits	Version
6400	Manage first aid in an emergency situation	3	2	7
6402	Provide basic life support	2	2	9

4. Delivery Methods

Delivery Options	Part time	<input checked="" type="checkbox"/>
	Full time	<input checked="" type="checkbox"/>
	Block	<input checked="" type="checkbox"/>
Delivery Mode(s)	In the workplace	<input type="checkbox"/>
	Provider-based	<input checked="" type="checkbox"/>
	Provider-based extramural	<input type="checkbox"/>
	Work-based	<input type="checkbox"/>
	Work-based: pathway to work	<input type="checkbox"/>
Delivery site(s)	Assessment and verification	<input type="checkbox"/>
	Approved site(s): Nelson New sites(s): None	

5. What impact will this new programme development have on


Teaching and learning resources	All assessments will need to be pre-moderated prior to first delivery. Minor changes to content and updates to course resources.
Staffing resources	No change
Campus Services	No change
Information Technology	No change
Information & Enrolments	Transfer any 2024 enrolments from J36-15 to J36-23U when all approvals are in place.
Other	NA

6. Programme that this new programme replaces

Programme Title	Certificate in Marine Engineering Class 5 and Class 6 (Level 4)
PoS number and version	119066-1
Anticipated end date	31 December 2023
Transition plans for ākonga	<p>MD 17 Oct, "We haven't yet completed the transition plan documents. We have a date set aside later in October for this".</p> <p>RAC/RPKS schedule to be approved to all completion using courses from either the NMIT programme or the unified programme.</p>

Discontinuation of programme will be via a separate process.

7. Approvals

Te Pūkenga MCD approved	<i>n/a for unified programme</i>	Date	
CAM signature		Date	18/10/2023
ASQ for endorsement	<i>ASQ endorsement n/a for unified programme</i>	Date	Click to enter a date.
Academic Committee for approval		Date	Click to enter a date.

[Back to agenda](#)

Item 4.2 Unified Programmes

4.2.1 Programme Summaries for approval

c. New Zealand Certificate in Domestic Maritime Operations (Restricted Limits) (Level 4) Unified

New Programme Summary



Purpose of this document:

- A mechanism for AC approval so that the programme development can continue.
- To ensure transition of ākonga from old to new programmes is considered/prepared for in advance.
- To provide Academic Registrar sufficient information to enter UI into ebs as 'subject to approval'.
- To ensure sufficient information is entered into ebs for programme to be prepared for marketing.
- To enable communications to go out advising kaimahi of new programme details and lead-in actions.

Unified Te Pūkenga	<input checked="" type="checkbox"/>
Site Accreditation	<input type="checkbox"/>
Micro-credential	<input type="checkbox"/>
Unified Te Pūkenga – no current capability	<input type="checkbox"/>
Site Accreditation – no current capability	<input type="checkbox"/>

1. Unified / New Programme Details

Programme Title	New Zealand Certificate in Domestic Maritime Operations (Restricted Limits) (Level 4)
PoS number, if known	Awaiting NZQA approval. Submitted 5 October 2023
Division holding Approval and Accreditation	n/a Te Pūkenga Unified
Curriculum Area	Engineering, Construction, and Infrastructure
NMIT Delivery Start Date	1 January 2024
NZQA Approval Date	Awaiting NZQA approval. Submitted 5 October 2023

Programme Length:			
Year	Teaching Weeks	Study Break Weeks	Total Weeks
<1	24	0	24

Courses:

Title	Level	Credits	Standards	Comp/Elec	Pre/Co-req
MARN3201 STCW Elementary First Aid	2	4	6400, 6402	C	n/a
MARN4101 Electronic Navigational Systems	4	20	n/a	C	n/a
MARN4102 Vessel Machinery and Systems	4	21	n/a	C	n/a
MARN4103 Safety and Compliance	4	20	n/a	C	n/a
MARN4104 Navigation	4	20	n/a	C	n/a

2. Qualification Details

Qual Code	Version	Qualification Title	Level	Credits
2505	2	New Zealand Certificate in Domestic Maritime Operations (Restricted Limits) (Level 4)	4	85

3. Assessment Standards

Standard	Title	Level	Credits	Version
6400	Manage first aid in an emergency situation	3	2	7
6402	Provide basic life support	2	2	9

4. Delivery Methods

Delivery Options	Part time	<input checked="" type="checkbox"/>
	Full time	<input checked="" type="checkbox"/>
	Block	<input checked="" type="checkbox"/>
	In the workplace	<input type="checkbox"/>
	Provider-based	<input checked="" type="checkbox"/>
Delivery Mode(s)	Provider-based extramural	<input type="checkbox"/>
	Work-based	<input type="checkbox"/>
	Work-based: pathway to work	<input type="checkbox"/>
	Assessment and verification	<input type="checkbox"/>
Delivery site(s)	Approved site(s): Nelson	
	New sites(s): None	

5. What impact will this new programme development have on

Teaching and learning resources	All assessment will require pre-moderation prior to first use. Online delivery and material to be shared at some stage in the future.
Staffing resources	No change
Campus Services	No change
Information Technology	No change


Information & Enrolments	No change.
Other	

6. Programme that this new programme replaces

Programme Title	Maritime Operations - Skipper Restricted Limits
PoS number and version	118033-2
Anticipated end date	22 December 2023
Transition plans for ākonga	<p>MD 17 Oct, "We haven't yet completed the transition plan documents. We have a date set aside later in October for this".</p> <p>RAC/RPKS schedule to be approved to all completion using courses from either the NMIT programme or the unified programme.</p>

Discontinuation of programme will be via a separate process.

7. Approvals

Te Pūkenga MCD approved	<i>n/a for unified programme</i>	Date	
CAM signature		Date	18/10/2023
ASQ for endorsement	<i>ASQ endorsement n/a for unified programme</i>	Date	Click to enter a date.
Academic Committee for approval		Date	Click to enter a date.

[Back to agenda](#)

Item 4.2 Unified Programmes

4.2.1 Programme Summaries for approval

d. New Zealand Certificate in Maritime Crewing (Level 3) with a strand in Superyacht Crewing Unified

New Programme Summary



Purpose of this document:

- A mechanism for AC approval so that the programme development can continue.
- To ensure transition of ākonga from old to new programmes is considered/prepared for in advance.
- To provide Academic Registrar sufficient information to enter UI into ebs as 'subject to approval'.
- To ensure sufficient information is entered into ebs for programme to be prepared for marketing.
- To enable communications to go out advising kaimahi of new programme details and lead-in actions.

Unified Te Pūkenga	<input checked="" type="checkbox"/>
Site Accreditation	<input type="checkbox"/>
Micro-credential	<input type="checkbox"/>
Unified TP – no current capability	<input type="checkbox"/>
Site Accreditation – no current capability	<input type="checkbox"/>

1. Unified / New Programme Details

Programme Title	New Zealand Certificate in Maritime Crewing (Level 3) with a strand in Superyacht Crewing
PoS number, if known	Awaiting NZQA approval. Submitted 5 October 2023
Division holding Approval and Accreditation	n/a Te Pūkenga Unified
Curriculum Area	Engineering, Construction, and Infrastructure
NMIT Delivery Start Date	1 January 2024
NZQA Approval Date	Awaiting NZQA approval. Submitted 5 October 2023

Programme Length:			
Year	Teaching Weeks	Study Break Weeks	Total Weeks
<1	12	0	12

Courses:					
Title	Level	Credits	Standards	Comp/Elec	Pre/Co-req
MARN3201 STCW Elementary First Aid	2	4	6400, 6402	C	n/a
MARN3202 STCW Personal Survival Techniques	3	4	0	C	n/a
MARN3203 STCW Fire Prevention and Fire Fighting	3	4	0	C	n/a
MARN3204 STCW Personal Safety and Social Responsibilities	3	2	0	C	n/a
MARN3205 STCW Security Awareness Training	3	1	0	C	n/a
MARN3206 Yacht Watchkeeping	3	10	0	C	n/a
MARN3207 Yacht Seamanship	3	15	0	C	n/a
MARN3208 Yacht Engine Operation and Maintenance	3	15	0	C	n/a
MARN3209 Yacht Deck Maintenance	3	10	0	C	n/a
MARN3210 Yacht Interior Skills	3	10	0	C	n/a

2. Qualification Details

Qual Code	Version	Qualification Title	Level	Credits
2506	2	New Zealand Certificate in Maritime Crewing (Level 3) with strands in Deck Crewing, Engineering, Passenger Services, and Superyacht Crewing	3	60-75

3. Assessment Standards

Standard	Title	Level	Credits	Version
6400	Manage first aid in an emergency situation	3	2	7
6402	Provide basic life support	2	2	9

4. Delivery Methods

Delivery Options	Part time	<input type="checkbox"/>
	Full time	<input checked="" type="checkbox"/>
	Block	<input checked="" type="checkbox"/>
	In the workplace	<input type="checkbox"/>
	Provider-based	<input checked="" type="checkbox"/>
Delivery Mode(s)	Provider-based extramural	<input type="checkbox"/>
	Work-based	<input type="checkbox"/>
	Work-based: pathway to work	<input type="checkbox"/>
	Assessment and verification	<input type="checkbox"/>
Delivery site(s)	Approved site(s): Nelson	
	New sites(s): None	

5. What impact will this new programme development have on


Teaching and learning resources	Unified resource development including development and pre-moderation of all assessments
Staffing resources	No change
Campus Services	No change
Information Technology	No change
Information & Enrolments	Transfer 2024 enrolments from J25-15 to J25-23U when all approvals are in place
Other	NA

6. Programme that this new programme replaces

Programme Title	Certificate in Superyacht Crewing
PoS number and version	119042-2
Anticipated end date	22 December 2023
Transition plans for ākonga	<p>MD 17 Oct, "We haven't yet completed the transition plan documents. We have a date set aside later in October for this".</p> <p>RAC/RPKS schedule to be approved to all completion using courses from either the NMIT programme or the unified programme.</p>

Discontinuation of programme will be via a separate process.

7. Approvals

Te Pūkenga MCD approved	<i>n/a for unified programme</i>	Date	
CAM signature		Date	18/10/2023
ASQ for endorsement	<i>ASQ endorsement n/a for unified programme</i>	Date	Click to enter a date.
Academic Committee for approval		Date	Click to enter a date.

[Back to agenda](#)

Item 4.2 Unified Programmes

4.2.1 Programme Summaries for approval

e. New Zealand Certificate in Construction Trade Skills (Level 3) Unified

New Programme Summary



Purpose of this document:

- A mechanism for AC approval so that the programme development can continue.
- To ensure transition of ākonga from old to new programmes is considered/prepared for in advance.
- To provide Academic Registrar sufficient information to enter UI into ebs as 'subject to approval'.
- To ensure sufficient information is entered into ebs for programme to be prepared for marketing.
- To enable communications to go out advising kaimahi of new programme details and lead-in actions.

Unified Te Pūkenga	<input checked="" type="checkbox"/>
Site Accreditation	<input type="checkbox"/>
Micro-credential	<input type="checkbox"/>
Unified Te Pūkenga - no current capability	<input type="checkbox"/>
Site Accreditation - no current capability	<input type="checkbox"/>

1. Unified / New Programme Details

Programme Title	New Zealand Certificate in Construction Trade Skills
PoS number, if known	Awaiting NZQA approval. Submitted 5 October 2023
Division holding Approval and Accreditation	n/a Te Pūkenga Unified
Curriculum Area	Engineering, Construction, and Infrastructure
NMIT Delivery Start Date	Sem 1 2024
NZQA Approval Date	Awaiting NZQA approval. Submitted 5 October 2023

Programme Length: Carpentry Strand (120 credits)			
Year	Teaching Weeks	Study Break Weeks	Total Weeks
1	34	6	40
Programme Length: Joinery Strand (90 credits)			
Year	Teaching Weeks	Study Break Weeks	Total Weeks
1	26	4	30

Programme Credits	60	90	120
Minimum Duration	15 wks	23 wks	30 wks
Maximum Duration	1.5 yrs	2 yrs	3 yrs
Range of Holiday Weeks	0 - 8		
Range of Total Weeks (incl. holiday weeks)	15 - 40		
Range of Training/ Teaching Weeks (excl. holiday weeks)	15 - 32		
Range of Total Learning Hours (per week)	30 - 40		
Total Learning Hours per Year	600	900	1200
Delivery Pattern (STEO Study Mode)	Full-time (Including Part-time)		

Courses:					
Title	Level	Credits	Standards	Comp/Elec	Pre/Coreq
Carpentry strand					
CARP3001 Workplace Safety Fundamentals	3	15		Core Comp	none
CARP3002 Core Construction and Communication Skills	3	15		Core Comp	none
CARP3101 Preliminary Works for Construction	3	15		C	none
CARP3102 Skills Development for Construction	3	15		C	none
CARP3103 Support Structures for Building Work	3	15		C	none
CARP3104 Wall and Roof Structures for Building	3	15		C	none
CARP3105 Exterior Envelope	3	15		C	none
CARP3106 Interior Linings and Finishing	3	15		C	none
Joinery strand					
CARP3001 Workplace Safety Fundamentals	3	15		Core Comp	none
CARP3002 Core Construction and Communication Skills	3	15		Core Comp	none
CARP3201 Timber and Board	3	15		C	none
CARP3202 Machining and Assembly	3	15		C	none
CARP3203 Interior Joinery	3	15		C	none
CARP3204 Exterior Joinery	3	15		C	none

2. Qualification Details

Qual Code	Version	Qualification Title	Level	Credits
2834	2	New Zealand Certificate in Construction Trade Skills (Level 3)	3	60-120

3. Assessment Standards *optional*

Standard	Title	Level	Credits
6400	Manage first aid in an emergency situation	3	2
6401	Provide first aid	2	1
6402	Provide basic life support	2	2

4. Delivery Methods

Delivery Options	Strand:	Carpentry	Joinery
	Part time	<input type="checkbox"/>	<input type="checkbox"/>
	Full time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Block	<input type="checkbox"/>	<input type="checkbox"/>
Delivery Mode(s)	In the workplace	<input type="checkbox"/>	<input type="checkbox"/>
	Provider-based	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Provider-based extramural	<input type="checkbox"/>	<input type="checkbox"/>
	Work-based	<input type="checkbox"/>	<input type="checkbox"/>
	Work-based: pathway to work	<input type="checkbox"/>	<input type="checkbox"/>
Delivery site(s)	Assessment and verification	<input type="checkbox"/>	<input type="checkbox"/>
	Approved site(s): Nelson, Woodbourne, Richmond. New sites(s):		

5. What impact will this new programme development have on


Teaching and learning resources	Unified course structure and content closely aligns with previously delivered NMIT programme.
Staffing resources	No change
Campus Services	No change
Information Technology	No change
Information & Enrolments	Transfer 2024 enrolments from T65-17 to T65-23U when all approvals are in place
Other	NA

6. Programme that this new programme replaces

Programme Title	New Zealand Certificate in Construction Trade Skills (Level 3)
PoS number and version	122136-2
Anticipated end date	Delivery of current programme to cease November 2023. Ākonga with extensions beyond 31 December 2023 or missing courses can complete the current NMIT programme and NZ2834 v1 as the LDA has been extended to Dec 2024. Unified programme has only minor changes from existing programme. RAC schedule to be approved.
Transition plans for ākonga	RAC/RPKS schedule to be approved to all completion using courses from either the NMIT programme or the unified programme.

Discontinuation of programme will be via a separate process.

7. Approvals

Te Pūkenga MCD approved	<i>n/a for unified programme</i>	Date	Click to enter a date.
CAM signature (pp Dan Bremner on behalf of Reid Carneige)		Date	20/10/2023
ASQ for endorsement	<i>ASQ endorsement n/a for unified programme</i>	Date	Click to enter a date.
Academic Committee for Approval		Date	Click to enter a date.

[Back to agenda](#)

Item 4.2 Unified Programmes

4.2.1 Programme Summaries for approval

f. New Zealand Certificate in Mechanical Engineering (Level 3) Unified

New Programme Summary



Purpose of this document:

- A mechanism for AC approval so that the programme development can continue.
- To ensure transition of ākonga from old to new programmes is considered/prepared for in advance.
- To provide Academic Registrar sufficient information to enter UI into ebs as 'subject to approval'.
- To ensure sufficient information is entered into ebs for programme to be prepared for marketing.
- To enable communications to go out advising kaimahi of new programme details and lead-in actions.

Unified Te Pūkenga	<input checked="" type="checkbox"/>
Site Accreditation	<input type="checkbox"/>
Micro-credential	<input type="checkbox"/>
Unified Te Pūkenga – no current capability	<input type="checkbox"/>
Site Accreditation – no current capability	<input type="checkbox"/>

1. Unified / New Programme Details

Programme Title	New Zealand Certificate in Mechanical Engineering (Level 3)
PoS number, if known	Awaiting NZQA approval. Submitted 18 September 2023
Division holding Approval and Accreditation	n/a Te Pūkenga Unified
Curriculum Area	Engineering, Construction, and Infrastructure
NMIT Delivery Start Date	19 Feb 2024
NZQA Approval Date	Awaiting NZQA approval. Submitted 18 September 2023

Programme Length:			
Year	Teaching Weeks	Study Break Weeks	Total Weeks
1	34	6	40

Courses:

Title	Level	Credits	Standards (Optional Embedded Content)	Comp/Elec	Pre/Co-req
MECH3011: Mechanical Engineering Communication	3	10	Nil	Comp	Nil
MECH3028: Engineering Health and Safety	3	10	21911, 21912, 29652, 29651, 6401, 6402, 6400	Comp	Nil
MECH3029: Engineering Calculations and Drawing	3	15	29397, 29653, 29654, 29655	Comp	Nil
MECH3030: Mechanical Engineering Workshop Skills	3	15	4433, 21913, 29550, 29549, 29675, 29676, 29674	Comp	Nil
MECH3031: Engineering Machining	3	20	4435, 29650, 29671, 29673	Comp	Nil
MECH3032: Engineering Fabrication	3	20	2396, 2395, 4436, 29670, 30263, 29672, 29730	Comp	Nil
MECH3033: Welding	3	20	21907	Comp	Nil
MECH3034: Mechanical Engineering Processes and Quality	3	10	29560	Comp	Nil

2. Qualification Details

Qual Code	Version	Qualification Title	Level	Credits
2715	2	New Zealand Certificate in Mechanical Engineering (Level 3)	3	120

3. Assessment Standards – optional (NMIT opting to deliver)

Standard	Title	Version	Level	Credits
2395	Demonstrate and apply knowledge of the selection, use, and care of engineering hand tools	V 9	2	4
2396	Demonstrate and apply knowledge of the selection, use, and care of portable hand held engineering power tools	V 7	2	4
4433	Select, use, and care for simple measuring devices used in engineering	V 7	1	2
4435	Select, use, and care for engineering dimensional measuring equipment	V 8	2	3
4436	Select, use, and care for engineering marking-out equipment	V 7	2	3
6400	Manage first aid in an emergency situation	V 6	3	2
6401	Provide first aid	V 6	2	1
6402	Provide basic life support	V 8	1	1
21907	Demonstrate knowledge of welding principles and quality control and safe welding practice under supervision	V 4	2	4
21911	Demonstrate knowledge of safety on engineering worksites	V 3	2	2
21912	Apply safe working practices on an engineering worksite	V 3	2	2

Standard	Title	Version	Level	Credits
21913	Lift loads in engineering installation, maintenance, and fabrication work	V 4	2	2
29397	Demonstrate knowledge of basic trade calculations and units of measure for mechanical engineering trades	V 1	2	4
29549	Demonstrate basic knowledge of the mechanical properties and selection of engineering materials	V 2	2	3
29550	Demonstrate basic knowledge of common engineering metals	V 2	2	3
29560	Demonstrate knowledge of efficient and effective workplace procedures in mechanical engineering or fabrication	V 1	2	3
29650	Demonstrate knowledge of the safe use of powered equipment in a mechanical engineering or fabrication workshop	V 1	2	2
29651	Demonstrate knowledge of health and safety when welding and thermal cutting	V 2	2	3
29652	Demonstrate knowledge of safety, health, risk assessment, and hazard ID and control on an engineering worksite	V 1	3	3
29653	Make patterns and/or tooling for use in industry	V 1	4	20
29654	Demonstrate knowledge of and interpret mechanical engineering drawings and geometric tolerancing	V 1	2	3
29655	Manually produce engineering sketches	V 2	2	3
29670	Demonstrate knowledge of fabrication machinery, materials, and processes	V 1	2	3
29671	Demonstrate knowledge of machining equipment, tools, and principles	V 1	2	3
29672	Assemble fabricated components using mechanical connections	V 1	2	3
29673	Apply good work practices when performing basic mechanical engineering machining operations under supervision	V 1	2	6
29674	Demonstrate knowledge of mechanical fasteners used in mechanical engineering	V 1	2	3
29675	Demonstrate knowledge of safety when lifting loads in engineering installation, maintenance, and fabrication work	V 1	2	2
29676	Demonstrate and apply knowledge of good work practices when servicing simple components under supervision	V 1	2	3
29730	Apply good work practices when performing basic fabrication operations under supervision	V 2	2	6
30263	Perform fabrication operations	V 2	3	10

4. Delivery Methods

Delivery Options	Part time	<input type="checkbox"/>
	Full time	<input checked="" type="checkbox"/>
	Block	<input type="checkbox"/>
	In the workplace	<input type="checkbox"/>

Delivery Mode(s)	Provider-based	<input checked="" type="checkbox"/>
	Provider-based extramural	<input type="checkbox"/>
	Work-based	<input type="checkbox"/>
	Work-based: pathway to work	<input type="checkbox"/>
	Assessment and verification	<input type="checkbox"/>
Delivery site(s)	Approved site(s): Nelson, Woodbourne, Budge Street, Marlborough from mid-year 2024	
	New sites(s):	

5. What impact will this new programme development have on


Teaching and learning resources	Unified course structure and content closely aligns with previously delivered NMIT programme.
Staffing resources	No change
Campus Services	No change
Information Technology	No change
Information & Enrolments	Transfer 2024 enrolments from T67-17 to T67-23U when all approvals are in place
Other	

6. Programme that this new programme replaces

Programme Title	New Zealand Certificate in Mechanical Engineering (Level 3)
PoS number and version	122409-2
Anticipated end date	December 2023
Transition plans for ākonga	All 2023 enrolments have successfully passed. No transition provisions required.

Discontinuation of programme will be via a separate process.

7. Approvals

Te Pūkenga MCD approved	<i>n/a for unified programme</i>	Date	
CAM signature		Date	Click to enter a date.
ASQ for endorsement	<i>ASQ endorsement n/a for unified programme</i>	Date	Click to enter a date.
Academic Committee for Approval		Date	Click to enter a date.

[Back to agenda](#)

Item 5.1 Curriculum and Academic Registry Team Leader Graduation Readiness Summary Report

Graduation Readiness

- As of 16 October 2023 there are a total of 598 course results outstanding from courses that finished 2 or more weeks ago.
- In order to guarantee results and awards to be ready for graduation, the deadlines have been confirmed as follows. We expect approximately 1100 awards (excluding micro-credentials and training schemes) requiring approval by the end of the year.
 - Marlborough graduation:
 - RC minutes with course results for ākonga completing their qualifications in 2023 need to be uploaded to the course result Sharepoint site for approval by 28 November. Other results can be submitted later.
 - Awards for ākonga completing their qualifications in 2023 need to be uploaded to the awards Sharepoint site by 4 December 2023.
 - Nelson graduation:
 - RC minutes with course results for ākonga completing their qualifications in 2023 need to be uploaded to the course result Sharepoint site for approval by 30 November. Other results can be submitted later.
 - Awards for ākonga completing their qualifications in 2023 need to be uploaded to the awards Sharepoint site by 6 December 2023.
 - Other results can be processed slightly later but will need to be available for ākonga to ensure they are able to continue their studies in 2024.
 - An information meeting will be scheduled for administrators, business support coordinators and curriculum managers.
- With ebs functionality not available following the recent ebs upgrade, a graduation database has been created manually. Comms were sent to approx. 1550 ākonga directing them to our graduation webpage.
- Graduation attendance current stats: 16 October 2023: Nelson 121; Marlborough 8

Outstanding course results 11.10.2023

- The number of outstanding results has been increasing over the last weeks. This needs to be monitored more closely.
- Any outstanding results required, particularly for ākonga finishing their qualification at the end of the year, will jeopardize their award being approved in time for graduation.
- Programme areas need to ensure any outstanding results are cleared within the next couple of weeks.
- Results from courses finishing late November must be through the Results Committee process by 30 November to ensure course approvals and award approvals and printing can be completed prior to the graduation ceremonies.
- Weekly reminders will be sent to the admin team with details of outstanding results for each curriculum area.

[Back to agenda](#)

Item 5.2 AS+Q Committee Minutes – Meeting of 19.9.2023 and E-Meeting of 2to4.10.2023 for receipt

OPEN

CONFIRMED Minutes of a meeting of the Academic Standards + Quality Committee
19 September 2023 at 10am Room M306 and via Microsoft Teams

PRESENT:

Committee: Susannah Roddick (Chair), Kim Davies, Silvia Gassebner, Alison Hart (to 10.45am), John Inglis, Camille Nicholls, Sharon Patterson, Jackie Rees, Chanelle Taylor, Mary Woodward (Minute taker, non-voting)

In Attendance: Carmen Cayuelas, Shine Kelly (from 10.25am), Eleanor Upton (from 10.25am)

Apologies: Reid Carnegie (rostered CAM), Ren Stronach, Eddie Shields

1. Administrative

1.1 Welcome, Apologies, Notices, Quorum

Susannah Roddick opened the meeting and noted:

- Apologies received from Reid Carnegie (rostered CAM), Ren Stronach, Eddie Shields.
- Rostered PTL John Inglis in attendance.

2. Academic and Quality

2.1 Quality Enhancement Manager (QEM) Summary Report

2.1.1 Moderation Activity

2.1.1a External Moderation Reports tabled for receipt

RESOLVED that these External Moderation Reports be receipted:

- LSC803 Strategic Procurement and Inventory Management 22NN-S2
- HCM802 contemporary healthcare Leadership and Management 22NN-S2
- DEN611 Engineering Management 22NN-S2
- CCO301 Wine and Wine Industry 22ML-S1
- CCO302 Winery Processing 22ML-S1
- CHP402 The Growing Environment 22ML-S1
- AAD528 Graphic Design: Branding and Identity 23EX-S1
- AAD603 Advanced Digital Art and Design Lab 23NN-S1

2.1.1b External Moderation Reporting Spreadsheet tabled for information

It was noted:

- Good to see comments addressing recommendations for met/met reports.
- As some external forms used by moderators are confusing trying to get moderation partners to use NMIT forms.
- Completed 2023 moderation activity is lower than comparable 2022 activity.

2.1.2 Degree Monitoring Reports tabled for receipt

It was noted:

- This was the first year the programme had been monitored.
- The report was well written with positive ākonga feedback.

RESOLVED that the Bachelor of Computer Generated Imagery NZQA Degree Monitoring Report 8 August 2023 be receipted.

2.1.3 2023 Consistency Review Update tabled for information

It was noted:

- Confirmed Consistency Reviews scheduled:
 - NZ Diploma in Business (Level 5) (both on-campus and eCampus delivery) 24.10.2023, summary report due 10.10.2023.
 - NZ Certificate in Conservation (Operations) (Level 4) 09.11.2023, summary report due 26.10.2023.
 - NZ Certificate in Business (Accounting Support Services) (eCampus delivery) 11.12.2023, summary report due 27.11.2023.

- NZ Certificate in Business (Administration and Technology) (Level 3) - as expected, and noted in submitted report, the on-campus delivery was rated Not Sufficient, the eCampus delivery was rated Sufficient.

2.2 NMIT Ākonga Concerns and Complaints Resolution Procedure tabled for endorsement

RESOLVED that the NMIT Ākonga Concerns and Complaints Resolution Procedure be endorsed and forwarded to the Interim Operations Lead for approval.

Chanelle Taylor / Silvia Gassebner
CARRIED

2.3 NMIT Ākonga Unsatisfactory Academic Progress Procedure tabled for endorsement

RESOLVED that the NMIT Ākonga Unsatisfactory Academic Progress Procedure be endorsed and forwarded to the Academic Committee for approval.

Chanelle Taylor / Silvia Gassebner
CARRIED

2.4 NMIT Ākonga Appeals Procedure tabled for endorsement

Discussion focussed on:

- The requirements set by the Nursing Council of New Zealand for an external panel member for hearings convened to consider Bachelor of Nursing ākonga appeals.

RESOLVED that, subject to confirming the requirements set by Nursing Council of New Zealand for an external panel member for hearings convened to consider Bachelor of Nursing ākonga appeals, the NMIT Ākonga Appeals Procedure be endorsed and forwarded to the Academic Committee for approval.

Kim Davies / Susannah Roddick
CARRIED
Action

Jackie Rees/SANITI/CAM HWB

Finalise wording once Nursing Council of New Zealand requirements confirmed

2.5 Academic Integrity Team Leader Summary Report tabled for information

2.5.1 Unified Programmes Overview tabled for information

It was noted:

- These unified programmes are on the 20 September Ohu Whakahaere Approvals meeting agenda
 - NZ Cert in Maritime Crewing (Superyacht) L3
 - NZ Cert in Domestic Maritime Operations Restricted Limits L4 [Skipper Restricted Limits]
 - NZ Cert in Marine Engineering Class 6 L4 [previously MEC5/6 Level 4]
 - NZ Cert in Marine Engineering Class 5 L5 [previously MEC5/6 Level 4]
 - NZ Cert in Construction Trade Skills with strands in Carpentry, Allied Trades and Joinery L3
- Maritime CAM is attending as the Steering Group representative for the Maritime Programmes
- Delivery of programmes to start from semester 1 2024.

2.5.2 Update on Other Unification tabled for information

It was noted:

- Type 2 programme changes will likely be submitted with minor updates to these existing programmes as the changes between versions are minimal:
 - NZ Cert in Cellar Operations L4 move to version 2.
 - NZ Cert in Domestic Maritime Operations L4 move to version 2.
- A&Q Team are working with ACLS to prepare a Last Date for Entry (LDE) extension request for Muka Tangata:
 - NZ Cert in Cellar Operations L4 31 Dec 2023 extended to early 2024 to allow delivery in 2024

There was discussion on:

- Where courses are used in multiple Maritime programmes, if the NMIT course versions will continue to be used for the Maritime programmes that are not unified?

Action

Kim Davies

Follow up with CAM ECI-Maritime for transition/implications on the Maritime Programmes that are not being unified

2.5.3 Update on Academic Development tabled for information

The link to the Academic Development Tracking spreadsheet was tabled for information

It was noted that:

- The MCDM for Community Living Micro-credentials sent in July has not yet been approved, this has been escalated with ACLS.

3 Course and Programme Changes

There were no Course and Programme Changes tabled.

4. Matters Arising (General)

4.1 Schedule and Rationale for Agenda Items tabled for information

It was noted that the Agenda Planner was adopted to:

- Focus on written scheduled reports that can in turn be provided to AC, or to other relevant staff. ie no report, no update.
- Manage workloads of report authors, committee members and administrator, and of invited presenters, by seeking reports that cover activity over a period of months (and not received every month).
- Allow Committee members to identify matters, and schedule this into a future agenda.
- Reports to:
 - Comprise a cover page noting key issues, compliance, risks, analysis, and recommended action plan(s), with data noted in appendices.
 - Include a focus on any areas of high risk (eg where NZQA has issued a Requirements Letter).
 - Continue to receive and approve any monthly information (such as Results and Awards).

There was discussion on:

- With the change in structure and governance whether a start should be made, when Te Pūkenga provides direction, on preparing/involving programme teams in managing/understanding workloads for their programmes and if preparing teams was the role of the Committee or the Academic + Quality Team

Action

Mary Woodward

Update Agenda Planner schedule and table at next meeting

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

5. Course Result Reports and Award Application Approvals

5.1 Course Results Approval Reports tabled for receipt

RESOLVED that these Course Results Approval Reports be receipted

- 62 REPORT Course Results 21.8.2023
- 63 REPORT Course Results 17.8.2023
- 64 REPORT Course Results 28.8.2023
- 65 REPORT Course Results 18.8.2023
- 66 REPORT Course Results 29.8.2023
- 67 REPORT Course Results 4.9.2023
- 68 REPORT Course Results 30.8.2023
- 69 REPORT Course Results 11.9.2023

5.2 Results of Course Result Spotcheck from 22.8.2023 meeting were tabled for information

5.3 Award Application Approval Reports tabled for receipt
RESOLVED that these Award Application Approval Reports be receipted

- 51 REPORT Award Applications 12.7.2023
- 52 REPORT Award Applications 13.7.2023
- 53 REPORT Award Applications 19.7.2023
- 54 REPORT Award Applications 19.7.2023
- 55 REPORT Award Applications 28.7.2023
- 56 REPORT Award Applications 24.7.2023
- 57 REPORT Award Applications 26.7.2023
- 58 REPORT Award Applications 3.8.2023

5.4 Results of Award Application Spotcheck from 22.8.2023 meeting were tabled for information

ACTION Mary Woodward

For spotchecks:

Forward course results checklist, spreadsheet, and reports to Reid Carnegie

Forward award application checklist, spreadsheet, and reports to John Inglis

5.5 Academic Results and Award Summary Reports

- Course Results since 22 June 2023
 - approved 6964/702.8 EFTs
 - course completion EPI 87%
 - YTD 11686
- RAC since 22 June 2023
 - approved 195 RPL/CC
 - YTD 552
- Awards since 22 June 2023
 - approved 655 – this includes 249 M-C/TS
 - YTD 1197- this includes 506 M-C/TS
- Outstanding awards eligible for approval
 - 128
- Graduation readiness
 - The 2023 Ra Whakapūmau Graduation webpage is now live
 - A Graduation Readiness meeting will be scheduled with Academic Administrators, PSCs, CAMs
 - Graduation reports are not currently available following the recent ebs upgrade
 - A+Q Team have been attending RCM meetings to support and build capacity.

ACTION

Silvia Gassebner

To report on Graduation Readiness at next meeting

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

RESOLVED that these Academic Standards and Quality Draft Minutes be confirmed

- 2023-8-22 ASQ Minutes – Draft
- 2023-9-5to7 ASQ Minutes – Draft

Susannah Roddick / Chanelle Taylor

CARRIED

7. Complaints Reporting

There was no Complaints Report tabled for information

8. Matters Arising

8.1 Action List tabled for information and follow-up

The Committee reviewed the Action List and noted updates.

9. Student Matters

9.1 Request to allow ākonga to receive RAC outside of the Certificate in Nursing (Competence Assessment Programme) (Level 7) Training Scheme Programme Regulations version 18105 2023 tabled for approval

It was noted:

- The RAC Committee approved the application for this ākonga to cross credit NorthTec Certificate in Proficiency course 719.701 Returning to Practice – Registered Nurse to NMIT Certificate in Nursing (Competence Assessment Programme) Level 7 Training Scheme course CAP711 Concepts Related to Nursing in the NZ Context subject to approval from this committee to allow RAC outside of the Certificate in Nursing (Competence Assessment Programme) Level 7 Training Scheme Regulations
- No separate Nursing Council of New Zealand approval is required as the course collaboration between NorthTec and NMIT was approved by Nursing Council prior to the course being offered to ākonga, NorthTec had initiated this process

RESOLVED that the request to allow ākonga to receive RAC outside of the Certificate in Nursing (Competence Assessment Programme) (Level 7) Training Scheme Programme Regulations version 18105 2023 be approved.

Silvia Gassebner / Jackie Rees
CARRIED

9.2 Request to allow ākonga to receive RAC outside of the Certificate in Nursing (Competence Assessment Programme) (Level 7) Training Scheme Programme Regulations version 18105 2023 tabled for approval

It was noted:

- the RAC application for this ākonga to cross credit NorthTec Certificate in Proficiency course 719.701 Returning to Practice – Registered Nurse to NMIT Certificate in Nursing (Competence Assessment Programme) Level 7 Training Scheme course CAP711 Concepts Related to Nursing in the NZ Context is still to be approved by the RAC Committee

RESOLVED that the request to allow ākonga to receive RAC outside of the Certificate in Nursing (Competence Assessment Programme) (Level 7) Training Scheme Programme Regulations version 18105 2023 be approved.

Silvia Gassebner / Jackie Rees
CARRIED

ACTION Mary Woodward

Advise RAC Committee Secretary of approval of request to allow ākonga to receive RAC outside of the Certificate in Nursing (Competence Assessment Programme) (Level 7) Training Scheme Programme Regulations version 18105 2023

Meeting closed 11.04am

Academic Standards + Quality Committee Action List 19 September 2023

	Item Reference	Action	Who	When	Progress
Action List – Meeting of 7 March 2023					
1	9	Student Complaints/Misconduct Report 01 March 2023 (Confidential) Report back to Committee on the process for the new Te Pūkenga Complaints and Appeals Policy Procedure	Kim Davies/Deidre Hemara Jackie Rees	19.9.2023	Completed
Action List – Meeting of 30 May 2023					
2	5.1	12 Month Committee Agenda plan June to May 2024 Update 12 Month Committee Agenda plan and make available to Committee Members	Mary Woodward	19.9.2023	Completed
Action List – E-Meeting of 10 to 14 August 2023					

3	1.2	Course and Programme Changes Provide update to ASQ Committee once the new HTA304 assessment material received for 3V6 Approval Form New Zealand Certificate in Engineering Fabrication (Trade) with strands in Heavy Fabrication and Light Fabrication CFE421 Welding Processes FCAWgs 1 (Steel All Positions) v18101 effective 17 July 2023 3V6 Approval Form TOTSTA Creative Technologies and Service Industries HTA304 Hospitality Culinary Arts 2024	Carmen Cayuelas	14.11.2023	19.9.2023 – deferred to November meeting
Action List – Meeting of 22 August 2023					
4	2.1.1d	Quality Enhancement Manager (QEM) Summary Report Table External Moderation 2021_2022 Summary for discussion at 13 September PSC meeting	Susannah Roddick	13.9.2023	Completed
5	2.1.1e	Quality Enhancement Manager (QEM) Summary Report Table 2023 Moderation Improvement Plan for discussion at next CAM meeting	Susannah Roddick	19.9.2023	Completed
6	2.1.3a	Quality Enhancement Manager (QEM) Summary Report Send 2023 Degree Monitoring – Summary of Monitor Findings link to CAMs	Jackie Rees	19.9.2023	Completed
		Table CAMs response to Degree Monitoring actions plans at 19 September meeting	Jackie Rees	17.10.2023	19.9.2023 deferred to October meeting
7	2.1, 2.2	Table Quality Enhancement Manager (QEM) Summary Report and Academic Integrity Team Leader Summary Report for information at 6 September Academic Committee meeting	Mary Woodward	6.9.2023	Completed
8	5	Course Result Reports and Award Application Approvals Forward course results checklist, spreadsheet, and reports to Patrick Beatson Forward award application checklist, spreadsheet, and reports to Rae Perkins	Mary Woodward	ASAP	Completed
Action List – Meeting of 19 September 2023					
9	2.4	NMIT Ākonga Appeals Procedure tabled for endorsement Finalise wording once Nursing Council of New Zealand requirements confirmed	Jackie Rees / SANIT / CAM HWB	ASAP	Completed
10	2.5.2	Update on Other Unification tabled for information Follow up with CAM ECI-Maritime for transition/implications on the Maritime Programmes that are not being unified	Kim Davies	14.11.2023	
11	4.1	Schedule and Rationale for Agenda Items tabled for information Update Agenda Planner schedule and table at next meeting	Mary Woodward	17.10.2023	Completed
12	5	Course Result Reports and Award Application Approvals Forward course results checklist, spreadsheet, and reports to John Inglis / Reid Carnegie Forward award application checklist, spreadsheet, and reports to John Inglis / Reid Carnegie	Mary Woodward	ASAP	Completed
13	5.5	Academic Results and Award Summary Reports To report on Graduation Readiness at next meeting	Silvia Gassebner	17.10.2023	
14	9	Student Matters Advise RAC Committee Secretary of approval of request to allow ākonga , to	Mary Woodward	ASAP	Completed

		receive RAC outside of the Certificate in Nursing (Competence Assessment Programme) (Level 7) Training Scheme Programme Regulations version 18105 2023			
--	--	--	--	--	--

Te Pūkenga trading as NMIT Academic Quality + Standards Committee
CONFIRMED Minutes of an e-meeting of the Academic Standards + Quality Committee

Monday 2 October 2023 at 3.45pm via email closed Wednesday 4 October 2023 at 4pm

Participants: Marja Kneepkens (proxy for Susannah Roddick (Chair)), Kim Davies, Reid Carnegie, Silvia Gassebner, Alison Hart, John Inglis, Camille Nicholls, Sharon Patterson, Jackie Rees, Eddie Shields, Ren Stronach, Chanelle Taylor, Mary Woodward (minute-taker, non-voting)

Responses:

	1.1	1.2
Marja Kneepkens	Endorsed	Endorsed
Kim Davies	Endorsed	Endorsed
Reid Carnegie	No response	No response
Silvia Gassebner	No response	No response
Alison Hart	Endorsed	Endorsed
John Inglis	Endorsed	Endorsed
Camille Nicholls	Endorsed	Endorsed
Sharon Patterson	No response	No response
Jackie Rees	Endorsed	Endorsed
Eddie Shields	Endorsed	Endorsed
Ren Stronach	No response	No response
Chanelle Taylor	Endorsed	Endorsed

1. Course and Programme Changes

- 1.1 3V6 Approval Form STAR Service Industries Short Courses BAR202, CAF202, COF203, COK201, COK302 2024 including Course Descriptors for STAR BAR202 Bar Services Mocktails, STAR CAF202 Café Service - Table Service, STAR COF203 Barista Coffee, STAR COK201 Cookery Patisserie and Baking, STAR COK302 Cookery Gourmet to Go 2024 were tabled for endorsement

It was noted: "It's excellent there has been clarification included re moderation status."

RESOLVED that the 3V6 Approval Form STAR Service Industries Short Courses BAR202, CAF202, COF203, COK201, COK302 2024 including Course Descriptors for STAR BAR202 Bar Services Mocktails, STAR CAF202 Café Service - Table Service, STAR COF203 Barista Coffee, STAR COK201 Cookery Patisserie and Baking, STAR COK302 Cookery Gourmet to Go 2024 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

CARRIED

- 1.2 3V6 Approval Form Master of Applied Management [123125] Postgraduate Diploma in Applied Management [123129] Postgraduate Certificate in Applied Management [123132] version 17111 effective from 17 July 2023 including the MAM PGDAM PGCAM Programme Regulations Semester 2 2023 version 17111 and the MAM PGDAM PGCAM Course Descriptors Semester 2 2023 version 17111 were tabled for endorsement

RESOLVED that the 3V6 Approval Form Master of Applied Management [123125] Postgraduate Diploma in Applied Management [123129] Postgraduate Certificate in Applied Management [123132] version 17111 effective from 17 July 2023 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

CARRIED

Mary Woodward

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

Action List – E-Meeting of 2 to 4 October 2023					
1	1.1	Course and Programme Changes	Mary Woodward	ASAP	Completed
	1.2	3V6 Approval Form STAR Service Industries Short Courses BAR202, CAF202, COF203, COK201, COK302 2024 3V6 Approval Form Master of Applied Management [123125] Postgraduate Diploma in Applied Management [123129] Postgraduate Certificate in Applied Management [123132] version 17111 effective from 17 July 2023 Advise Academic Advisor of 3V6 Approval Form endorsement Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 4.10.2023			

[Back to agenda](#)

Item 5.3 Recognition of Academic Credit Committee Minutes – Meetings of 14.8.2023, 19.9.2023 and E-Meetings of 26.7.2023, 30.8.2023, 11.9.2023 for receipt

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY RECOGNITION OF ACADEMIC CREDIT COMMITTEE

E-vote Minutes

Wednesday 26th of July 2023

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

1. Minutes of previous meeting

1.1. Minutes from Tuesday 11th of July 2023 – for approval

It was resolved that the minutes from the meeting on Tuesday 11th of June 2023 be accepted as a true and accurate record subject to changing Marianna Deynzer to Absent and not apologies for the meeting.

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

Upload minutes onto the 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

The following application is for ākonga who had done previous unit standards and work experience to gain credit into a New Zealand Certificate in Mechanical Engineering (Trade) Fitting and Machining and General Engineering (Level 4).

- ☒ Cross Credit
☐ Credit Transfer
☐ RPL

From: NZQA Unit Standards and Work placement sign off	To: New Zealand Certificate in Mechanical Engineering (Trade) Fitting and Machining and General Engineering (Level 4)
Please see mapping	CME301 Health and Safety 1
	CME303 Engineering Core Skills 1
	CME305 Engineering Materials 1
	CME306 Machining Processes 1 (General Machining)
	CME308 Welding Processes 1 (Basic Welding)
	CME401 Machining Processes 2 (General Machining)

*It was resolved that the **Cross Credit application for ākonga** application in section 8 of the RAC application.*

be approved in full subject to Reid dating the

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

Action RACC Secretary

Notify the programme area that the application was approved subject to Reid to date the RAC application in section 8 of the RAC form.

Action RACC Secretary

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

APPLIED BUSINESS - Applications received from Rae Perkins

3.1.2 Ākonga

The following application is for ākonga who had done previous study and would like to use these to gain credit into a double major for a Bachelor of Commerce.

- ☒ Cross Credit
☐ Credit Transfer
☒ RPL

From: NMIT – Bachelor of Commerce	To: Bachelor of Commerce (Management and Marketing)
MGT737 Advanced Applied Management	BUS750 Advanced Business Project
MGT530 Principles of Management COM540 Professional Communications MKT571 Principles of Marketing ACC503 Computerised Accounting	CBC504A Core Business Courses, Level 5, 60 Credits
ACC502 Introduction to Accounting MGT533 Human Resource Management NZD630 leadership V2 MGT632 Operations Management	CMC503A Core Management Courses, Level 5, 60 Credits

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

The student will be graduating against current set of regulations; therefore we do not need Academic Standards and Quality Committee approval.

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

Action RACC Secretary

Enter CC as per minutes for ākonga once the committee has received approval from AS&Q Committee and notify the programme area.

3.1.3 Ākonga

The below application is for ākonga who had enrolled on the Bachelor of Commerce on an older version of the programme and is now wanting to graduate. As the courses are older, RAC must be approved for cross credit into a recent version of the programme regulations for the student to meet the completion requirements. Since studying the older courses the ākonga has been self-employed and has kept their currency and knowledge up to date.

- ☒ Cross Credit
☐ Credit Transfer
☐ RPL

From: NMIT – New Zealand Diploma in Business and Bachelor of Commerce	To: Bachelor of Commerce (Accounting)
NZD603 Business Finance	ACC603 Business Finance
MGT530 Principles of Management COM540 Professional Communications NZD550 Business Computing MKT571 Principles of Marketing	CBC504A Core Business Credits, Level 5, 15 Credits

☒ RPL

From: Work experience and study	To: Bachelor of Commerce (Accounting)
ACC502 Introduction to Accounting ACC503 Computerised Accounting BAC607 Accounting and Finance for Managers Relevant work experience spanning from 1999-2023: <ul style="list-style-type: none"> - Intermediate/ Senior Account Clerk – 1 year - Accounts Clerk – 5 years - Accounts Manager – 4 years - Self-employed Bookkeeper – 9 years 	CAC504A Core Accounting Credits, Level 5, 15 credits

It was resolved that the **Cross Credit and RPL application for ākonga**

be approved in full.

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

Enter CC and RPL as per minutes for ākonga 22315 and notify the programme area.

NURSING– Applications received from Sandy Matheson

3.1.4 Ākonga not enrolled

The below application is for ākonga who did previous study at North Tec and would like to use this to gain credit into the Certificate in Nursing Training Scheme. This Training Scheme in the regulations state no RAC is allowed but the committee can approve subject to receiving confirmation the ākonga was approved as an exception outside the regulations by Academic Standards and Quality Committee.

☒ Cross Credit – Addition to schedule

☐ Credit Transfer

☐ RPL

From: North Tec – Certificate in Proficiency	To: Certificate in Nursing (Competence Assessment Programme) Level 7 Training Scheme
719.701 Returning to Practice – Registered Nurse	CAP711 Concepts Related to Nursing in the NZ Context

It was resolved that the **Cross Credit application for ākonga** be approved in full and added to the schedule; subject to approval by Academic Standards and Quality Committee to allow ākonga to receive RAC outside of the regulations.

A committee member has not approved the application, as they believe a letter from Nursing Council was needed to confirm they were ok with RAC being approved as an exception to the programme regulations. The committee can see from the application that the ākonga is current in their skills but on a transcript with a RAC result will not be instantly transparent with Nursing Council in an award all about proving currency skills.

Silvia Gassebner – **Approved**
Shine Kelly – **Not Approved**
Carmen Cayuelas – **Approved**
Pam Vinluan – **Approved**

Sarah Arnold - **Approved**

Marie Nolan – **Approved**

Action RACC Secretary

Ask the programme area to confirm that no separate Nursing Council approval is required for this RAC to be valid.

Action RACC Secretary

Notify the programme area that the application was approved subject to receiving approval from the AS&Q Committee to allow ākonga to receive RAC outside of the regulations.

Action RACC Secretary

Enter CC as per minutes for ākonga once the committee has received approval from AS&Q Committee, add to the schedule and notify the programme area.

E-vote Responses

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

RECOGNITION OF ACADEMIC CREDIT COMMITTEE

ACTION LIST

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

Actions from Wednesday 26 th of July 2023				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
1.1	Upload minutes onto the Sharepoint.	Alana		Completed
3.1.1	Ākonga - Enter CC as per minutes for ākonga and notify the programme area.	Alana		Completed
3.1.1	Ākonga - Notify the programme area that the application was approved subject to Reid to date the RAC application in section 8 of the RAC form.	Alana		Completed
3.1.2	Ākonga - Notify the programme area that the application was approved subject to receiving approval from the AS&Q Committee to allow ākonga to complete outside the completion timeframe.	Alana		<i>The student will be graduating against current set of regulations; therefore we do not need Academic Standards and Quality Committee approval.</i>
3.1.2	Ākonga - Enter CC as per minutes for ākonga once the committee has received approval from AS&Q Committee and notify the programme area.	Alana		Completed
3.1.3	Ākonga - Enter CC and RPL as per minutes for ākonga and notify the programme area.	Alana		Completed
3.1.4	Ākonga - Notify the programme area that the application was approved subject to receiving approval from the AS&Q Committee to allow ākonga to receive RAC outside of the regulations.	Alana		Completed
3.1.4	Ākonga - Enter CC as per minutes for ākonga once the committee has received approval from AS&Q Committee and notify the programme area.	Alana		Completed

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY
RECOGNITION OF ACADEMIC CREDIT COMMITTEE
MINUTES

Monday 14th of August 2023

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

1. Minutes of previous meeting

1.1. None tabled

2. Matters arising

2.1. Refer to Active Action List.

2.2. An update to the approved minutes for 11.07.2023.

2.2.1. The minutes were updated to state that the ākonga for items 3.1.2 and 3.1.3; must complete BUS750 to receive cross credit for BVW706 as a subject to. This was because BVW706 was not offered in semester one and the ākonga were enrolled on BUS750 with a viticulture focus.

It was resolved that the minutes from the meeting on Tuesday 11th July 2023 be accepted with the updates for item 3.1.2 and 3.1.3 as a true and accurate record.

Shine Kelly / Pam Vinluan

CARRIED

Action RACC Secretary

Upload minutes to Sharepoint.

3. Student Results

3.1 RAC Applications

APPLIED BUSINESS - Applications received from Rae Perkins

3.1.1 Ākonga

The below application is for an ākonga who is wanting to use their work experience to gain 45 elective credits into the Master of Applied Management.

☐ Cross Credit

☐ Credit Transfer

☒ RPL

From: Work experience	To: Master of Applied Management
Please see mapping	MEL803A Applied Management Elective Level 8, 45 credits

*It was resolved that the **RPL application for ākonga** application in section 7 of the form.*

be approved in full subject to; ākonga dating the RAC

Pam Vinluan / Marie Nolan

CARRIED

Action RACC Secretary

Notify programme area application is subject to ākonga dating the RAC application in section 7 of the form.

Action RACC Secretary

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

HORTICULTURE, VITICULTURE AND AQUACULTURE - Applications received from Pam Wood

3.1.2 Ākonga

The below application is for an ākonga who has done work experience and would like to use this to gain credit into a course that sits inside the Bachelor of Viticulture and Winemaking.

☐ Cross Credit

☐ Credit Transfer

☐ RPL

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

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

Shine Kelly / Pam Vinluan

CARRIED

Action RACC Secretary

Enter RPL as per minutes for ākonga

and notify programme area.

3.1.3 Ākonga

The below application is for an ākonga who had done previous study and would like to use these courses to gain credit into the New Zealand Diploma in Horticulture Production (Level 5) (Wine Growing).

☒ Cross Credit

☐ Credit Transfer

☐ RPL

From: NMIT Bachelor of Viticulture and Winemaking and Diploma in Viticulture and Wine Production	To: New Zealand Diploma in Horticulture Production (Level 5) (Wine Growing)
VPW501 Viticultural Practices PSC501 Plant Science	HPW502 Winegrape Development and Quality
VPW501 Viticultural Practices BVW603 Kaitiakitanga and Vineyard Bio-protection	HPW503 Weather & Winegrape Protection
VWP502 Soil Science	HPW504 Vineyard Soil, Water and Nutrient Management
VPW501 Viticultural Practices VWP502 Soil Science BVW603 Kaitiakitanga and Vineyard Bio-protection	HPW505 Vineyard Crop Protection
BVW506 Industry Practice – Vineyard *Attestation letter needed from employer VWP501 Viticultural Practices	HPW506 Vineyard Planning & Management

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

Sarah Arnold / Pam Vinluan

CARRIED

Action RACC Secretary

Enter Cross Credit as per minutes for ākonga area.

and notify programme

Action RACC Secretary

Add an academic transcript to the RAC application.

ENGINEERING, AVIATION AND CONSTRUCTION - Applications received from Reid Carnegie

3.1.4 Ākonga

The below application is for ākonga who has done work experience and gained their NZCAA Aircraft Maintenance Engineer Licence and would like to use this to get three courses in the New Zealand Diploma in Aeronautical Maintenance Certification programme.

☐ Cross Credit

☐ Credit Transfer

☒ RPL

From: NZCAA Aircraft Maintenance Engineer Licence and practical experience records	To: New Zealand Diploma in Aeronautical Maintenance Certification
Please see mapping	DAM402 Aeronautical Engineering: Powerplant Turbine

	DAM404 Aeronautical Engineering: Rotorcraft
	DAM403 Aircraft Maintenance Workplace Experience

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

Shine Kelly / Marie Nolan

CARRIED

Action RACC Secretary

Enter RPL as per minutes for ākongā

and notify programme area.

3.1.5 Ākongā

The below application is for ākongā who has done work experience and gained their NZCAA Aircraft Maintenance Engineer Licence and would like to use this to get three courses in the New Zealand Diploma in Aeronautical Maintenance Certification programme.

- ☐ Cross Credit
☐ Credit Transfer
☒ RPL

From: NZCAA Aircraft Maintenance Engineer Licence and practical experience records	To: New Zealand Diploma in Aeronautical Maintenance Certification
Please see mapping	DAM401 Aeronautical
	DAM402 Aeronautical Engineering: Powerplant Turbine
	DAM403 Aircraft Maintenance Workplace Experience

It was resolved that the **RPL application for ākongā** application in section 8 of the RAC form.

be approved in full subject to; Reid signing the RAC

Shine Kelly / Marie Nolan

CARRIED

Action RACC Secretary

Notify the programme area that the application was approved subject to Reid signing the RAC application in section 8 of the RAC form.

Action RACC Secretary

Enter RPL as per minutes for ākongā, once updated form has been sent through with Reid's signature on it and notify programme area.

3.1.6 Ākongā

The below application is for ākongā who has done work experience and gained their NZCAA Aircraft Maintenance Engineer Licence and would like to use this to get three courses in the New Zealand Diploma in Aeronautical Maintenance Certification programme.

- ☐ Cross Credit
☐ Credit Transfer
☒ RPL

From: NZCAA Aircraft Maintenance Engineer Licence and practical experience records	To: New Zealand Diploma in Aeronautical Maintenance Certification
Please see mapping	DAM402 Aeronautical Engineering: Powerplant Turbine
	DAM403 Aircraft Maintenance Workplace Experience
	DAM404 Aeronautical Engineering: Rotorcraft

It was resolved that the **RPL application for ākongā** application in section 8 of the RAC form.

be approved in full subject to; Reid dating the RAC

Shine Kelly / Pam Vinluan

CARRIED

Action RACC Secretary

Notify the programme area that the application was approved subject to Reid dating the RAC application in section 8 of the RAC form.

Action RACC Secretary

Enter RPL as per minutes for ākonga , once updated form has been sent through dated by CAM 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 Monday 14 th of August 2023				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
2.2	Upload minutes onto Sharepoint	Alana		Completed
3.1.1	Ākonga - Notify programme area application is subject to ākonga dating the RAC application in section 7 of the form.	Alana		Completed
3.1.1	Ākonga - Enter RPL as per minutes for ākonga and notify programme area.	Alana		Completed
3.1.2	Ākonga - Enter RPL as per minutes for ākonga and notify programme area.	Alana		Completed
3.1.3	Ākonga - Enter Cross Credit as per minutes for ākonga and notify programme area.	Alana		Completed
3.1.3	Ākonga - Add an academic transcript to the RAC application.	Alana		Completed
3.1.4	Ākonga - Enter RPL as per minutes for ākonga and notify programme area.	Alana		Completed
3.1.5	Ākonga - Notify the programme area that the application was approved subject to Reid signing the RAC application in section 8 of the RAC form.	Alana		Completed
3.1.5	Ākonga - Enter RPL as per minutes for ākonga , once updated form has been sent through with Reid's signature on it and notify programme area.	Alana		Completed
3.1.6	Ākonga - Notify the programme area that the application was approved subject to Reid dating the RAC application in section 8 of the RAC form.	Alana		
3.1.6	Ākonga - Enter RPL as per minutes for ākonga , once updated form has been sent through dated by CAM and notify programme area.	Alana		

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY

RECOGNITION OF ACADEMIC CREDIT COMMITTEE

E-VOTE AGENDA

Wednesday 30th of August 2023

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

Non voting: Alana Cohen (Secretary)

Apologies:

1. Minutes of previous meeting

1.1. E-vote minutes from Wednesday 26th of July 2023 – for approval

It was resolved that the minutes from the meeting on Wednesday 26th of July 2023 be accepted as a true and accurate record.

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

Upload minutes onto the Sharepoint.

1.2. Minutes from Monday 14th of August 2023 – for approval

It was resolved that the minutes from the meeting on Monday 14th of August 2023 be accepted as a true and accurate record.

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

SOCIAL SCIENCES AND FITNESS – Applications received from Victoria Whitmore

3.1.1 Ākonga

The following application is for ākonga who had done previous study and would like to use these to gain credit into Paetahi Tumu Kōrero Bachelor of Counselling.

☒ Cross Credit

☐ Credit Transfer

☒ RPL

From: Open Polytechnic	To: Paetahi Tumu Kōrero Bachelor of Counselling
73327 Adult Psychopathology	GEL701A, General Elective, Level 7, 15 Credits

*It was resolved that the **Cross Credit application for ākonga***

be approved in full and added to the schedule.

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

Enter CC as per minutes for ākongā
the programme area.

Action RACC Secretary

, add to the schedule and notify

ENGINEERING, AVIATION AND CONSTRUCTION - Applications received from Reid Carnegie

3.1.2 Ākongā

The following application is for ākongā who had done previous unit standards and work experience to gain credit into a New Zealand Certificate in Engineering Fabrication (Trade) strands in Heavy and Light Fabrication.

☒ Cross Credit – Additional to schedule

☐ Credit Transfer

☐ RPL

From: NZQA and Assessment	To: New Zealand Certificate in Engineering Fabrication (Trade) strands in Heavy and Light Fabrication
Please see mapping	CFE301 Health and Safety 1
	CFE302 General Fabrication Practices 1
	CFE303 Engineering Core Skills 1
	CFE304 Engineering Core Skills 2
	CFE305 Engineering Materials 1
	CFE307 Engineering Calculations and Drawing 1
	CFE308 Welding Processes 1 (Basic Welding)

It was resolved that the **Cross Credit application for ākongā**

be approved in full and added to the schedule.

The chair noted; there is a difference in level of the unit standards and the level of the course to be credited for some courses. However, the committee had received confirmation in the past that the level of the unit standards does not reflect the actual outcomes which are equivalent to the outcomes of our courses and perceived to be at a higher level.

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Carmen Cayuelas – **Approved**

Pam Vinluan – **Abstained**

Sarah Arnold - **Approved**

Marie Nolan – **Approved**

Marianna Deynzer – **Abstained**

Action RACC Secretary

Enter CC as per minutes for ākongā
the programme area.

, add to the schedule and notify

Action RACC Secretary

RAC secretary to find the confirmation from previous applications around difference in levels for unit standards and course then add to this application.

4. E-vote Responses

4.1. If you would like to see the responses to 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 Wednesday 30 th of August 2023				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE

1.1	Upload minutes onto the Sharepoint.	Alana		Completed
1.2	Upload minutes onto the Sharepoint.	Alana		Completed
3.1.1	Ākonga - Enter CC as per minutes for ākonga, add to the schedule and notify the programme area.	Alana		Completed
3.1.2	Ākonga - Enter CC as per minutes for ākonga, add to the schedule and notify the programme area.	Alana		Completed
3.1.2	Ākonga - RAC secretary to find the confirmation from previous applications around difference in levels for unit standards and course then add to this application.	Alana		Completed

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

Monday 11th of September 2023

Members: Silvia Gassebner (Chair), Shine Kelly, Carmen Cayuelas, Sarah Arnold and Marie Nolan.
Non voting: Alana Cohen (Secretary)
Apologies:

1. Minutes of previous meeting

1.1. Minutes from Wednesday 30th of August 2023 – for approval

It was resolved that the minutes from the meeting on Wednesday 30th of August 2023 be accepted as a true and accurate record.

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

The below application is for ākonga who had done previous study at Ara Institute of Canterbury and is wanting to use these courses to gain credit into the New Zealand Certificate in Automotive Engineering (Level 3).

- ☐ Cross Credit
- ☐ Credit Transfer
- ☐ RPL

From: Ara Institute of Canterbury – New Zealand Certificate in Automotive Engineering (Level 3)	To: New Zealand Certificate in Automotive Engineering (Level 3)
CAUT301 Automotive Workshop Safety	CAU301 Automotive Workshop Safety
CAUT304 Engine Systems	CAU304 Engine Systems

CAUT305 Electrical and Electronics	CAU306 Electrical and Electronics
CAUT307 Starting, Charging and Electronically Controlled Systems	CAU307 Starting and Charging Systems
	CAU308 Electronic Controls, High Voltage Systems and HVAC

It was resolved that the **Cross Credit application for ākonga** be approved in full and added to the schedule subject to; the assessor filling out section 6 of the RAC application and the CAM dating the application in section 8.

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Carmen Cayuelas – **Approved**

Sarah Arnold - **Approved**

Marie Nolan – **Approved**

Action RACC Secretary

Notify the programme area to have the assessor fill out section 6 of the RAC form and for the CAM to date the application in section 8.

Action RACC Secretary

Update RAC application with NMIT course descriptors.

Action RACC Secretary

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

MARITIME, AQUACULTURE, ADVENTURE TOURISM & GUIDING AND CONSERVATION - Applications received from Monique Day

3.1.2 Ākonga

The below application is for ākonga who had done previous STCW certificates through Maritime NZ and is using these to gain credit into course SBT311. The course is made up of five STCW certificates four of which are listed below, for the fifth certificate, the ākonga had a different combination. Instead of having the STCW certificate Security Awareness they had an STCW Designated Security Duties, which is a higher certificate than the Security Awareness.

☒ Cross Credit

☐ Credit Transfer

☐ RPL

From: Maritime New Zealand	To: New Zealand Diploma in Marine Engineering
STCW Personal Safety & Social Responsibilities STCW Designated Security Duties STCW Elementary First Aid STCW Personal Survival Techniques (and/or refreshers) STCW Fire Prevention and Fire Fighting Certificate (and/or refreshers)	SBT311 STCW Basic Training

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

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Carmen Cayuelas – **Approved**

Sarah Arnold - **Approved**

Marie Nolan – **Approved**

Action RACC Secretary

Enter CC as per minutes for ākonga , 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 Monday 11 th of September 2023				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
1.1	Upload minutes onto the Sharepoint.	Alana		Completed
3.1.1	Ākonga - Notify the programme area to have the assessor fill out section 6 of the RAC form and for the CAM to date the application in section 8.	Alana		
3.1.1	Ākonga - Update RAC application with NMIT course descriptors.	Alana		
3.1.1	Ākonga - Enter CC as per minutes for ākonga, add to the schedule and notify the programme area.	Alana		
3.1.2	Ākonga - Enter CC as per minutes for ākonga, add to the schedule and notify the programme area.	Alana		Completed

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY RECOGNITION OF ACADEMIC CREDIT COMMITTEE MINUTES

Tuesday 19th of September 2023

Members: Silvia Gassebner (Chair), Shine Kelly, Carmen Cayuelas, Pam Vinluan, Sarah Arnold, Marianna Deynzer (arrived 9.05am) and Marie Nolan.

Non voting: Alana Cohen (Secretary)

Apologies:

1. Minutes of previous meeting

1.1. None tabled

2. Matters arising

2.1. Refer to Active Action List.

3. Student Results

3.1 RAC Applications

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

3.1.1 Ākonga

The below application is for ākonga who had done previous study at Yoobee College of Creation Innovation and is wanting to use this course to gain an elective course into the Bachelor of Information Technology (ITC Infrastructure).

☒ Cross Credit

☐ Credit Transfer

☐ RPL

From: Yoobee College of Creation Innovation – New Zealand Certificate in Information Technology (Level 5)	To: Bachelor of Information Technology (ITC Infrastructure)
CA505 Operating Systems	GEL501 General Elective, Level 5, 15 Credits

It was resolved that the **Cross Credit application for ākonga**

be approved in full.

Pam Vinluan / Carmen Cayuelas
CARRIED

Enter CC as per minutes for ākonga

Action RACC Secretary
and notify programme area.

MARITIME, AQUACULTURE, ADVENTURE TOURISM & GUIDING AND CONSERVATION - Applications received from Monique Day

3.1.2 Ākonga

The below application is for ākonga who had done previous study at Westport Deep Sea Fishing and School and Maritime and is wanting to use the certificates to gain credit into the New Zealand Certificate in Maritime Operations – Mate Fishing Vessel Unlimited. The courses had previously been approved through the committee and were added to the schedule but have since expired. The CAM had confirmed that they still map at least 80% or more to the learning outcomes of our course and there has been no significant changes have been made since the original approval.

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

From: STCW certificates, including refresher certificates, from any provider nationally and internationally	To: New Zealand Certificate in Maritime Operations – Mate Fishing Vessel Unlimited
STCW Seafarers Security Awareness (from Westport Deep Sea Fishing School Ltd)	SSA311 STCW Seafarers Security Awareness

- ☒ RPL – Addition to schedule

From: Maritime New Zealand	To: New Zealand Certificate in Maritime Operations – Mate Fishing Vessel Unlimited
Maritime New Zealand Certificate of Competency as New Zealand Offshore Watchkeeper/ New Zealand Certificate of Competency – Mate Fishing Vessel - Limited	PAS411 Passage Planning NAV413 Navigation - Offshore

It was resolved that the **Cross Credit and RPL application for ākonga**

be approved in full and added to the schedule.

Carmen Cayuelas / Marie Nolan
CARRIED

Action RACC Secretary

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

, add to the schedule and

3.1.3 Maritime

The below application is for reapproval back onto the schedule, CAM had also confirmed there is still an 80% match or more to the learning outcomes and no significant changes have been made since the original approval.

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

From: STCW certificates, including refresher certificates, from any provider nationally and internationally	To: Maritime Programmes
STCW Elementary First Aid STCW Fire Prevention and Fire Fighting STCW Personal Survival Techniques STCW Personal Safety & Social Responsibilities STCW Seafarers Security Awareness	SBT311 STCW Basic Safety Training

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

Shine Kelly / Pam Vinluan
CARRIED
Action RACC Secretary

Add Cross Credit to the schedule and notify programme area.

HORTICULTURE, VITICULTURE AND AQUACULTURE - Applications received from Pam Wood

3.1.4 Ākonga

The below application is for ākonga who had done work experience and would like to use this to gain two courses in the New Zealand Certificate in Cellar Operations (Level 4) programme.

- ☐ Cross Credit
☐ Credit Transfer
☒ RPL

From: Work experience – Vinlink Marlborough	To: New Zealand Certificate in Cellar Operations (Level 4)
Please see mapping	CCO407 Equipment Innovation
	CCO408 Vintage Preparation 2

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

Shine Kelly / Sarah Arnold
CARRIED

Action RACC Secretary

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

4. Late items

4.1. RAC Application

MARITIME, AQUACULTURE, ADVENTURE TOURISM & GUIDING AND CONSERVATION - Applications received from Monique Day

4.1.1. Ākonga

The below application is for ākonga who had gained experience through the Royal Navy and would like to use this to gain two courses in the New Zealand Certificate in Marine Engineering (Level 4) programme for Class 5 and 6.

- ☐ Cross Credit
☐ Credit Transfer
☒ RPL

From: Royal Navy NZ - Experience	To: New Zealand Certificate in Marine Engineering (Level 4) Class 5 and 6
Control Room Watch Keeper Certificate Taskbook	ENG441 Machinery and Systems Operation 1
Able Marine Technician Taskbook	ENG442 Machinery and Systems Maintenance 1

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

Sarah Arnold / Shine Kelly
CARRIED

Action RACC Secretary

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

4.1.2. Maritime

The below application was for approval onto the schedule for ākonga who had achieved course CON611 Ship Construction from an older set of regulations and are now completing under a new version of the programme which has the updated course CON613 Ship Security in the completion requirements.

- ☒ Cross Credit
☐ Credit Transfer
☐ RPL

From: NMIT – Maritime Programmes	To: Maritime Programmes
CON611 Ship Construction	CON613 Ship Construction

It was resolved that the **Cross Credit application for Maritime** be approved in full and added to the schedule subject to; receiving confirmation from the programme area that CON611 can be cross credited into CON613 and that ākonga do meet 80% or more of the learning outcomes for course CON613.

The committee members noted that an additional learning outcome was added to course CON613 and wanted confirmation that any ākonga that had completed CON611 still meets everything they need for CON613.

Pam Vinluan/ Shine Kelly

CARRIED

Action RACC Secretary

Ask programme area for confirmation that CON611 can be cross credited into CON613 and that ākonga do meet 80% or more of the learning outcomes for course CON613.

Action RACC Secretary

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 19 th of September 2023				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
3.1.1	Ākonga - Enter CC as per minutes for and notify programme area.	Alana		Completed 26.09.2023
3.1.2	Ākonga - Enter CC and RPL as per minutes for , add to the schedule and notify programme area.	Alana		Completed 26.09.2023
3.1.3	Maritime - Add Cross Credit to the schedule and notify programme area.	Alana		Completed 26.09.2023
3.1.4	Ākonga - Enter RPL as per minutes for and notify programme area.	Alana		Completed 26.09.2023
4.1.1	Ākonga - Enter RPL as per minutes for and notify programme area.	Alana		Completed 26.09.2023
4.1.2	Maritime - Ask programme area for confirmation that CON611 can be cross credited into CON613 and that ākonga do meet 80% or more of the learning outcomes for course CON613.	Alana		Completed 19.09.2023
4.1.2	Maritime - Add to the schedule and notify programme area.	Alana		Completed 26.09.2023

[Back to agenda](#)

Item 5.4 Learning and Teaching Committee Meeting of 28.8.2023 for receipt

CONFIRMED Minutes of a meeting of the Learning and Teaching Committee
3.30pm Monday 28 August 2023 Room M306 and via Microsoft Teams

PRESENT:

Committee: Marja Kneepkens (Chair), Kim Davies, Ang McLean, Sara Matthews, Shingai Muchecheherwa, Scott Bailey, Pam Wood, Mary Woodward (Minute taker, non-voting)

2. Mihimihi

Marja Kneepkens opened the meeting and welcomed Members, she advised:

- apologies had been received from Nicole Akuhata, Claire Dallison, Max Devon, Juan Liang, Bex Machon, Jess Shirley
- Scott Bailey was present as the new Student Representative on the Committee
- that this was Sara Matthews' last committee meeting and acknowledged her work and commitment to the committee.

3. Previous Minutes and Actions

2.1 Learning + Teaching Committee 19.6.2023, 31.7.2023 Draft Minutes for confirmation

RESOLVED that the minutes of the Learning and Teaching Committee meeting 19.6.2023 and 31.7.2023 be confirmed as a true and accurate record.

Ang McLean / Sara Matthews

CARRIED

ACTION

Mary Woodward

Forward confirmed minutes for tabling at next Academic Committee meeting

2.2 Action List

The Committee Members reviewed and updated the Action List.

4. Teaching and Learning Support

4.1 Student Representative Update

On behalf of Max Devon, Scott Bailey advised:

- ākongā had voiced concern about tutor absence from classes and the impact this has/could have on learning

Following discussion on how the Committee could progress this concern it was agreed that further conversation take place with the Student President to identify specific areas for the Committee to act on.

ACTION

Scott Bailey

Korero with Max Devon to identify specific areas of concern for the Committee to act on

3.2 Teaching and Learning Coach Update

There was no Teaching and Learning Coach Update

3.3 Kaimahi Engagement Day

- Review of 16.8.2023 Academic Staff Professional Development Day

Marja Kneepkens gave an overview of the final structure of the PD day and noted:

- her thanks to everyone that had planning/input into the day
- that the originally planned assessment and moderation sessions had broadened into a sharing of teaching and learning good practice which included generative AI technology

- feedback can be given via the Academic Kaimahi Professional Development feedback form on Polly until Friday 1 September
- an analysis of the feedback will be shared with presenters and with kaimahi to help inform future PD.

The Committee Members noted:

- the 'Engaging with neurodivergent ākonga' session should be part of tutor induction
 - the session presenters are available to run further sessions with programme groups
- the limitations of multiple one-off sessions running in the same time slot

ACTION

Committee Members

Provide feedback via the Academic Kaimahi Professional Development feedback form on Polly

3.4 Generative AI

- Actions that support and guide kaimahi

Following discussion on supporting and guiding kaimahi it was noted that an important action for kaiako to do for semester two assessments is:

- decide and clearly document if generative AI is permitted or restricted for each assessment
- add a relevant statement regarding the use of AI to the assessment instructions

ACTION

Marja Kneepkens

Follow-up with CAMs regarding the addition of a relevant statement regarding the use of AI to assessment instructions

4 2023 Focus Areas

4.1 2023 Priorities Update

Marja Kneepkens reminded Members to continue to update their 2023 priorities.

5. General Business

5.1 Transitioning to Te Pūkenga Policy and Practice

Kim Davies advised:

- currently work is being done on aligning the NMIT Ākonga Appeals Procedure with Te Pūkenga Ākonga Appeals Policy
- involved with the 100% portfolio assessment project, working through the implications of NZQA's requirement to meet all learning outcomes for courses with a minimum 50% pass mark
- acknowledge the work being done by the IT kaiako in the redevelopment of their resources and assessments in response to NZQA requirements
- historically NMIT has designed programmes to ensure graduate outcomes for qualifications are clearly demonstrated, NZQA is now requiring to genuinely show that ākonga have passed all learning outcomes – robust debate is taking place

ACTION

Kim Davies

Confirm with QEM process for socialising changes to Policies and Procedures with both TP and NMIT

Meeting Closed: 04.30pm

Learning and Teaching Committee Action List – 28 August 2023

	Minute Item	Action	Who	Progress	When
Action List 07 December 2022					
1	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	18.9.2023 – to be followed up on	Further attestation of Code has meant this flowchart is still in progress.

Action List 01 May 2023					
2	2.3	Matters Arising from 20.03.2023 Meeting Report back to LTC on agreed PD actions: discuss with the Digital Workplace Manager to get the hub and PD events more visible and easier to navigate to	Kate Neame	28.8.2023	Action closed but will continue as WIP
Action List 19 June 2023					
3	2.1	Forward confirmed minutes for tabling at next Academic Committee meeting	Mary Woodward	ASAP	Completed
4	3.4	Generative IT Add the bullet point 'keep an ongoing focus on actions that support and guide kaimahi' as an ongoing agenda item for MK and AM	Mary Woodward	28.8.2023	Completed
Action List 31 July 2023					
5	3.1	Incorporate these comments, recommendations, and actions into the Academic Staff PD Day programme <ul style="list-style-type: none"> • seek approval for LiIT, A&Q, and Learner Services kaimahi to attend workshops • add an interactive plenary session at the end of the day to wrap things up • change 'Option 3' to a plenary session that involves the LiIT team • change the order of some workshops • add a workshop option that focuses on all priority ākonga • check to ensure no classes are timetabled on this day 	Marja Kneepkens	ASAP	Completed
Action List 28 August 2023					
6	2.1	Forward confirmed minutes for tabling at next Academic Committee meeting	Mary Woodward	ASAP	Completed
7	3.1	Student Representative Update Korero with Max Devon to identify specific areas of concern for the Committee to act on	Scott Bailey	18.9.2023	
8	3.3	Kaimahi Engagement Day Feedback via the Academic Kaimahi Professional Development feedback form on Polly	Committee Members	1.9.2023	
9	3.4	Generative AI Follow-up with CAMs regarding the addition of a relevant statement regarding the use of AI to assessment instructions	Marja Kneepkens	18.9.2023	
10	5.1	Transitioning to Te Pūkenga Policy and Practice Confirm with QEM process for socialising changes to Policies and Procedures with both TP and NMIT	Kim Davies	18.9.2023	