

Item 4.3 2023 Unification Programme of Work Pānui – Haratua May 2023 – for information

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Introduction

This pānui provides information regarding the confirmed Unification programme of work and workplan priorities for 2023. A proposed workplan was shared in March and outlined the key projects and qualifications included in each project. The Executive Leadership Team (ELT) has since received the Programme Initiation Document (PID) and approved the PID, so the focus has now shifted to progressing the confirmed Phase 2 workplan detailed in this pānui. Please note that this programme of work is subject to change, and the Academic Centre and Learning Systems (ACLS) team will provide updates as relevant.

Phase 2 Focus

Phase 2 of the Unification Programme of Work will be focussed around two key projects, explained further in the following sections:

1. Transition unification mahi
2. Unification Transformation pilots

A key overarching principle in Phase 2 is that wherever possible there will be a “one touch” approach. This means that if qualification and/or skill standards are in development with a Workforce Development Council (WDC), then we will look to align our workplan with this, rather than do a transition in the interim.

2023 Unification Programme of Work

The sections below provide confirmation of the 2023 Unification programme of work, specifically:

- Phase 1 Unification Programme of work
- Phase 2 Unification Programme of work
 - o Transition unification mahi
 - o Unification Transformation pilots
 - o Programmes not being unified throughout 2023
- Steering Group next steps
- Unification Programme of work next steps

1. Phase 1 Unification Programme of Work

Throughout 2021 and 2022 the Unification Programme of Work (Phase 1) focussed predominately on the Unification of Programmes of Study.

[Appendix 1](#) shows the stage of each of the Unified Programmes of Study that commenced development in 2021 or 2022. The Academic Centre and Learning Systems (ACLS) team will continue to support these programmes as they move through the final stages of development and prepare for delivery.

2. Transition unification mahi (Phase 2)

Refers to: Transition to a single programme of study (POS) and/or transitional programme of industry training (T-PIT), if required (due to last date of assessment (LDA) of an NZQA qualification version).

Transition to a single POS and/ or a single T-PIT will be divided into three groups:

- **Simple Transition** – where there is more than one POS, OR more than one T-PIT. In Simple Transitions ākonga portability between the different programmes is not required (currently), as only one mode of delivery is provided within Te Pūkenga network.
- **Portable Transition** – where there is one or more POS AND one or more T-PIT. In Portable Transitions ākonga may seek to move between the different programmes, so a mapping exercise will be required.
- **Auto-unified** – where there is only one provider within the Te Pūkenga network (either a POS OR a T-PIT). In auto-unified programmes there is only one mode of enrolment offered.

2.1 Simple Transition:

Refers to: where there is more than one POS, OR more than one T-PIT. In Simple Transitions ākonga portability between the different programmes is not required (currently), as only one mode of delivery is provided within Te Pūkenga network.

The list of qualifications where there is more than one POS, OR more than one T-PIT and a NZQA Last Date of Assessment (LDA) of through until 31/12/24 is provided as [Appendix 2¹](#). In all cases Te Pūkenga ACLS team has requested a LDA extension – this will be coordinated by ACLS and once confirmation has been received about LDA extension requests, the Unification team will be able to confirm next steps.

Action: Await further guidance from ACLS regarding unification of Simple Transitions, as we are hoping the Last Date of Assessment extensions will be approved.

¹ Please note that the data provided in Appendices 2 – 5 is based on the most recent report received from NZQA. If there are any errors, please notify our team via Academic.development@Tepukenga.ac.nz

2.2 Portable Transition

Refers to: where there is one or more POS AND one or more T-PIT. In Portable Transitions ākonga may seek to move between the different programmes, so a mapping exercise will be required. The list of qualifications where there is one or more POS AND one or more T-PIT AND a NZQA Last Date of Assessment (LDA) through until 31/12/24 is provided as [Appendix 3](#). In all cases Te Pūkenga ACLS team has requested a LDA extension.

Action: Await further guidance from ACLS regarding unification of Portable Transitions, as we are hoping the Last Date of Assessment extensions will be approved.

2.3 Auto Unified

Refers to: where there is only one provider within the Te Pūkenga network (either a POS OR a T- PIT). In auto-unified programmes there is only one mode of enrolment offered. The list of qualifications where there is only one provider within the Te Pūkenga network (either a POS OR a T-PIT) and NZQA Last Date of Assessment (LDA) through until 31/12/24 is provided as [Appendix 4](#). Te Pūkenga will NOT be requesting LDA extensions for these qualifications.

Action: For auto-unified programmes, the Business Divisions that offer the auto-unified programme will work through a Type 2 process to update the programme in response to the qualification version change.

3. Unification Transformation Pilots

There are a series of Unification Transformation Pilots that are intended to continue or commence in 2023. [Appendix 5](#) provides a list of the qualifications that are currently being considered for the scope of each Transformation pilot at this time. Please note that the scope currently includes qualifications from Level 2 or 3 through to Level 7+, and qualifications that have recently been unified via programme of study transition. The scope is therefore likely to be refined as the projects commence.

In 2021 and 2022 there were five transformation projects that will continue in Phase 2 of the Unification Programme of Work:

1. Bachelor of Nursing programmes (Bachelor of Nursing Māori, Bachelor of Nursing Pacific, Bachelor of Nursing)
2. Bachelor of Social Work programme
3. Animal Healthcare and Veterinary Nursing programmes
4. Sports, Recreation and Exercise degree pathway
5. Bachelor of Midwifery programmes

In 2023 a further five transformation projects will commence:

6. Business suite (Level 3 – 9 programmes)
7. Information and Communications Technology (ICT) suite (Level 3- 10 programmes)
8. Construction (Level 3 – 7 programmes)
9. Seafood Processing (Level 3, 4 and 5 programmes)
10. Plumbing, gas fitting and drain laying (PGD) (Level 3 – 6 programmes)

Each transformation pilot will have differing approaches and differing outcomes. Transformation pilots can utilise codesign processes and tools to develop programmes that honour Te Tiriti o Waitangi, create equity, meet our priority group needs (Māori, Pacific, disabled), embed mātauranga Māori, are multimodal and are able to be disaggregated into component parts. Pilots may also focus on integrated delivery and development of systems and processes in partnership with WDCs.

4. Programmes with LDA in future and L7+ programmes

The lists provided in the Appendices 1 – 5 provide detail of the Level 1 – 6 programmes with a Last Date of Assessment through until 31/12/2024. Qualifications with a future LDA (2025 or beyond) will be included in future unification programmes of work.

Level 7 + provision has been included in the transformation pilots and scope shown in Appendices 1 – 5, where relevant, however the scope is likely to be refined as the projects commence and confirmation of what Level 7+ provision will evolve during the preparatory phase of the development.

Action: Where a Level 7+ programme/qualification is not included in a 2023 transformation pilot, Business Divisions should continue to work with NZQA and regulatory bodies to make updates to their programmes, as and where required.

5. Steering Group Next Steps

To support Phase 2 the Unification Steering Groups will have a change of focus and priorities. There will be four key groups of Steering Groups; those that will:

1. Finish and shift to Implementation Phase
2. Continue to focus on Transformation Projects
3. Change and shift focus to Transformation Project
4. Pause

The table below outlines the four groups and provide additional information of relevance:

Steering Groups 1 Finish and shift to Implementation Phase	Steering Groups 2 Continue to focus on Transformation Projects	Steering Groups 3 Change and shift focus to Transformation Project	Steering Groups 4 Pause as Ako Network Director to lead next steps
Nursing <ul style="list-style-type: none"> Implementation phase – lead by National Head of Nursing – Transitional (Protect the privacy of natural person). Social Work <ul style="list-style-type: none"> Implementation phase - lead by Implementation Leads (Protect the privacy of natural person) (NMIT) and (Protect the privacy of natural person) (EIT), Working Group. Animal Healthcare and Veterinary Nursing <ul style="list-style-type: none"> Next phase will draw on programme teams that support development and delivery. Implementation phase – lead by Implementation Leads (Protect the privacy of natural person) (Otago), (Protect the privacy of natural person) (Unitec) with operational support from (Protect the privacy of natural person) (Otago). 	Sports, Recreation and Exercise <ul style="list-style-type: none"> Commenced codesign, further codesign planned. Steering Group continues and will include <i>Outdoor Suite</i> Midwifery <ul style="list-style-type: none"> Will pilot a different approach which draws on some codesign tools and some transition tools. Note: this is a modified transition. Business Suite <ul style="list-style-type: none"> Equity driven codesign will be key approach taken. Implementation Leads support delivery for transitions (Protect the privacy of natural person) (Otago) and (Protect the privacy of natural person) (Ara). ICT Suite <ul style="list-style-type: none"> Equity driven codesign will be key approach taken. 	Trades: Plumbing, gas fitting and drain laying suite <ul style="list-style-type: none"> Integrated delivery is focus of transformation pilot. Trades: Construction suite <ul style="list-style-type: none"> Equity driven codesign will be key approach taken. Primary Industries: Seafood suite <ul style="list-style-type: none"> Equity driven codesign will be key approach taken. 	<p>Group 4.1 – To continue until handover to implementation phase:</p> <ul style="list-style-type: none"> Hair and Beauty Hospitality and Tourism <p>Group 4.2 – To Pause and be re-established by Ako Network Director</p> <ul style="list-style-type: none"> Education (incl Languages and Foundation) Mātauranga Māori Architecture Allied Health Social Services Creative <p>Group 4.3 – Those that have not yet been established:</p> <ul style="list-style-type: none"> Logistics Interprofessional Engineering Services

Unification Leadership – Phase 2

The Phase 2 Unification Programme of Work Leadership team includes: Tristin

Protect the privacy of natural persons

Tristin is supporting the overall programme management and is leading the project management aspects, which includes the establishment of the project budgets and approval process, the project set up, reporting and resource coordination.

Julie **Protect the privacy of natural persons**

Julie has been leading the development aspects through to the end of the approval and accreditation phase of programme development. She also leads the team of Unification Implementation (UI) Leads (Ondene van Dulm, Trude Cameron and Linda Fowler). In Phase 2 Julie will continue to work with the UI Leads but the focus will shift to support the transformation pilots.

Richard **Protect the privacy of natural persons**

Richard has been leading the delivery and implementation aspects of the unified programmes. He leads the team of Delivery Implementation Leads (Business – Jeremy Ainsworth and Emma Hogg; Nursing – Stephen Neville; Social Work – Rehia Whaanga and Sarah Fraser; Animal Healthcare – Francesca Brown, Jen Evans and Laura Harvey). In Phase 2 Richard will continue to work with those delivering unified programmes.

Liz **Protect the privacy of natural persons**

Liz has been supporting the Work Based Learning (WBL) Service Delivery Trials and will continue to do so in Phase 2, which will see greater alignment between these trials and the transformation pilots. Liz is also going to support the development of the strategic documents alongside the Ako Network Directors and oversee planning for the Managed Apprenticeships. Liz is also going to support any Simple and Portable Transitions that are required to proceed in Phase 2 (we have requested LDA extensions for most of these).

Next steps: Progression of Phase 2 of the workplan

1. Engagement with Steering Groups, Academic Leaders, Academic Managers, Academic Quality Managers and LTAG Steering Group
The Unification team have engaged with each Steering Group to share key information regarding the 2023 Unification Programme of Work with them, including specific detail for their suite.
2. Progress of Phase 2 workplan
ACLS Unification team will work closely with the Ako Network Directors and commence Phase 2.

Appendix 1: 2021/2022 Phase 1 Unification Programme of Work

Upcoming socialisation and consultation:

Qual Ref	Qual Title	Current Steering group	WDC alignment	LAD/Other info of relevance	Socialisation: Y = done, TBC = to do	Consultation: Y = done, TBC = to do	Ohu Submission: Y = done, TBC = to do	Ohu Sitting Date: Y = done, TBC = to do	Submitted to NZQA and WDC	NZQA Approval received	Agreed Unified Delivery Date
4389	New Zealand Diploma in Veterinary Nursing (Level 6)	Animal	Muka Tangata	Note: Post consultation request for changes to qual. Developing alongside qual developers	Y	17-May	5-Jul	19-Jul			Jan-24
3563	New Zealand Certificate in Exercise (Level 4)	SRE	Toi Mai		29-Mar	10-May	5-Jul	19-Jul			Jan-24
3625	New Zealand Certificate in Sport, Recreation and Exercise (Multi-sector) (Level 3)	SRE	Toi Mai		29-Mar	10-May	5-Jul	19-Jul			Jan-24
2888	New Zealand Diploma in Landscape - Level 5	Primary Industries	Muka Tangata	LAD 31/12/2023	17-May	19-Jul	6-Sep	16-Aug			Jan-24
2505	New Zealand Certificate in Domestic Maritime Operations (Restricted Limits) - Level 4	Trades Marine	Hanga-Aro-Rau	LAD 31/12/2023	14-Jun	19-Jul	6-Sep	20-Sep			Jan-24
2506	New Zealand Certificate in Maritime (Crewing) - Level 3	Trades Marine	Hanga-Aro-Rau	LAD 31/12/2023	14-Jun	19-Jul	6-Sep	20-Sep			Jan-24
2509	New Zealand Certificate in Marine Engineering Class 6 - Level 4	Trades Marine	Hanga-Aro-Rau	LAD 31/12/2023	14-Jun	19-Jul	6-Sep	20-Sep			Jan-24
4321	New Zealand Certificate in Marine Engineering Class 5 (Level 5)	Trades Marine	Hanga-Aro-Rau	LAD 31/12/2023	14-Jun	19-Jul	6-Sep	20-Sep			Jan-24
3533	New Zealand Certificate in Workplace Health and Safety Practice - Level 3	Trades H and S	Toitū te Waiora	LAD 31/12/2024 - Lead by Connexis	14-Jun	19-Jul	6-Sep	20-Sep			Jan-24
2834	New Zealand Certificate in Construction Trade Skills - Level 3	Trades Carpentry	Waihanga Ara Rau	LAD 30/06/2024	14-Jun	19-Jul	6-Sep	20-Sep			Jan-24

Programmes pending NZQA approval:

Qual Ref	Qual Title	Current Steering group	WDC alignment	LAD/Other info of relevance	Socialisation: Y = done, TBC = to do	Consultation: Y = done, TBC = to do	Ohu Submission: Y = done, TBC = to do	Ohu Sitting Date: Y = done, TBC = to do	Submitted to NZQA and WDC	NZQA Approval received	Agreed Unified Delivery Date
2223	New Zealand Certificate in Apiculture (Level 3)	Primary Industries	Muka Tangata		Y	Y	Y	Y	Y	Pending	Jul-23
2224	New Zealand Certificate in Apiculture (Level 4)	Primary Industries	Muka Tangata		Y	Y	Y	Y	Y	Pending	Jul-23
2225	New Zealand Certificate in Apiculture (Level 3) (Queen Bee Rearing)	Primary Industries	Muka Tangata		Y	Y	Y	Y	Y	Pending	Jul-23
2550	New Zealand Certificate in Applied Science (Level 3)	Primary Industries	Muka Tangata (Ara Te Pūkenga)		Y	Y	Y	Y	Y	Pending	Jul-23
2552	New Zealand Diploma in Applied Science (Level 5)	Primary Industries	Muka Tangata (Ara Te Pūkenga)		Y	Y	Y	Y	Y	Pending	Jul-23
2553	New Zealand Diploma in Applied Science (Level 6)	Primary Industries	Muka Tangata (Ara Te Pūkenga)		Y	Y	Y	Y	Y	Pending	Jul-23
3111	New Zealand Certification in Real Estate (Salesperson) (Level 4)	Business	Ringa Hora		Y	Y	Y	Y	Y	Pending	Jan-24
2411	New Zealand Certificate in Hairdressing (Level 3)	Hair, Beauty, Massage	Toi Mai		Y	Y	Y	Y	Y	Pending	Jan-24
2413	New Zealand Certificate in Hairdressing (Professional Stylist) (Level 4)	Hair, Beauty, Massage	Toi Mai		Y	Y	Y	Y	Y	Pending	Jan-24

TBC	Bachelor of Nursing Māori	Nursing	Toitū te Waiora (L7+)	Delivery from Jan 2024, Panel May 15 - 17	Y	Y	Y	Y	Y	Preparing for Panel	Jan-24
TBC	Bachelor of Nursing Pacific	Nursing	Toitū te Waiora (L7+)	Delivery from Jan 2024, Panel May 15 - 17	Y	Y	Y	Y	Y	Preparing for Panel	Jan-24
TBC	Bachelor of Nursing	Nursing	Toitū te Waiora (L7+)	Delivery from Jan 2024, Panel May 15 - 17	Y	Y	Y	Y	Y	Preparing for Panel	Jan-24
TBC	Te Ata Māhina Bachelor of Social Work	Social Work	Toitū te Waiora (L7+)		Y	Y	Y	Y	Y	Preparing for Panel	Jan-24
2221	New Zealand Diploma in Primary Industry Business Management (Level 5)	Primary Industries	Muka Tangata		Y	Y	Y	Y	Y	Pending	Jan-24
2105	New Zealand Certificate in Food and Beverage Service (Level 4)	Hospitality and Tourism	Ringa Hora		Y	Y	Y	Y	Y	Pending	Jan-24
2453	New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3)	Business	Ringa Hora		Y	Y	Y	Y	Y	Pending	Jan-24
2455	New Zealand Certificate in Business (Accounting Support Services) (Level 4)	Business	Ringa Hora		Y	Y	Y	Y	Y	Pending	Jan-24
2462	New Zealand Certificate in Project Management (Level 4)	Business	Ringa Hora		Y	Y	Y	Y	Y	Pending	Jan-24
2740	New Zealand Diploma in Wellness and Relaxation Massage (Level 5)	Hair, Beauty, Massage	Toi Mai (Massage NZ)		Y	Y	Y	Y	Y	Pending	Jan-24
2741	New Zealand Diploma in Remedial Massage (Level 6)	Hair, Beauty, Massage	Toi Mai (Massage NZ)		Y	Y	Y	Y	Y	Pending	Jan-24
2746	New Zealand Certificate in Adult Tertiary Teaching (Level 4)	Education	Toitū Te Waiora (Ako Aotearoa)		Y	Y	Y	Y	Y	Pending	Jan-24
2416	New Zealand Diploma in Architectural Technology (Level 6)	Trades	Waihanga Ara Rau	2024 = Yr 2 existing and Y1 new unified 2025 = Yr 2 new unified	Y	Y	Y	Y	Y	Pending	Jan-24
2420	New Zealand Diploma in Construction (Level 6)	Trades	Waihanga Ara Rau	2024 = Yr 2 existing and Y1 new unified 2025 = Yr 2 new unified	Y	Y	Y	Y	Y	Pending	Jan-24

Full Phase 1 programme of work:

Qual Ref	Qual Title	Current Steering group	WDC alignment	LAD/Other info of relevance	Socialisation: Y = done, TBC = to do	Consultation: Y = done, TBC = to do	Ohu Submission: Y = done, TBC = to do	Ohu Sitting Date: Y = done, TBC = to do	Submitted to NZQA and WDC	NZQA Approval received	Agreed Unified Delivery Date
2212	New Zealand Certificate in Agriculture (Level 4)	Primary Industries	Muka Tangata	LAD extension was provided	N/A	N/A	N/A	N/A	N/A	N/A	Jan-23
2220	New Zealand Certificate in Agriculture (Farming Systems) (Level 3)	Primary Industries	Muka Tangata	All providers were on the up-to-date version	N/A	N/A	N/A	N/A	N/A	N/A	Jan-23
2811	New Zealand Certificate in Supply Chain Management (Level 5)	Business	Hanga-Aro-Rau	Bus Division Led in 2022	N/A	N/A	N/A	N/A	N/A	N/A	Jan-23
2812	New Zealand Diploma in Supply Chain Management (Level 6)	Business	Hanga-Aro-Rau	Bus Division Led in 2022	N/A	N/A	N/A	N/A	N/A	N/A	Jan-23
2223	New Zealand Certificate in Apiculture (Level 3)	Primary Industries	Muka Tangata	Bus Division Led in 2022, see also Sem 2 2023	N/A	N/A	N/A	N/A	N/A	N/A	Jan-23
2325	New Zealand Certificate in Forest Industry Foundation Skills (Level 2)	Primary Industries	Muka Tangata	Bus Division Led in 2022	N/A	N/A	N/A	N/A	N/A	N/A	Jan-23
2326	New Zealand Certificate in Forest Harvesting Operations (Level 3)	Primary Industries	Muka Tangata	Bus Division Led in 2022	N/A	N/A	N/A	N/A	N/A	N/A	Jan-23
2327	New Zealand Certificate in Forest Harvesting Operations (Level 4)	Primary Industries	Muka Tangata	Bus Division Led in 2022	N/A	N/A	N/A	N/A	N/A	N/A	Jan-23
2330	New Zealand Certificate in Forest Industry Operations (Planning and Monitoring) (Level 4)	Primary Industries	Muka Tangata	Bus Division Led in 2022	N/A	N/A	N/A	N/A	N/A	N/A	Jan-23
2334	New Zealand Certificate in Forestry Operations (Level 3)	Primary Industries	Muka Tangata	Bus Division Led in 2022	N/A	N/A	N/A	N/A	N/A	N/A	Jan-23

Qual Ref	Qual Title	Current Steering group	WDC alignment	LAD/Other info of relevance	Socialisation: Y = done, TBC = to do	Consultation: Y = done, TBC = to do	Ohu Submission: Y = done, TBC = to do	Ohu Sitting Date: Y = done, TBC = to do	Submitted to NZQA and WDC	NZQA Approval received	Agreed Unified Delivery Date
2570	New Zealand Certificate in Outdoor Experiences (Level 3)	Outdoor	Toi Mai	Bus Division Led in 2022	N/A	N/A	N/A	N/A	N/A	N/A	Jan-23
3490	New Zealand Certificate in Avalanche Risk Management (Level 5)	Outdoor	Toi Mai	Bus Division Led in 2022	N/A	N/A	N/A	N/A	N/A	N/A	Jan-23
2889	New Zealand Diploma in Enrolled Nursing - Level 5	Nursing	Toitū te Waiora	Bus Division Led in 2022	N/A	N/A	N/A	N/A	N/A	N/A	Jan-23
2343	New Zealand Certificate in Joinery (Level 4)	Trades	Waihangā Ara Rau	Bus Division Led in 2022	N/A	N/A	N/A	N/A	N/A	N/A	Jan-23
4316	New Zealand Certificate in Electrical Pre-Trade (Level 3)	Trades	Waihangā Ara Rau	Bus Division Led in 2022	N/A	N/A	N/A	N/A	N/A	N/A	Jan-23
2443	New Zealand Certificate in Pest Operations (Level 3)	Primary Industries	Muka Tangata		Y	Y	Y	Y	Y	Y	Jan-23
2487	New Zealand Certificate in Animal Healthcare (Level 3) – Companion Animals and Rural Animals Strands	Animal	Muka Tangata		Y	Y	Y	Y	Y	Y	Jan-23
2489	New Zealand Certificate in Animal Management (Level 4) – Canine Behaviour and Training, Companion Animals and Zookeeping Strands	Animal	Muka Tangata		Y	Y	Y	Y	Y	Y	Jan-23
2680	New Zealand Certificate in Organic Primary Production (Level 3)	Primary Industries	Muka Tangata		Y	Y	Y	Y	Y	Y	Jan-23
2681	New Zealand Certificate in Organic Primary Production (Level 4)	Primary Industries	Muka Tangata		Y	Y	Y	Y	Y	Y	Jan-23
2684	New Zealand Certificate in Land Based Sustainability Practices (Level 3)	Primary Industries	Muka Tangata		Y	Y	Y	Y	Y	Y	Jan-23
4388	New Zealand Certificate in Animal Healthcare Assisting (Level 4) - Companion Animal Healthcare Strand	Animal	Muka Tangata		Y	Y	Y	Y	Y	Y	Jan-23
4391	New Zealand Diploma in Rural Animal Veterinary Technology (Level 6)	Animal	Muka Tangata		Y	Y	Y	Y	Y	Y	Jan-23
4775	Bachelor of Accounting (Level 7)	Business	Not required		Y	Y	Y	Y	Y	Y	Jan-23
2100	New Zealand Certificate in Cookery (Level 3)	Hospitality and Tourism	Ringa Hora		Y	Y	Y	Y	Y	Y	Jan-23
2104	New Zealand Certificate in Food and Beverage Service (Level 3)	Hospitality and Tourism	Ringa Hora		Y	Y	Y	Y	Y	Y	Jan-23
2199	New Zealand Certificate in Tourism (Level 3)	Hospitality and Tourism	Ringa Hora		Y	Y	Y	Y	Y	Y	Jan-23
2459	New Zealand Diploma in Business (Level 5)	Business	Ringa Hora		Y	Y	Y	Y	Y	Y	Jan-23
2115	New Zealand Certificate in Commercial Barbering (Level 4)	Hair, Beauty, Massage	Toi Mai		Y	Y	Y	Y	Y	Y	Jan-23
4237	New Zealand Certificate in Construction Trades Supervision (Level 5)	Trades	Waihangā Ara Rau		Y	Y	Y	Y	Y	Y	Jan-23
4439	New Zealand Certificate in Civil Infrastructure Bulk Earthworks (Level 3)	Trades	Waihangā Ara Rau		Y	Y	Y	Y	Y	Y	Jan-23
2223	New Zealand Certificate in Apiculture (Level 3)	Primary Industries	Muka Tangata		Y	Y	Y	Y	Y	Pending	Jul-23
2224	New Zealand Certificate in Apiculture (Level 4)	Primary Industries	Muka Tangata		Y	Y	Y	Y	Y	Pending	Jul-23
2225	New Zealand Certificate in Apiculture (Level 3) (Queen Bee Rearing)	Primary Industries	Muka Tangata		Y	Y	Y	Y	Y	Pending	Jul-23
2489	New Zealand Certificate in Animal Management (Level 4) – Pet Grooming Strand	Animal	Muka Tangata	Type 2 change to add Pet Grooming Strand	Y	Y	Y	Y	Y	Y	Jul-23
2550	New Zealand Certificate in Applied Science (Level 3)	Primary Industries	Muka Tangata (Ara Te Pūkenga)		Y	Y	Y	Y	Y	Pending	Jul-23
2552	New Zealand Diploma in Applied Science (Level 5)	Primary Industries	Muka Tangata (Ara Te Pūkenga)		Y	Y	Y	Y	Y	Pending	Jul-23
2553	New Zealand Diploma in Applied Science (Level 6)	Primary Industries	Muka Tangata (Ara Te Pūkenga)		Y	Y	Y	Y	Y	Pending	Jul-23
4388	New Zealand Certificate in Animal Healthcare Assisting (Level 4) – Rural Animal Healthcare Strand	Animal	Muka Tangata		Y	Y	Y	Y	Y	Y	Jul-23

Qual Ref	Qual Title	Current Steering group	WDC alignment	LAD/Other info of relevance	Socialisation: Y = done, TBC = to do	Consultation: Y = done, TBC = to do	Ohu Submission: Y = done, TBC = to do	Ohu Sitting Date: Y = done, TBC = to do	Submitted to NZQA and WDC	NZQA Approval received	Agreed Unified Delivery Date
2202	New Zealand Certificate in Tourism (Level 4)	Hospitality and Tourism	Ringa Hora		Y	Y	Y	Y	Y	Y	Jul-23
2206	New Zealand Diploma in Tourism and Travel (Level 5)	Hospitality and Tourism	Ringa Hora		Y	Y	Y	Y	Y	Y	Jul-23
2207	New Zealand Diploma in Tourism and Travel (Level 6)	Hospitality and Tourism	Ringa Hora		Y	Y	Y	Y	Y	Y	Jul-23
2452	New Zealand Certificate in Business (Administration and Technology) (Level 3)	Business	Ringa Hora		Y	Y	Y	Y	Y	Y	Jul-23
2454	New Zealand Certificate in Business (Introduction to Small Business) (Level 3)	Business	Ringa Hora		Y	Y	Y	Y	Y	Y	Jul-23
2456	New Zealand Certificate in Business (First Line Management) (Level 4)	Business	Ringa Hora		Y	Y	Y	Y	Y	Y	Jul-23
2457	New Zealand Certificate in Business (Small Business) (Level 4)	Business	Ringa Hora		Y	Y	Y	Y	Y	Y	Jul-23
2461	New Zealand Certificate in Business (Administration and Technology) (Level 4)	Business	Ringa Hora		Y	Y	Y	Y	Y	Y	Jul-23
3111	New Zealand Certification in Real Estate (Salesperson) (Level 4)	Business	Ringa Hora		Y	Y	Y	Y	Y	Pending	Jan-24
2411	New Zealand Certificate in Hairdressing (Level 3)	Hair, Beauty, Massage	Toi Mai		Y	Y	Y	Y	Y	Pending	Jan-24
2413	New Zealand Certificate in Hairdressing (Professional Stylist) (Level 4)	Hair, Beauty, Massage	Toi Mai		Y	Y	Y	Y	Y	Pending	Jan-24
TBC	Bachelor of Nursing Māori	Nursing	Toitū te Waiora (L7+)	Delivery from Jan 2024, Panel May 15 - 17	Y	Y	Y	Y	Y	Preparing for Panel	Jan-24
TBC	Bachelor of Nursing Pacific	Nursing	Toitū te Waiora (L7+)	Delivery from Jan 2024, Panel May 15 - 17	Y	Y	Y	Y	Y	Preparing for Panel	Jan-24
TBC	Bachelor of Nursing	Nursing	Toitū te Waiora (L7+)	Delivery from Jan 2024, Panel May 15 - 17	Y	Y	Y	Y	Y	Preparing for Panel	Jan-24
TBC	Te Ata Māhina Bachelor of Social Work	Social Work	Toitū te Waiora (L7+)		Y	Y	Y	Y	Y	Preparing for Panel	Jan-24
2221	New Zealand Diploma in Primary Industry Business Management (Level 5)	Primary Industries	Muka Tangata		Y	Y	Y	Y	Y	Pending	Jan-24
2105	New Zealand Certificate in Food and Beverage Service (Level 4)	Hospitality and Tourism	Ringa Hora		Y	Y	Y	Y	Y	Pending	Jan-24
2453	New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3)	Business	Ringa Hora		Y	Y	Y	Y	Y	Pending	Jan-24
2455	New Zealand Certificate in Business (Accounting Support Services) (Level 4)	Business	Ringa Hora		Y	Y	Y	Y	Y	Pending	Jan-24
2462	New Zealand Certificate in Project Management (Level 4)	Business	Ringa Hora		Y	Y	Y	Y	Y	Pending	Jan-24
2740	New Zealand Diploma in Wellness and Relaxation Massage (Level 5)	Hair, Beauty, Massage	Toi Mai (Massage NZ)		Y	Y	Y	Y	Y	Pending	Jan-24
2741	New Zealand Diploma in Remedial Massage (Level 6)	Hair, Beauty, Massage	Toi Mai (Massage NZ)		Y	Y	Y	Y	Y	Pending	Jan-24
2746	New Zealand Certificate in Adult Tertiary Teaching (Level 4)	Education	Toitū Te Waiora (Ako Aotearoa)		Y	Y	Y	Y	Y	Pending	Jan-24
2416	New Zealand Diploma in Architectural Technology (Level 6)	Trades	Waihanga Ara Rau	2024 = Yr 2 existing and Y1 new unified 2025 = Yr 2 new unified	Y	Y	Y	Y	Y	Pending	Jan-24
2420	New Zealand Diploma in Construction (Level 6)	Trades	Waihanga Ara Rau	2024 = Yr 2 existing and Y1 new unified 2025 = Yr 2 new unified	Y	Y	Y	Y	Y	Pending	Jan-24

Qual Ref	Qual Title	Current Steering group	WDC alignment	LAD/Other info of relevance	Socialisation: Y = done, TBC = to do	Consultation: Y = done, TBC = to do	Ohu Submission: Y = done, TBC = to do	Ohu Sitting Date: Y = done, TBC = to do	Submitted to NZQA and WDC	NZQA Approval received	Agreed Unified Delivery Date
4389	New Zealand Diploma in Veterinary Nursing (Level 6)	Animal	Muka Tangata	Note: Post consultation request for changes to qual. Developing alongside qual developers	Y	17-May	5-Jul	19-Jul			Jan-24
3563	New Zealand Certificate in Exercise (Level 4)	SRE	Toi Mai		29-Mar	10-May	5-Jul	19-Jul			Jan-24
3625	New Zealand Certificate in Sport, Recreation and Exercise (Multi-sector) (Level 3)	SRE	Toi Mai		29-Mar	10-May	5-Jul	19-Jul			Jan-24
2888	New Zealand Diploma in Landscape - Level 5	Primary Industries	Muka Tangata	LAD 31/12/2023	17-May	19-Jul	6-Sep	16-Aug			Jan-24
2505	New Zealand Certificate in Domestic Maritime Operations (Restricted Limits) - Level 4	Trades Marine	Hanga-Aro-Rau	LAD 31/12/2023	14-Jun	19-Jul	6-Sep	20-Sep			Jan-24
2506	New Zealand Certificate in Maritime (Crewing) - Level 3	Trades Marine	Hanga-Aro-Rau	LAD 31/12/2023	14-Jun	19-Jul	6-Sep	20-Sep			Jan-24
2509	New Zealand Certificate in Marine Engineering Class 6 - Level 4	Trades Marine	Hanga-Aro-Rau	LAD 31/12/2023	14-Jun	19-Jul	6-Sep	20-Sep			Jan-24
4321	New Zealand Certificate in Marine Engineering Class 5 (Level 5)	Trades Marine	Hanga-Aro-Rau	LAD 31/12/2023	14-Jun	19-Jul	6-Sep	20-Sep			Jan-24
3533	New Zealand Certificate in Workplace Health and Safety Practice - Level 3	Trades H and S	Toitū te Waiora	LAD 31/12/2024 - Lead by Connexis	14-Jun	19-Jul	6-Sep	20-Sep			Jan-24
2834	New Zealand Certificate in Construction Trade Skills - Level 3	Trades Carpentry	Waihanga Ara Rau	LAD 30/06/2024	14-Jun	19-Jul	6-Sep	20-Sep			Jan-24
2487	New Zealand Certificate in Animal Healthcare (Level 3) – Equine Strand	Animal	Muka Tangata	Type 2 change to add Equine Strand	Y	Y					Jan-25
4388	New Zealand Certificate in Animal Healthcare Assisting (Level 4) - Equine Healthcare in development	Animal	Muka Tangata	Type 2 change to add Equine Strand	Y	Y					Jan-25
4390	New Zealand Diploma in Animal Technology (Level 6) - Equine Dental Technician, Animal Rehab Technician Strands - future development	Animal	Muka Tangata	Future development as part of An HC and VN suite	Future	Future	? 2024				? Jan 2025
3534	New Zealand Certificate in Workplace Health and Safety Practice - Level 4	Trades H and S	Toitū te Waiora	LAD 31/12/2024 - Lead by Connexis	TBC	TBC	? 2024				TBC
3645	New Zealand Diploma in Workplace Health and Safety Management - Level 6	Trades H and S	Toitū te Waiora	LAD 31/12/2024 - Lead by Connexis	TBC	TBC	? 2024				TBC
2101	New Zealand Certificate in Cookery - Level 4	Hospitality and Tourism	Ringa Hora	31/12/2024	? 2024	? 2024	? 2024				TBC
2102	New Zealand Diploma in Cookery (Advanced) - Level 5	Hospitality and Tourism	Ringa Hora	31/12/2024	? 2024	? 2024	? 2024				TBC
3915	New Zealand Certificate in Electric Vehicle Automotive Engineering (Level 5)-Unified delivery – WBL Service Delivery Trial	Trades	Hanga-Aro-Rau	Integrated delivery is key focus, unification will be planned in future	N/A	N/A	N/A	N/A	N/A		N/A
2489	New Zealand Certificate in Animal Management – Level 4-No development planned (FAR Strand still to do)	Animal	Muka Tangata	FAR strand still to do, not planned at this time	N/A	N/A	N/A	N/A	N/A		N/A
4391	New Zealand Diploma in Rural Animal Veterinary Technology (Level 6)	Animal	Muka Tangata		N/A	N/A	N/A	N/A	N/A		N/A
2551	New Zealand Certificate in Applied Science (Level 4) – Not unified	Primary Industries	Muka Tangata (Ara-Te Pūkenga)	No providers, not unified at this time	N/A	N/A	N/A	N/A	N/A		N/A

Qual Ref	Qual Title	Last Date for Assessment	WDC alignment
2511	New Zealand Certificate in Maritime Crewing - Level 4	31/12/2023	Hanga-Aro-Rau
2512	New Zealand Certificate in Maritime Operations - Level 5	31/12/2023	Hanga-Aro-Rau
2348	Mahinga Kai - Te Hoata (Kaupae 3) - Level 3	31/12/2023	Mātauranga Māori (currently NZQA)
2434	New Zealand Certificate in Manaaki Marae - Level 3	31/12/2023	Mātauranga Māori (currently NZQA)
2435	New Zealand Certificate in Manaaki Marae - Level 2	31/12/2023	Mātauranga Māori (currently NZQA)
3051	Te Tohu Tauihu (Kaupae 4) - Level 4	31/12/2023	Mātauranga Māori (currently NZQA)
2699	New Zealand Certificate in Fencing - Level 3	31/12/2023	Muka Tangata
2204	New Zealand Certificate in Travel (Level 4)	31/12/2023	Ringa Hora
2626	New Zealand Certificate in Arts and Design - Level 3	31/12/2023	Toi Mai
2627	New Zealand Certificate in Arts and Design - Level 4	31/12/2023	Toi Mai
2628	New Zealand Certificate in Digital Media and Design - Level 3	31/12/2023	Toi Mai
2629	New Zealand Certificate in Digital Media and Design - Level 4	31/12/2023	Toi Mai
2630	New Zealand Certificate in Fashion (Level 4)	31/12/2023	Toi Mai
2634	New Zealand Diploma in Animation - Level 5	31/12/2023	Toi Mai
2635	New Zealand Diploma in Animation - Level 6	31/12/2023	Toi Mai
2636	New Zealand Diploma in Arts and Design - Level 5	31/12/2023	Toi Mai
2637	New Zealand Diploma in Arts and Design Level 6	31/12/2023	Toi Mai
2638	New Zealand Diploma in Digital Media and Design - Level 5	31/12/2023	Toi Mai
2639	New Zealand Diploma in Digital Media and Design - Level 6	31/12/2023	Toi Mai
2641	New Zealand Diploma in Fashion - Level 5	31/12/2023	Toi Mai
2646	New Zealand Diploma in Jewellery - Level 5	31/12/2023	Toi Mai
2648	New Zealand Diploma in Photography - Level 5	31/12/2023	Toi Mai
2649	New Zealand Diploma in Photography - Level 6	31/12/2023	Toi Mai
2867	New Zealand Diploma in Creativity - Level 5	31/12/2023	Toi Mai
2869	New Zealand Certificate in Creativity - Level 4	31/12/2023	Toi Mai
3417	New Zealand Certificate in Entertainment and Event Technology - Level 4	31/12/2023	Toi Mai
2754	New Zealand Certificate in Adult Literacy and Numeracy Education (Vocational/Workplace) - Level 5	31/12/2023	Toitū te Waiora
2849	New Zealand Certificate in Early Childhood Education and Care - Level 3	31/12/2023	Toitū te Waiora
2850	New Zealand Certificate in Early Childhood Education and Care - Level 4	31/12/2023	Toitū te Waiora
2851	New Zealand Diploma in Early Childhood Education and Care - Level 5	31/12/2023	Toitū te Waiora
2860	New Zealand Certificate in Study and Career Preparation - Level 4	31/12/2023	Toitū te Waiora
2863	New Zealand Certificate in Study and Career Preparation - Level 3	31/12/2023	Toitū te Waiora
2993	New Zealand Certificate in Adult and Tertiary Teaching - Level 5	31/12/2023	Toitū te Waiora
2716	New Zealand Certificate in Mechanical Engineering (Advanced) - Level 5	31/12/2024	Hanga-Aro-Rau
2718	New Zealand Certificate in Locksmithing (Trade) - Level 4	31/12/2024	Hanga-Aro-Rau
2789	New Zealand Certificate in Ngā Toi - Level 3	31/12/2024	Mātauranga Māori (currently NZQA)
2790	New Zealand Certificate in Ngā Toi - Level 4	31/12/2024	Mātauranga Māori (currently NZQA)
2791	New Zealand Diploma in Ngā Toi - Level 5	31/12/2024	Mātauranga Māori (currently NZQA)
2963	New Zealand Certificate in Conservation (Operations) - Level 4	31/12/2024	Muka Tangata
2964	New Zealand Diploma in Environmental Management - Level 5	31/12/2024	Muka Tangata
2966	New Zealand Diploma in Environmental Management - Level 6	31/12/2024	Muka Tangata
2761	New Zealand Certificate in Education Support - Level 4	31/12/2024	Toitū te Waiora (currently Taranaki Educare)

Qual Ref	Qual Title	Last Date for Assessment	WDC alignment
2508	New Zealand Certificate in Maritime Crewing - Level 2	31/12/2023	Hanga-Aro-Rau
2514	New Zealand Diploma in Marine Engineering - Level 6	31/12/2023	Hanga-Aro-Rau
2515	New Zealand Diploma in Nautical Science - Level 6	31/12/2023	Hanga-Aro-Rau
2895	New Zealand Certificate in Domestic Maritime Crewing - Level 3	31/12/2023	Hanga-Aro-Rau
2914	New Zealand Certificate in International Freight Logistics - Level 4	31/12/2023	Hanga-Aro-Rau
2915	New Zealand Diploma in International Freight Logistics (Freight Forwarding) - Level 5	31/12/2023	Hanga-Aro-Rau
2212	New Zealand Certificate in Agriculture	31/12/2023	Muka Tangata
2108	New Zealand Certificate in Hospitality - Level 2	31/12/2023	Ringa Hora
2109	New Zealand Certificate in Hospitality (Advanced) - Level 5	31/12/2023	Ringa Hora
2111	New Zealand Certificate in Hotel Reception - Level 4	31/12/2023	Ringa Hora
2539	New Zealand Diploma in Hospitality Management - Level 5	31/12/2023	Ringa Hora
2540	New Zealand Diploma in Hospitality Management - Level 6	31/12/2023	Ringa Hora
2470	New Zealand Certificate in Health and Wellbeing - Level 3	31/12/2023	Toitū te Waiora
2853	New Zealand Certificate in Skills for Living for Supported Learners - Level 1	31/12/2023	Toitū te Waiora
2989	New Zealand Certificate in Health and Wellbeing (Peer Support) - Level 4	31/12/2023	Toitū te Waiora
2992	New Zealand Certificate in Health and Wellbeing (Social and Community Services) - Level 4	31/12/2023	Toitū te Waiora
3063	New Zealand Certificate in Emergency Care (First Responder) - Level 3	31/12/2023	Toitū te Waiora
2251	New Zealand Certificate in Industrial Measurement and Control (Practice) - Level 4	31/12/2023	Waihanga Ara Rau
2252	New Zealand Certificate in Industrial Measurement and Control (Theory) - Level 4	31/12/2023	Waihanga Ara Rau
2384	New Zealand Certificate in Electrical Engineering - Level 5	31/12/2023	Waihanga Ara Rau
2715	New Zealand Certificate in Mechanical Engineering - Level 3	31/12/2024	Hanga-Aro-Rau
2376	New Zealand Certificate in Equine Skills - Level 3	31/12/2024	Muka Tangata
2674	New Zealand Certificate in Horticulture Services - Level 4	31/12/2024	Muka Tangata
2676	New Zealand Certificate in Horticulture Production - Level 4	31/12/2024	Muka Tangata
2678	New Zealand Certificate in Horticulture - Level 3	31/12/2024	Muka Tangata
2722	New Zealand Certificate in Cellar Operations - Level 3	31/12/2024	Muka Tangata
2572	New Zealand Certificate in Distribution - Level 3	31/12/2024	Ringa Hora
2573	New Zealand Certificate in Distribution - Level 4	31/12/2024	Ringa Hora

Qual Ref	Qual Title	Last Date for Assessment	WDC alignment
2772	New Zealand Certificate in Christian Ministry - Level 4	31/03/2024	Toitū te Waiora (currently CTEMS)
2793	New Zealand Diploma in Christian Studies - Level 5	31/03/2024	Toitū te Waiora (currently CTEMS)
2253	New Zealand Certificate in Process Control and Automation - Level 5	31/12/2023	Hanga-Aro-Rau
2307	New Zealand Certificate in Energy and Chemical Field Operations - Level 4	31/12/2023	Hanga-Aro-Rau
2308	New Zealand Certificate in Energy and Chemical Plant Control Room Operations - Level 5	31/12/2023	Hanga-Aro-Rau
2574	New Zealand Certificate in Fire Detection and Alarm Systems - Level 3	31/12/2023	Hanga-Aro-Rau
2576	New Zealand Certificate in Fixed Fire Protection Systems - Level 3	31/12/2023	Hanga-Aro-Rau
2577	New Zealand Certificate in Fixed Fire Protection Systems - Level 4	31/12/2023	Hanga-Aro-Rau
2578	New Zealand Certificate in Fire Protection Systems Technology (Testing) - Level 3	31/12/2023	Hanga-Aro-Rau
2580	New Zealand Certificate in Hand Operated Fire Fighting Equipment - Level 3	31/12/2023	Hanga-Aro-Rau
2581	New Zealand Certificate in Passive Fire Protection Systems - Level 4	31/12/2023	Hanga-Aro-Rau
2729	New Zealand Certificate in Manufacturing - Level 2	31/12/2023	Hanga-Aro-Rau
2894	New Zealand Diploma in Marine Electro-technology - Level 6	31/12/2023	Hanga-Aro-Rau
2942	New Zealand Certificate in Architectural Aluminium Joinery (Installer) - Level 4	31/12/2023	Hanga-Aro-Rau
2976	New Zealand Certificate in Plastics Engineering Technology - Level 5	31/12/2023	Hanga-Aro-Rau
2345	New Zealand Certificate in Maori Heritage and Wahi Tapu - Level 4	31/12/2023	Mātauranga Māori (currently NZQA)
2346	New Zealand Certificate in Māori Environment Practices - Level 4	31/12/2023	Mātauranga Māori (currently NZQA)
3052	Te Tohu Hiwi (Kaupae 5) - Level 5	31/12/2023	Mātauranga Māori (currently NZQA)
2216	New Zealand Certificate in Agriculture (Milk Harvesting) - Level 3	31/12/2023	Muka Tangata
2217	New Zealand Certificate in Agriculture (Pastoral Livestock Production) - Level 3	31/12/2023	Muka Tangata
2728	New Zealand Certificate in Rural Contracting - Level 3	31/12/2023	Muka Tangata
2103	New Zealand Certificate in Accommodation - Level 3	31/12/2023	Ringa Hora
2640	New Zealand Diploma in Fashion Design - Level 6	31/12/2023	Toi Mai
2726	New Zealand Certificate in Hairdressing (Advanced Colouring Skills) - Level 5	31/12/2023	Toi Mai
2727	New Zealand Certificate in Hairdressing (Advanced Cutting Skills) - Level 5	31/12/2023	Toi Mai
2868	New Zealand Diploma in Creativity - Level 6	31/12/2023	Toi Mai
2752	New Zealand Certificate in Assessment Practice - Level 4	31/12/2023	Toitū te Waiora
2733	New Zealand Diploma in Addiction Studies (Applied) - Level 6	31/12/2023	Toitū te Waiora
2747	New Zealand Diploma in Adult and Tertiary Teaching - Level 6	31/12/2023	Toitū te Waiora
2748	New Zealand Certificate in Education Technology (Advanced Practitioner) - Level 6	31/12/2023	Toitū te Waiora
2990	New Zealand Certificate in Health and Wellbeing (Primary Care Practice Assistance) - Level 4	31/12/2023	Toitū te Waiora
2757	New Zealand Certificate in Language Teaching - Level 4	31/12/2023	Toitū te Waiora (currently Ako Aotearoa)
2758	New Zealand Certificate in Language Teaching - Level 5	31/12/2023	Toitū te Waiora (currently Ako Aotearoa)
2363	New Zealand Certificate in Scaffolding - Level 5	31/12/2023	Waihanga Ara Rau
2705	New Zealand Certificate in Electricity Supply (Transmission Line Maintenance) - Level 4	31/12/2023	Waihanga Ara Rau
2944	New Zealand Certificate in Glass - Level 3	31/12/2023	Waihanga Ara Rau
2945	New Zealand Certificate in Glazing - Level 4	31/12/2023	Waihanga Ara Rau
2946	New Zealand Certificate in Glass Processing - Level 4	31/12/2023	Waihanga Ara Rau
3060	New Zealand Certificate in Proprietary Systems Installation - Level 4	31/12/2023	Waihanga Ara Rau
3061	New Zealand Certificate in Interior Linings Installation - Level 4	31/12/2023	Waihanga Ara Rau
3062	New Zealand Certificate in Fibrous Plaster Manufacture - Level 4	31/12/2023	Waihanga Ara Rau
3708	New Zealand Certificate in Scaffolding (General) - Level 3	31/12/2023	Waihanga Ara Rau
3709	New Zealand Certificate in Scaffolding (Trade) - Level 4	31/12/2023	Waihanga Ara Rau
3710	New Zealand Certificate in Scaffolding (General) - Level 3	31/12/2023	Waihanga Ara Rau
1816	New Zealand Certificate in Binding and Finishing - Level 3	31/12/2024	Hanga-Aro-Rau
1817	New Zealand Certificate in Binding and Finishing - Level 4	31/12/2024	Hanga-Aro-Rau
2940	New Zealand Certificate in Architectural Aluminium Joinery - Level 3	31/12/2024	Hanga-Aro-Rau
2941	New Zealand Certificate in Architectural Aluminium Joinery (Estimator) - Level 4	31/12/2024	Hanga-Aro-Rau
2943	New Zealand Certificate in Architectural Aluminium Joinery (Joiner) - Level 4	31/12/2024	Hanga-Aro-Rau
2947	New Zealand Certificate in Automotive Reglazing - Level 3	31/12/2024	Hanga-Aro-Rau
2562	New Zealand Certificate in Dairy Processing - Level 3	31/12/2024	Muka Tangata
1948	New Zealand Certificate in Aviation (Ground Handling) - Level 3	31/12/2024	Ringa Hora
2537	New Zealand Certificate in Airport Operations - Level 4	31/12/2024	Ringa Hora
2658	New Zealand Certificate in Offender Management - Level 3	31/12/2024	Toitū te Waiora
2962	New Zealand Certificate in Education Support and Care - Level 3	31/12/2024	Toitū te Waiora
3221	New Zealand Diploma in Design (Kitchen Design/Bathroom Design) - Level 5	31/12/2024	Waihanga Ara Rau
3614	New Zealand Certificate in Electrical Equipment in Explosive Atmospheres - Level 4	31/12/2024	Waihanga Ara Rau
2893	New Zealand Diploma in Fishing Vessel Operations (Level 6)	31/12/2023	Hanga-Aro-Rau

Appendix 5: Transformation Pilots and Qualifications Included in each project

The proposed list of qualifications included in each of these projects are likely to be refined as the project commences and the scope is confirmed.

Sport, Recreation and Exercise

Qual	Qual Title
3564	New Zealand Certificate in Exercise (Level 5)
3627	New Zealand Diploma in Sport, Recreation and Exercise (Multi-sector) (Level 5)
3628	New Zealand Diploma in Sport, Recreation and Exercise (Multi-sector) (Level 6)
AK3521	Bachelor of Sport and Recreation
CA2255	Bachelor of Sport (Coaching & Management)
CH3981	Bachelor of Bachelor of Applied Sciences (Sport and Exercise Science, Health Promotion, Nutrition)

HB4060	Bachelor of Sport and Exercise Science
MA4416	Bachelor of Applied Science (Exercise and Wellness)
MN4560	Bachelor of Applied Sport and Exercise Science
OT5076	Bachelor of Applied Science (Sport, Exercise and Health)
ST4893	Bachelor of Sport and Exercise
WK2374	Bachelor of Sport and Exercise Science

Midwifery

Qual	Qual Title
CH3991	Bachelor of Midwifery - Level 7
OT4688	Bachelor of Midwifery - Level 7

WK2343	Bachelor of Midwifery - Level 7
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Business

Qual	Qual Title
1797	Accounting Grad Dip
1798	Graduate Certificate in Professional Accountancy (Level 7)
1870	Applied Business Degree
1933	Applied Business Degree
1934	Accounting Grad Dip
1935	Accounting Grad Dip
1936	Applied Business Degree
1937	Applied Business Degree
2040	Applied Business Degree
2041	Accounting Grad Dip
2042	Applied Business Degree
2043	Applied Business Degree
2044	Applied Business Degree
2045	Applied Business Degree
2046	Applied Business Degree
2047	Applied Business Degree
2048	Applied Business Degree
2263	Applied Business Degree
2264	Applied Business Degree
2271	Applied Business Degree
2275	Applied Business Degree
2280	Applied Business Degree
2282	Accounting Grad Dip
2283	Applied Business Degree
2284	Applied Business Degree
2288	Applied Business Degree
2289	Applied Business Degree
2290	Applied Business Degree
2292	Applied Business Degree
2294	Applied Business Degree
2296	Applied Business Degree
2315	New Zealand Certificate in Financial Services (Level 5)
2386	Applied Business Degree
2437	Applied Business Post Grad
2477	Applied Business Degree
2549	Applied Business Degree
2664	Applied Business Degree
2665	Accounting Grad Dip
2720	Applied Business Degree
2721	Applied Business Degree
2795	Applied Business Degree
2796	Applied Business Degree
2800	Accounting Grad Dip
2801	Applied Business Degree
2805	Applied Business Degree
2806	Applied Business Degree
2807	Applied Business Degree
2811	New Zealand Certificate in Supply Chain Management - Level 5
2812	New Zealand Diploma in Supply Chain Management - Level 6
2920	Applied Business Degree
2921	Applied Business Degree
2922	Applied Business Degree
2923	Applied Business Degree
2924	Applied Business Degree
2925	Applied Business Degree
2927	Applied Business Degree
2928	Applied Business Degree
2929	Applied Business Degree
2930	Applied Business Degree
2935	Applied Business Degree
3067	Applied Business Degree
3068	Applied Business Degree
3069	Supply Chains & Logistics Degree
3167	New Zealand Diploma in Conveyancing (Level 6)

3231	Applied Business Degree
3232	Applied Business Degree
3283	Graduate Diploma in New Zealand Immigration Advice (Level 7) (Level 7)
3290	Applied Business Degree
3396	Applied Business Degree
3404	Graduate Diploma in Mentoring and Professional Leadership (Level 7)
3405	Graduate Diploma in Resource Management (Level 7)
3412	Applied Business Degree
3508	New Zealand Diploma in Legal Executive Studies (Level 6)
3554	Applied Business Degree
3556	Applied Business Degree
3796	Applied Business Degree
3826	Supply Chains & Logistics Degree
3827	Applied Business Degree
3828	Applied Business Degree
3829	Applied Business Degree
3830	Applied Business Degree
3831	Applied Business Degree
3874	Applied Business Degree
3875	Accounting Grad Dip
3876	Applied Business Degree
3878	Applied Business Degree
3884	Accounting Grad Dip
3943	Supervising Workplace Productivity (Level 4)
4044	Applied Business Degree
4045	Applied Business Degree
4208	Applied Business Post Grad
4254	Applied Business Degree
4272	Supply Chains & Logistics Degree
4323	Applied Business Degree
4513	Applied Business Degree Grad Cert Management
CA2109	Applied Business Degree
CA2184	Applied Business Degree
CA2383	Applied Business Degree
CH3988	Applied Business Degree
CH3993	Accounting Grad Dip
CH3994	Applied Business Degree
CH3995	Applied Business Degree
CH3996	Applied Business Degree
CH3999	Applied Business Degree
CH4000	Applied Business Degree
CH4001	Applied Business Degree
CH4002	Applied Business Degree
CH4003	Applied Business Degree
CH4005	Applied Business Degree
HB3826	Applied Business Degree
HB3949	Accounting Grad Dip
HB3974	Applied Business Degree
HV4446	Applied Business Degree
MN4443	Accounting Grad Dip
NE4402	Applied Business Degree Old BCom
NE4500	Accounting Grad Dip Old Grad Dip Prof Accounting
NE4555	Applied Business Degree Old Grad Dip Marketing
NE4580	Accounting Grad Dip Old Grad Dip Accounting
NT4660	Applied Business Degree
NT4890	Accounting Grad Dip
NT4891	Applied Business Degree
NT5010	Applied Business Degree
OP7001	Applied Business Degree
OP7203	Accounting Grad Dip
OP7208	Applied Business Degree
OP7210	Applied Business Degree
OT4922	Applied Business Degree
OT5046	Applied Business Degree

OT5047	Applied Business Degree
OT5048	Applied Business Degree
OT5049	Accounting Grad Dip
OT5050	Applied Business Degree
OT5051	Applied Business Degree
OT5053	Applied Business Degree
OT5054	Applied Business Degree
OT5056	Applied Business Degree
OT5059	Applied Business Degree
OT5085	Applied Business Degree
OT5087	Applied Business Degree
PR4800	Applied Business Degree
PR4928	Applied Business Degree
WK2589	Applied Business Degree
WK2591	Applied Business Degree
2452	New Zealand Certificate in Business (Administration and Technology) (Level 3)
2453	New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3)
2454	New Zealand Certificate in Business (Introduction to Small Business) - Level 3
2455	New Zealand Certificate in Business (Accounting Support Services) - Level 4
2456	New Zealand Certificate in Business (First Line Management) (Level 4)
2457	New Zealand Certificate in Business (Small Business) (Level 4)
2459	New Zealand Diploma in Business - Level 5
2460	New Zealand Diploma in Business - Level 6
2461	New Zealand Certificate in Business (Administration and Technology) (Level 4)
2462	New Zealand Certificate in Project Management (Level 4)
2519	Applied Business Post Grad
2520	Applied Business Post Grad
2527	Applied Business Post Grad
2566	Applied Business Post Grad

3114	Applied Business Post Grad
3115	Applied Business Post Grad
3191	Applied Business Post Grad
3192	Applied Business Post Grad
3193	Applied Business Post Grad
3337	Applied Business Post Grad
3346	Applied Business Post Grad
3350	Professional Studies/Practice Post Grad
3369	Applied Business Post Grad
3372	Professional Studies/Practice Post Grad
3539	Professional Studies/Practice Post Grad
3540	Applied Business Post Grad
3541	Applied Business Post Grad
3542	Applied Business Post Grad
3701	Applied Business Post Grad
3784	Applied Business Post Grad Master of Applied Management
3785	Applied Business Post Grad PGDip Applied Management
3786	Applied Business Post Grad PGCert Applied Management
4095	Applied Business Post Grad
4097	Applied Business Post Grad
4099	Applied Business Post Grad
4100	Applied Business Post Grad
4116	Supply Chains & Logistics Post Grad
4117	Supply Chains & Logistics Post Grad
4119	Supply Chains & Logistics Post Grad
4121	Applied Business Post Grad
4123	Supply Chains & Logistics Post Grad
4209	Applied Business Post Grad
4210	Applied Business Post Grad
4287	Master of Professional Accounting (Level 9)
4315	Applied Business Post Grad
CA2318	Master of Business (Level 9)
CA2319	Applied Business Post Grad

ICT

Qual	Qual Title
1904	Information Technology Post Grad
1945	Information Technology Post Grad
2036	Information Technology Post Grad
2049	Information Technology Degree
2417	Information Technology Post Grad
2418	Information Technology Post Grad
2442	Information Technology Degree
2592	New Zealand Certificate in Computing (Intermediate User) (Level 3)
2593	New Zealand Certificate in Computing (Advanced User) - Level 4
2594	New Zealand Certificate in Information Technology Essentials - Level 4
2595	New Zealand Certificate in Information Technology - Level 5
2597	New Zealand Diploma in Information Systems - Level 5
2598	New Zealand Diploma in Web Development and Design - Level 5
2599	New Zealand Certificate in Information Technology Practitioner - Level 6
2600	New Zealand Diploma in Networking - Level 6
2601	New Zealand Diploma in Systems Administration - Level 6
2603	New Zealand Diploma in Information Systems (Level 6)
2604	New Zealand Diploma in Software Development - Level 6
2651	Information Technology Post Grad
2832	Design, Visual & Creative Arts Degree
3171	Information Technology Post Grad
3187	Information Technology Degree
3463	New Zealand Certificate in Library and Information Services for Children and Teens (Level 6)
3466	New Zealand Diploma in Library and Information Studies (Level 5)
3467	New Zealand Diploma in Records and Information Management (Level 6)
3558	Information Technology Post Grad
3559	Information Technology Post Grad
3560	Information Technology Post Grad
3561	Information Technology Post Grad
3562	Information Technology Post Grad
3588	Information Technology Post Grad
3589	Information Technology Post Grad
3590	Information Technology Post Grad
3594	Information Technology Post Grad
3610	Information Technology Degree
3611	Information Technology Degree
3612	Information Technology Degree
3613	Information Technology Degree
3629	Information Technology Degree
3632	Graduate Certificate in Library and Information Leadership (Level 7)
3696	Information Technology Degree
3737	Information Technology Degree
3738	Information Technology Degree
3739	Information Technology Degree
3740	Information Technology Degree
3741	Information Technology Degree

3742	Information Technology Degree
3809	Information Technology Degree
3821	Information Technology Degree
3841	Information Technology Degree
3880	Information Technology Degree
3882	Information Technology Degree
3925	Information Technology Degree
3958	Information Technology Degree
4071	Information Technology Degree
4072	Information Technology Degree
4073	Information Technology Degree
4074	Information Technology Degree
4076	Information Technology Post Grad
4077	Information Technology Post Grad
4078	Information Technology Post Grad
4093	Information Technology Post Grad
4096	Information Technology Post Grad
4132	New Zealand Certificate in Computing (Foundation User) (Level 2)
4393	Information Technology Degree
4394	Information Technology Degree
4395	Information Technology Degree
CA2209	Information Technology Degree
CA2270	Information Technology Post Grad
CA2271	Information Technology Post Grad
CA2297	Information Technology Degree
CA2311	Doctor of Computing (Level 10)
CH3866	Information Technology Degree
CH3880	Information Technology Degree
HB3834	Information Technology Degree
HV4378	Information Technology Degree
HV4379	Information Technology Degree
HV4395	Information Technology Degree
HV4437	Information Technology Degree
MA4000	Information Technology Degree
MA4319	Information Technology Degree
NE4507	Information Technology Degree
NE4587	Information Technology Degree
NT4878	Information Technology Degree
NT4879	Information Technology Degree
NT5004	Information Technology Degree
OT4978	Information Technology Degree
OT4979	Information Technology Degree
PR4696	Information Technology Degree
PR4926	Information Technology Degree
ST4929	Information Technology Degree
ST5293	Information Technology Degree
ST5294	Information Technology Degree
WK2361	Information Technology Degree
WK2473	Information Technology Degree
WK2560	Information Technology Degree
3837	New Zealand Diploma in Cybersecurity (Level 6)

Trades: Plumbing, Gasfitting and Drainlaying

Qual	Qual Title
2660	New Zealand Certificate in Plumbing, Gasfitting and Drainlaying (Pre-Apprenticeship) - Level 3
2661	New Zealand Certificate in Drainlaying - Level 4
2662	New Zealand Certificate in Gasfitting - Level 4

2663	New Zealand Certificate in Plumbing - Level 4
3591	New Zealand Certificate in Reticulated Gas Pipelines (Level 3)
3838	New Zealand Certificate in Plumbing - Level 5
3839	New Zealand Certificate in Drainlaying - Level 5
3840	New Zealand Certificate in Gasfitting - Level 5

Trades: Construction Suite

Qual	Qual Title
3568	New Zealand Certificate in Painting and Decorating (Level 4)
2343	New Zealand Certificate in Joinery (Level 4)
2738	New Zealand Certificate in Carpentry - Level 4
3844	New Zealand Certificate in Building, Construction, and Allied Trades Skills (Level 2)
3845	New Zealand Certificate in Building, Construction, and Allied Trades Skills (Level 3)
1814	New Zealand Certificate in Foundation Construction - Level 3
2085	New Zealand Certificate in Frame and Truss Detailing - Level 4
2416	New Zealand Diploma in Architectural Technology - Level 6
2420	New Zealand Diploma in Construction - Level 6
3137	New Zealand Certificate in Trowel Trades (Level 4)
3736	Construction Degree
3748	Construction Degree

3755	Construction Degree
3756	Construction Degree
4023	Construction Degree
4024	Construction Degree
4084	Construction Degree
4134	Construction Degree
4135	Construction Degree
4136	Construction Degree
4237	New Zealand Certificate in Construction Trades Supervisor - Level 5
113886	Construction Degree
113887	Construction Degree
CA2253	Construction Degree

Seafood Processing

Qual	Qual Title
3129	New Zealand Certificate in Seafood Processing - Level 5
3130	New Zealand Certificate in Seafood Processing - Level 3
3131	New Zealand Certificate in Seafood Processing - Level 4

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Item 5.1 Academic Standards + Quality Committee Minutes – Meetings of 2.5.2023, 30.5.2023 E-Meetings of 6.4.2023, 8to9.5.2023 for receipt

OPEN

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

PRESENT:

Committee: Susannah Roddick (Co-Chair), Kim Davies (Co-Chair), Dan Bremner (arrived 10.10am, proxy for Reid Carnegie), Silvia Gassebner, Alison Hart (left 11.22am), Marja Kneepkens, Trisha Krishnasamy, Camille Nicholls, Sharon Patterson (proxy for Julie Bytheway), Jackie Rees, Mary Woodward (Minute taker, non-voting)

Apologies: Julie Bytheway, Monique Day, Reid Carnegie, Kate Neame, Soraya Paki Paki, Rae Perkins, Ren Stronach, Victoria Whitmore, Pam Wood

In Attendance: Shine Kelly (left 10.53am), Carmen Cayuelas, Eleanor Upton

1. Administrative

1.1 Welcome, Apologies, Notices

Susannah Roddick opened the meeting and:

- welcomed Camille Nicholls, Team Leader Academic Administration Services onto the Committee as the new Business Support Representative – Kate Neame would not be attending meetings in her current Interim Operations Lead role
- advised apologies had been received from Julie Bytheway, Monique Day, Reid Carnegie, Kate Neame, Soraya Paki Paki, Rae Perkins, Ren Stronach, Victoria Whitmore, Pam Wood

Susannah Roddick advised that following discussion at the last two Committee meetings it had been decided that two CAMs or one CAM and a Programme Team Leader or possibly delegated Tutor would attend each meeting on a rotating roster. She noted that CAMs would still be required to attend a face-to-face meeting if they were required to speak to an agenda item.

Action Susannah Roddick / Kim Davies

Develop meeting roster for CAM/PTL attendance

2. Moderation.

2.1 2022 External Moderation Summary - Events

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

2.2 External Moderation Reporting

No.	Curriculum Area	Moderation Report Coversheet	Moderation Report	Action Plan	Result Assessment Material	Result Assessor Judgement	Requirements	Recommendations	Commendations	Follow-Up
1	AB	BMK671 22NN-S1	Report		Met	Met	No	Yes	Yes	JR
2	AB	INF755 22NN-S1	Report		Met	Met	No	Yes	Yes	JR
3	AB	BLM502 22NN-S1	Report		Met	Met	No	Yes	Yes	JR
4	AB	BMG635 22NN/ML-S1	Report		Met	Met	No	Yes	Yes	JR
5	CTSI	PRJ701/2 22NN-S1, Report, Action Plan Parts1+2			Met/Mod	Met/Mod	No	Yes	Yes	JR
6	CTSI	SYD601 22NN-S1, Report			Met	Met	No	No	Yes	JR
7	CTSI	DES501 22NN-S1, Report, Action Plan Parts1+2			Met	Met/Mod	Yes			JR
8	CTSI	DAT701 22NN-S2, Report, Action Plan Parts1+2			A1 – Met/Mod A2 – Met	A1 – Met A2 – Met	Yes	Yes	Yes	JR
9	ECI	MEC305 22NN-FY, Report, Action Plan Parts1+2			Met/Mod	Met	No	Yes	No	JR
10	ECI	MEC301 22NN-FY, Report, Action Plan Parts1+2			Met/Mod	Met	No	Yes	No	JR
11	FS	ENL411US22891V4 22NN-S2, Report			N/A	Met	No	No	No	JR
12	FS	FSR201US27299V1 23ML-FY, Report, Action Plan Parts1+2			Met/Mod Now Met	N/A	Yes	Yes	Yes	JR
13	FS	FCP204US18763V3 23ML-FY	Report		Met	N/A	No	No	No	JR
14	HWB	BSK704 21NN-S1	Report	Action Plan Parts1+2	Met	Not Met	No	Yes	No	JR

15	HWB	BSK706 21NN-S2	Report		Met	Met	No	No	No	JR
16	HWB	BSK701 21NN-S2	Report		Met	Met	No	No	No	JR
17	HWB	BSK605 21NN-FY	Report		Met	Met	No	No	No	JR
18	HWB	BSK502 21NN-FY	Report		Met	Met	No	No	No	JR
		BSK502 21NN-FY	Report		Met	Met	No	No	No	JR
19	HWB	BCD704 22EX-S2	Report		Met	Met	No	No	No	JR
20	HWB	ATT501 22EC-CS03	Report		Met	Met	No	No	Yes	JR
21	PFEI	BVW606	Report	Action Plan Parts1+2	Met	Met	No	Yes	No	JR
22	PFEI	HRT314 315 21NN-S1	Report	Action Plan Parts1+2	Met/Mod	Met/Mod	No	Yes	No	JR

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

- common identified themes are assessment design and marking rubrics
- often general recommendations are not being followed up on with an action plan
- good to see that where there have been problems in 2022, these courses have been included in 2023 moderation plans

Following discussion, the Committee Members noted:

- for recurring themes such as assessment design there is an opportunity to look to the Learning and Teaching Committee for good practice across the campus and how to efficiently communicate these to kaimahi
- the good practice in responding to recommendations with an action plan
- the number of 2021 moderation reports still being tabled.

Kim Davies noted that she would like to see a small group reviewing reports rather than only Jackie Rees.

Action Marja Kneepkens, Susannah Roddick

Remind PSCs of the need to include commentary on recommendations in action plans

Action Mary Woodward

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

2.3 2023 Annual Moderation Plans

These 2023 Annual Moderation Plans were submitted for endorsement

	Curriculum Area	Programme Area
1	PFEI	Apiculture
2	PFEI	Aquaculture
3	PFEI	Horticulture
4	PFEI	Viticulture
5	ECI	Automotive
6	ECI	Aviation
7	ECI	Maritime
8	ECI	Mechanical Engineering
9	CTSI	Arts and Media
10	CTSI	Beauty Therapy
11	CTSI	Cookery
12	CTSI	Digital Technologies
13	CTSI	Hairdressing
14	CTSI	Hospitality
15	CTSI	Interior Design
16	CTSI	Music
17	FS	Community Living Training Schemes
18	FS	English Language
19	FS	Study + Career Preparation
20	HWB	Fitness
21	HWB	Nursing

Jackie Rees advised that following a review of these Annual Moderation Plans she was recommending that they be withdrawn from the agenda. She noted that:

- all 2023 moderation activity both internal and external was meant to be included in the plans

- not all plans included the required moderation information.

Action Jackie Rees, Kim Davies, Academic Advisors

Review submitted AMPs to ensure all courses requiring 2023 moderation are included and feedback to CAMs,

Susannah Roddick, Marja Kneepkens

Following review and any necessary updating table AMP for endorsement

3. Academic + Quality

3.1 Academic Development Tracking Report

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

- a one-page document noting developments completed since the last ASQ meeting is being developed
- this document may be more useful to Committee Members than the PowerBI report
- in future she will speak to items that are at red status.

3.2 NZQA Qualification Reviews Update

Shine Kelly presented an update on NZQA Qualification Reviews for information.

3.3 2023-2024 Consistency Review Progress Update

Jackie Rees presented an update on 2023-2024 consistency Review progress and noted:

- currently six consistency reviews are scheduled for semester two
- for courses previously delivered via the eCampus platform clarity will be needed from Open Polytechnic on what they want to do.

Kim Davies noted that:

- now is the time to be proactive with historic learners and maintain contact with graduates to enable completion of the Graduate Destination Survey
- eCampus had been gathering information up until this year

3.4 2023 Degree-Monitoring and Monitoring Overview including outcome of micro-credential reviews

Jackie Rees presented an overview of 2023 Degree Monitoring and Monitoring Overview including outcomes of micro-credentials and noted that Monitoring visits have been scheduled for:

- Bachelor of Viticulture and Winemaking 16 May
- Bachelor of Commerce and Master of Applied Management 25 to 26 May
- Bachelor of Nursing tbc

3.3.1 Bachelor of Information Technology, Graduate Diploma in Information Technology NZQA Degree Monitoring Report 22 March 2023

Jackie Rees presented the Bachelor of Information Technology, Graduate Diploma in Information Technology NZQA Degree Monitoring Report dated 22 March 2023 for receipt and noted that the monitor had been very fair.

Trisha Krishnasamy noted that the monitor had asked a lot of good and intelligent questions.

3.5 Learner Surveys

3.5.1 Learner Voice Plans Status Update

Jackie Rees gave a verbal report updating the status of Learner Voice Plans and noted that there are still a number of plans to be completed.

3.5.2 Te Pūkenga 2022 Learner Survey

Jackie Rees gave a verbal report on Te Pūkenga 2022 Learner Survey and noted:

- this information had now been released as a Power BI Report
- it would be good to benchmark this information against other providers

3.5 Self-Assessment Report Update

3.5.1 2022 Self-Assessment Report Bachelor of Arts and Media including Level 5 Diploma in Arts and Design, Level 6 Diploma in Arts and Design

RESOLVED that the 2022 Self-Assessment Report Bachelor of Arts and Media including Level 5 Diploma in Arts and Design, Level 6 Diploma in Arts and Design be endorsed by this Committee and forwarded to the Academic Committee for approval.

Silvia Gassebner / Marja Kneepkens
CARRIED

3.5.2 2022 Self-Assessment Report Bachelor of Career Development including Graduate Certificate in Career Development (Level 7)

RESOLVED that the 2022 Self-Assessment Report Bachelor of Career Development including Graduate Certificate in Career Development (Level 7) be endorsed by this Committee and forwarded to the Academic Committee for approval.

Kim Davies / Trisha Krishnasamy
CARRIED

3.5.3 2022 Self-Assessment Report Postgraduate Certificate in Professional Supervision

RESOLVED that the 2022 Self-Assessment Report Postgraduate Certificate in Professional Supervision be endorsed by this Committee and forwarded to the Academic Committee for approval.

Susannah Roddick / Jackie Rees
CARRIED

4. Course and Programme Changes

4.1 3V6 Approval Form Conservation Field Skills CFS322 Introduction to Predator Trapping Methods, CFS430 S.M.A.R.T Marine Mammal Monitoring 2023 v17102

- a. 3V6 Approval Form Conservation Field Skills CFS322 Introduction to Predator Trapping Methods, CFS430 S.M.A.R.T Marine Mammal Monitoring 2023 v17102
- b. Conservation Field Skills (Level 4) Training Scheme Course Descriptors 2023 v17102
- c. Conservation Field Skills (Level 4) Programme Regulations 2023 v17102

RESOLVED that the 3v6 Approval Form Conservation Field Skills CFS322 Introduction to Predator Trapping Methods, CFS430 S.M.A.R.T Marine Mammal Monitoring 2023 v17102 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Marja Kneepkens / Silvia Gassebner
CARRIED

Action Mary Woodward

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

5. Quality Management System

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

6. Minutes of the Previous Meetings

6.1 Award Application Approval Reports

- 6.1.1 12 REPORT Award Applications 23.02.2023
- 6.1.2 13 REPORT Award Applications 01.03.2023
- 6.1.3 14 REPORT Award Applications 02.03.2023
- 6.1.4 15 REPORT Award Applications 08.03.2023
- 6.1.5 16 REPORT Award Applications 09.03.2023
- 6.1.6 17 REPORT Award Applications 13.03.2023
- 6.1.7 18 REPORT Award Applications 15.03.2023
- 6.1.8 19 REPORT Award Applications 22.03.2023
- 6.1.9 20 REPORT Award Applications 23.03.2023

RESOLVED that the Approval Reports for the Award Applications Academic Standards and Quality Committee meetings held on 23.02.2023, 01.03.2023, 02.03.2023, 08.03.2023, 09.03.2023, 13.03.2023, 15.03.2023, 22.03.2023, 23.03.2023 be received.

Susannah Roddick / Trisha Krishnasamy
CARRIED

6.2 Results of Award Applications Spot-Check from 07.03.2023 Meeting
Silvia Gassebner thanked Jackie Rees for completing the award application spot-check.

6.3 Checklist for Awards Processing and Approval
Silvia Gassebner noted that Trisha Krishnasamy was scheduled to do the spot-check of award applications receipted at this meeting.

ACTION Mary Woodward
Forward award application checklist, spreadsheet, and received reports to
Trisha Krishnasamy to carry out award application spot-check

7. Matters Arising (General)
There were no Matters Arising (General) for review.

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

8. Minutes of the Previous Meetings
8.1 Academic Standards and Quality Draft Minutes
8.1.1 2023-03-07 ASQ Minutes – Draft

RESOLVED that the Minutes of the meeting held on 07.03.2023 be accepted as a true and accurate record of this meeting.
Susannah Roddick / Trisha Krishnasamy
CARRIED
ACTION Mary Woodward
Resave minutes as Confirmed and forward to Academic Committee for receipt

8.2 Course Results Approval Reports
8.2.1. 15 REPORT Course Results 01.03.2023
8.2.2. 16 REPORT Course Results 08.03.2023
8.2.3. 17 REPORT Course Results 15.03.2023
8.2.4. 18 REPORT Course Results 20.03.2023
8.2.5. 19 REPORT Course Results 27.03.2023
8.2.6. 20 REPORT Course Results 28.03.2023

RESOLVED that the Approval Reports for the Course Results Academic Standards and Quality Committee meetings held on 01.03.2023, 08.03.2023, 15.03.2023, 20.03.2023, 27.03.2023, 28.03.2023 be received.

Susannah Roddick / Trisha Krishnasamy
CARRIED

8.3 2023 Checklist for Course Results
Silvia Gassebner presented the 2023 Checklist for Course Results for adoption. She advised that the checklist had been updated to align with the newly developed Results Committee Guidelines. Following review of the updated checklist the Committee Members agreed to its adoption.

ACTION Mary Woodward
Forward Course Results checklist, spreadsheet, and received Course Results reports to
Kim Davies to carry out Course Results spot-check

9. Complaints Reporting
9.1 Student Complaints/Misconduct Report April 2023 (Confidential)

The Student Complaints/Misconduct Report April 2023 (Confidential) was presented for information.

9.2 Complaints Remedial Action Plan to update April 2023

The Complaints Remedial Action Plan to update April 2023 was presented for information.

10. Matters Arising

10.1 Action List

The Committee Members reviewed the Action List.

11. Late Items

11.1 Ākonga [Protect the privacy of the] request to re-enrol on CTE401 Technical IT Skills to complete the New Zealand Certificate in IT Essentials (Level 4)

- a Ākonga [Protect the privacy of the] letter dated 28 April 2023 requesting approval to re-enrol on CTE401 Technical IT Skills
- b email from Trisha Krishnasamy advising Programme Regulations NZ Certificate in IT Essentials (L4)
- c Te Kawa Maiooro Educational Regulatory Framework Part 5 Learning, Teaching and Training, 5.2 Progress

Trisha Krishnasamy advised that ākonga [Protect the privacy of the] was requesting approval to re-enrol on course CTE401 Technical IT Skills for a fourth time and advised that the ākonga had previously failed the course due to issues with time management.

Following discussion, the Committee Members agreed that the ākonga be allowed to re-enrol on course CTE401 Technical IT Skills subject to conditions being put in place to support them on their learner journey and that these conditions are made clear to the ākonga and their Open Polytechnic facilitator.

RESOLVED that the request for ākonga [Protect the privacy of the] to re-enrol on course CTE401 Technical IT Skills for a fourth time be approved subject to conditions being put in place to support them on their learner journey.

Susannah Roddick / Trisha Krishnasamy

CARRIED

ACTION Trisha Krishnasamy / Susannah Roddick

Liaise on what conditions should be put in place to support this ākonga on their learner journey including discussion with a Learner Services Team Member

11.2 Drafting of guidance for Ākonga and Kaiako in dealing with machine generated material in the assessment process

- a AI guidelines for ākonga April 2023 final
- b AI guidelines for kaimahi April 2023 final

Marja Kneepkens advised that a group had been pulled together to look at Generative Artificial Intelligence and had identified a number of actions, which had been added to the 2023 priorities. She noted that the Digital Workplace Manager was working on publishing guidelines for kaimahi, and that there will be an Artificial Intelligence dedicated landing page on Polly which would be an opportunity for sharing good practice. She noted that guidance for ākonga will be available on Learner Support.

On behalf of the Committee Susannah Roddick thanked Marja Kneepkens and the wider group for their work in developing these guidelines.

Meeting closed 11.22am

Academic Standards + Quality Committee Action List 02 May 2023

Item Reference	Action	Who	When	Progress
Action List – Meeting of 15 March 2022				
1	4	Quality Management System	Kim Davies Deidre Hemera	04.04.23 07.03.2023 KD advised still WIP

		Form Working Group to review/clarify definition of 'False Citation'	Alison Hart Hannah Emms-Healey Angela McLean		02.05.2023 Academic Integrity policy / procedure being reviewed - to address this and align with other providers (JR)
Action List – Meeting of 05 April 2022					
2	5.1	Quality Management System Student Reference Guidelines for Students and Staff Request POD: <ul style="list-style-type: none"> add a clarifying statement to the Purpose section in regard to providing a written or verbal reference relevant to current study add an update to the 'Principles' section in regard to Students being able to request a written or verbal reference relevant to current study 	Jackie Rees	04.04.23	07.03.2023 JR has taken this back from POD for further action 02.05.2023 Complete
Action List – Meeting of 15 November 2022					
3	3.4.1	Resubmit the NMIT Bachelor of Nursing 04 August 2022 Nursing Council of New Zealand Monitoring Report and 10 October 2022 Letter with an action plan addressing the Monitoring Team's findings	Kim Davies / Victoria Whitmore	04.04.23	07.03.2023 – for next meeting 02.05.2023 – SR to follow up. In progress and will be presented at next meeting (KD)
Action List – Meeting of 10 February 2023					
4	1.3	Results Committee Guidelines Develop plan on how best to build Programme Team capability to ensure the course result and award approval processes are timely, thorough, robust, and compliant	Marja Kneepkens / Susannah Roddick / Kim Davies	04.04.23	07.03.2023 WIP
5	3.1	Academic Development Tracking Report Review ADT Report and update for 2023 and indicate clearly where there is risk to programmes and the actions to be taken	Kim Davies	04.04.23	07.03.2023 WIP 02.05.2023 Review complete KD to provide update at today's meeting. Summary doc for future meetings. Complete
6	3.4	2023 Degree Monitoring, and Monitoring Overview Follow up with NZQA on if the Bachelor of Social Work has self-monitoring status	Susannah Roddick Jackie Rees	04.04.23	07.03.2023 JR to follow up with NZQA 02.05.2023 Decision not to progress, but wait until this year's monitoring visit
7	5.1	NMIT Policy / Procedure Amendments to align with Te Pūkenga national policies, including Te Kawa Maiorooro – Educational Regulatory Framework (TKM) Update and forward document to the Academic Committee for approval Start communication process of key policy information to ākonga and kaimahi	Jackie Rees	04.04.23	07.03.2023 WIP Key policies already updated, remainder being drafted for approval. 02.05.2023 Complete and ongoing
Action List – E-Meeting of 16 to 20 February 2023					
8	2.1	Minutes of the Previous Meetings Award Application Approval Reports Ensure the consistent use of the awards approval table 'Grades' column for Merit and Distinction grades in the award application reports Reinstate action list for Award Application Report actions. <i>Awards Approval Grades column is automatically populated from ebs data. This is checked for accuracy as part of the award approval process.</i> <i>Action list is included in the award approval report.</i>	Silvia Gassebner	07.03.2023	Completed
Action List – Meeting of 7 March 2023					
9	1.2	2023 Academic Standards + Quality Committee Membership Review Committee Membership requirements	Susannah Roddick / Kim Davies	04.04.23	02.05.2023 Further discussion at AC

					meeting 05.04.23 confirm at today (KD)
10	2	Moderation Form moderation working group to review moderation processes	Marja Kneepkens / Jackie Rees / Susannah Roddick / Kim Davies	04.04.23	02.05.2023 Ongoing
11	2.2	Moderation Reports Forward tabled Moderation Reports to Eleanor Upton for noting receipt on Moderation Tracksheet	Mary Woodward	ASAP	Completed
12	4.1	Course and Programme Changes 3V6 Approval Form New Zealand Diploma in Aeronautical Maintenance Certification (Level 6) and associated Training Schemes - All courses 2023 V21100 Advise Academic Advisor of 3V6 Approval Form endorsements Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 07.03.2023	Mary Woodward	ASAP	Completed
13	10.1	Extension Requests Approval Via Flowingly Process Remove 'Extension Requests Approval Via Flowingly Process' as a standing agenda item	Mary Woodward	04.04.23	Completed
14	8.4	2023 Spot-Check on Course Results and Award Applications Table updated 2023 course result checklist at 04.04.2023 meeting	Silvia Gassebner	04.04.23	Completed
15	8.4	2023 Spot-Check on Course Results and Award Applications Forward award application checklist, spreadsheet, and received reports to Jackie Rees to carry out award application spot-check	Mary Woodward	ASAP	Completed
16	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	Kim Davies/Deidre Hemara	04.04.23	02.05.2023 In progress. Diedre H working on existing NMIT procedures to align with new TP Policies
17	10.1	Extension Requests Approval Via Flowingly Process Remove 'Extension Requests Approval Via Flowingly Process' as a standing agenda item	Mary Woodward	04.04.23	Completed
Action List – Meeting of 2 May 2023					
18	2.2	External Moderation Reporting Remind PSCs of the need to include commentary on recommendations in action plans	Marja Kneepkens Susannah Roddick	30.05.23	
19	2.2	External Moderation Reporting Forward tabled Moderation Reports to Eleanor Upton for noting receipt on Moderation Tracksheet	Mary Woodward	ASAP	Completed
20	2.3	2023 Annual Moderation Plans Review submitted AMPs to ensure all courses requiring 2023 moderation are included and feedback to CAMs, Susannah Roddick, Marja Kneepkens Following review and any necessary updating table AMP for endorsement	Jackie Rees, Kim Davies, Academic Advisors	30.05.23	
21	4.1	3V6 Approval Form Conservation Field Skills CFS322 Introduction to Predator Trapping Methods, CFS430 S.M.A.R.T Marine Mammal Monitoring 2023 v17102 Advise Academic Advisor of 3V6 Approval Form endorsements Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 02.05.2023	Mary Woodward	ASAP	Completed
22	6.3	Checklist for Awards Processing and Approval Forward award application checklist, spreadsheet, and received reports to Trisha Krishnasamy to carry out award application spot- check	Mary Woodward	ASAP	Completed
23	8.1	Academic Standards and Quality Draft Minutes Resave minutes as Confirmed and forward to Academic Committee for receipt	Mary Woodward	ASAP	Completed

24	8.3	2023 Checklist for Course Results Forward Course Results checklist, spreadsheet, and received Course Results reports to Kim Davies to carry out Course Results spot-check	Mary Woodward	ASAP	Completed
25	11.1	Ākonga request to re-enrol on CTE401 Technical IT Skills to complete the New Zealand Certificate in IT Essentials (Level 4) Liaise on what conditions should be put in place to support this ākonga on their learner journey including discussion with a Learner Services Team Member	Trisha Krishnasamy Susannah Roddick	ASAP	

OPEN

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

PRESENT:

Committee: Susannah Roddick (Chair), Kim Davies, Silvia Gassebner, Max Devon (left 11am proxy for Alison Hart), Hannah Emms-Healey, Camille Nicholls (from 10.12am), Sharon Patterson (proxy for Julie Bytheway), Jackie Rees, Ren Stronach, Victoria Whitmore, Mary Woodward (Minute taker, non-voting)

Apologies: Alison Hart, Deidre Hemara

1. Administrative

1.1 Welcome, Apologies, Notices, Quorum, Discussion about report formats, 2023 Agenda planning

Susannah Roddick opened the meeting and noted:

- apologies received from Alison Hart, Deidre Hemara
- the new shorter agenda format with linked written reports
- a decision will be made on the scheduling of agenda items/reports for the remainder of the year to ensure a more proactive agenda that supports the Committee's operational role and terms of reference

The Committee Members discussed the updated agenda format and requested that links are clear and visible.

ACTION:

Susannah Roddick / Kim Davies

Discuss the overlaying of ASQ agenda items to other Committee/organisations needs/timelines

2. Academic and Quality

2.1 Quality Enhancement Manager (QEM) Summary Report

2.1.1 Annual Moderation Plans (AMPs) – Report from QEM's review of submitted AMPs tabled for information

It was noted that:

- for 2023 the expectation is that AMPs will indicate internal, external pre, post, and intra-assessment moderation, and cover all deliveries including Trades Academy, Apprentices, Block courses, STAR, Short courses, Sub-contracted courses
- a number of AMPs are still with Curriculum Areas to be completed to meet 2023 expectations.

2.1.1a 2023 Annual Moderation Plans tabled for endorsement

RESOLVED that these 2023 Annual Moderation Plans be endorsed:

- Bachelor of Arts and Media
- Beauty Therapy
- Cookery
- Digital Technologies, Information Technologies, Computer Generated Imagery
- English Language
- Fitness
- Hairdressing
- Horticulture
- Hospitality
- Interior Design

- Music
- Study and Career Preparation

Jackie Rees / Susannah Roddick
CARRIED

2.1.2 External Moderation Reporting – Report from QEM’s Summary Report, with a review of submitted External Moderation Reports tabled for information

It was noted that:

- courses/assessments where external moderation outcomes were previously Met(Modify) or Not Met for 2022 have been added to 2023 AMPS
- there are still areas for improvement including
 - material being externally moderated without first being internally moderated
 - pre-assessment moderation of material requirement by WDCs

2.1.2a External Moderation Reports tabled for receipt

RESOLVED that these External Moderation Reports be receipted:

- BAC606 Taxation 22NN/ML-S1
- CME402 Mechanical Fitting 1 22NN-CS01
- CME302 General Fabrication Practices 1 21NN-CS07
- AUA208 Trades Academic Automotive US30477v1 Demonstrate Knowledge of Petrol and Diesel Engines 23NN-S1
- CFE404 Engineering Materials 2 21NN-CS07
- CFE403 Fabrication Skills 3 21NN-CS07
- ENL413 Reading US22751v2 Read and process information in English for academic purposes 22NN-S2
- ENL414 Developing Listening and Speaking US22892 v4 Demonstrate understanding of a spoken text and process information in English for an academic purpose 22NN-S2
- WNE310 Trades Academy Winemaking Processes and Procedures Year 1 US29241v1 Demonstrate knowledge of equipment, gasses and chemicals used in a commercial wine cellar operation 22ML-FY
- WNE310 Trades Academy Winemaking Processes and Procedures Year 1 US29239v1 Demonstrate knowledge of the NZ wine industry and NZ wines 22ML-FY
- BVW604 Vineyard and Winery Engineering 20ML/EX-S2
- BVW506 Industry Practice – Vineyard 20ML-S2
- BVW505 Pāpatūanuku and Soil Science 20ML/EX-S2
- AAD524 Digital Art and Design Project 22NN-T4
- NCH301 Introduction to basic styling US25792v2 Dress long hair into elementary styles 23NN-S1
- HSE201 TA Sport and Exercise US6571v6 Demonstrate knowledge of micro and macro nutrients and nutritional imbalances 23NN-S1
- SAQ302 Hatchery Introduction 22NN-S1

ACTION:

Susannah Roddick / Kim Davies / Jackie Rees

Review Moderation information to identify issues or themes for an Action Plan

2.1.2b External Moderation Reporting Spreadsheet tabled for information

2.1.2c 2022 and 2023 External Moderation Summary – Events tabled for information

2.1.3 Consistency Reviews tabled for information

It was noted that:

- for the two consistency reviews completed so far this year
 - New Zealand Certificate in Automotive Electrical Engineering (Level 4) – outcome Sufficient
 - New Zealand Diploma in Outdoor and Adventure Education (Multi-skilled) (Level 5) outcome pending

- a decision is needed on who is responsible for reporting on eCampus graduates with discussion happening between Open Polytechnic, Te Pūkenga, NZQA

2.1.3a Consistency Review Master Spreadsheet tabled for information

Action Kim Davies

Follow-up with Te Pūkenga on decision of responsibility of eCampus graduate consistency reviews

2.1.4 External Monitoring Reports tabled for receipt

RESOLVED that these External Monitoring Reports be received:

- Paetahi Tumu Korero Bachelor of Counselling NZQA Degree Monitoring Report 28 March 2023
- Postgraduate Certificate in Professional Supervision NZQA Degree Monitoring Report 29 March 2023
- Bachelor of Nursing NCNZ Monitoring Report 4 August 2022 and Bachelor of Nursing Action Plan

Action Victoria Whitmore

Advise Jackie Rees of 2023 BN Monitoring Dates

2.2 2022 Degree Self-Assessment Reports tabled for endorsement

RESOLVED that these 2022 Degree Self-Assessment Reports be endorsed:

- Bachelor of Commerce including: Graduate Diplomas in Management, Accounting, Professional Accounting, Marketing
- Bachelor of Information Technology including: Graduate Diploma in Information Technology
- Master of Applied Management including: Postgraduate Diploma in Applied Management, Postgraduate Certificate in Applied Management
- Paetahi Tumu Kōrero Bachelor of Counselling
- Bachelor of Nursing

**Victoria Whitmore / Susannah Roddick
CARRIED**

2.3 Unification and Programme Development

2.3.1 Programme Summaries tabled for endorsement

RESOLVED that these Programme Summaries be endorsed:

- New Zealand Certificate in Apiculture Unified
- New Zealand Certificate in Mechanical Engineering (Level 3)

**Silvia Gassebner / Victoria Whitmore
CARRIED**

2.3.2 Te Pūkenga New Delivery Site Application Form New Zealand Certificate in Mechanical Engineering (Level 3) tabled for information

It was noted that:

- this is a “Provider Led” unification with all Business Divisions to be added as delivery sites for the Toi Ohomai programme of study from 2024
- Toi Ohomai are submitting a Type 2 change to their current programme to move to the new qualification version.

2.3.3 2023 Confirmed Unification Programme of Work – Haratau May 2023 tabled for information

It was noted in particular that:

- the Learning Centre and Delivery Systems (LCDS) team have split unification mahi into two phases
 - Phase 1 – unifications begun in 2021/22 which focussed on approval of a programme of study
 - Phase 2 – unifications in 2023 will focus on being a “one touch” approach wherever possible

There was discussion on whether Committee Members should be scrutinising unified programme consultation documents.

ACTION:

Kim Davies

Consider possible unified programme scrutiny avenue

3. Course and Programme Changes

- 3.1 3V6 Approval Form ACE Mātauranga Māori TRM101 Introduction to Te Reo Māori and Tikanga 2023 including the ACE Mātauranga Māori TRM101 Introduction to Te Reo Māori and Tikanga Course Descriptor 2023 tabled for endorsement subject to approval of costings

RESOLVED that subject to the costings being approved the 3v6 Approval Form ACE Mātauranga Māori TRM101 Introduction to Te Reo Māori and Tikanga 2023 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Susannah Roddick / Hannah Emms-Healey
CARRIED

- 3.2 3V6 Approval Form New Zealand Certificate in Beauty Therapy (Level 4) Diploma in Beauty Therapy (Level 5) v18105 (L4) v19104 (L5) 2023 including the New Zealand Certificate in Beauty Therapy (Level 4) Diploma in Beauty Therapy (Level 5) Course Descriptor v18105 (L4) v19104 (L5) 2023 and the New Zealand Certificate in Beauty Therapy (Level 4) Diploma in Beauty Therapy (Level 5) Programme Regulations v18105 (L4) v19104 (L5) 2023 tabled for endorsement

RESOLVED that the 3V6 Approval Form New Zealand Certificate in Beauty Therapy (Level 4) Diploma in Beauty Therapy (Level 5) v18105 (L4) v19104 (L5) 2023 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Victoria Whitmore / Max Devon
CARRIED

- 3.3 3V6 Approval Form Generating High-impact Academic Publications Micro-credential PROF8501 Generating High-impact Academic Publications Micro-credential 2023 and 3V6 Approval Form Developing a Comprehensive Research Strategy Micro-credential PROF8502 Developing a Comprehensive Research Strategy Micro-credential 2023 including the Applied Research Micro-credential Regulations Generating High-impact Academic Publications Micro-credential (Level 8) 2023 22100 tabled for endorsement

RESOLVED that the 3V6 Approval Form Generating High-impact Academic Publications Micro-credential PROF8501 Generating High-impact Academic Publications Micro-credential 2023 and 3V6 Approval Form Developing a Comprehensive Research Strategy Micro-credential PROF8502 Developing a Comprehensive Research Strategy Micro-credential 2023 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Victoria Whitmore / Max Devon
CARRIED

- 3.4 3V6 Approval Form Sustainable Aquaculture Level 3 and Level 4 SAQ404 Marine Operations and Skills 2023 V19101 including the Sustainable Aquaculture Level 3 L4 Course Descriptors 2023 V19101 and the Sustainable Aquaculture Level 3 L4 Programme Regulations 2023 V19101 tabled for endorsement

RESOLVED that the 3V6 Approval Form Sustainable Aquaculture Level 3 and Level 4 SAQ404 Marine Operations and Skills 2023 V19101 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Hannah Emms-Healey / Silvia Gassebner
CARRIED

- 3.5 3V6 Approval Form Bachelor of Arts and Media New Zealand Diploma of Arts and Design Level 5 AAD523 Digital Art and Design Lab, AAD524 Digital Arts and Design Project 2023 V17105 including the NZ CertDips Arts and Design L4-L6 Course Descriptor 2023 V17105 and the NZ CertDips Arts and Design L4-L6 Programme Regulations 2023 V17105 tabled for endorsement

RESOLVED that the 3V6 Approval Form Bachelor of Arts and Media New Zealand Diploma of Arts and Design Level 5 AAD523 Digital Art and Design Lab, AAD524 Digital Arts and Design Project 2023 V17105 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Susannah Roddick / Victoria Whitmore

CARRIED

Action Mary Woodward

Advise Academic Advisor of 3V6 endorsements

Forward 3V6 forms to Director of Academic & Quality for approval

4. Quality Management System

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

5. Matters Arising (General)

There were no Matters Arising (General) tabled for review.

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

6. Course Result Reports and Award Application Approvals

6.1 Course Results Approval Reports tabled for receipt

RESOLVED that these Course Results Approval Reports be receipted

- 21 REPORT Course Results 30.03.2023
- 22 REPORT Course Results 30.04.2023
- 23 REPORT Course Results 06.04.2023
- 24 REPORT Course Results 17.04.2023
- 25 REPORT Course Results 21.04.2023
- 26 REPORT Course Results 01.05.2023
- 27 REPORT Course Results 02.05.2023
- 28 REPORT Course Results 08.05.2023
- 29 REPORT Course Results 15.05.2023
- 30 REPORT Course Results 16.05.2023
- 31 REPORT Course Results 22.05.2023

6.2 Results of Course Results Spotcheck from 02.05.2023 meeting tabled for information

6.3 Spotcheck Checklist for Course Results tabled for information

6.4 Award Application Approval Reports tabled for receipt

RESOLVED that these Award Application Approval Reports be receipted

- 21 REPORT Award Applications 29.03.2023
- 22 REPORT Award Applications 05.04.2023
- 23 REPORT Award Applications 13.04.2023
- 24 REPORT Award Applications 19.04.2023
- 25 REPORT Award Applications 21.04.2023
- 26 REPORT Award Applications 26.04.2023
- 27 REPORT Award Applications 03.05.2023
- 28 REPORT Award Applications 10.05.2023
- 29 REPORT Award Applications 11.05.2023
- 30 REPORT Award Applications 19.05.2023
- 31 REPORT Award Applications 19.05.2023

6.5 Results of Award and Applications Spotcheck from 02.05.2023 meeting tabled for information

6.6 Spotcheck Checklist for Awards Processing and Approval tabled for information

It was noted that the two rostered CAMs/PTLs (or delegates) were to be the 'spotcheckers' for the ensuing Course Results and Award Applications Reports

ACTION Mary Woodward

For spotchecks:

Forward course results checklist, spreadsheet, and reports to Victoria Whitmore
Forward award application checklist, spreadsheet, and reports to Hannah Emms-Healey

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

RESOLVED that these Academic Standards and Quality Draft Minutes be confirmed

- 2023-04-06 ASQ Minutes - Draft
- 2023-05-02 ASQ Minutes – Draft
- 2023-05-08to09 Minutes - Draft

Victoria Whitmore / Susannah Roddick

CARRIED

12. Complaints Reporting

12.1 Student Complaints/Misconduct Report May 2023 (Confidential) tabled for information

12.2 Complaints Remedial Action Plan to update May 2023 tabled for information

The Committee questioned if academic appeals should be included in the Student Complaints/Misconduct Report as currently there is no tracking of these by the Committee.

13. Matters Arising

13.1 Action List tabled for information and follow-up

Meeting closed 11.26am

Academic Standards + Quality Committee Action List 30 May 2023

	Item Reference	Action	Who	When	Progress
Action List – Meeting of 15 November 2022					
1	3.4.1	Resubmit the NMIT Bachelor of Nursing 04 August 2022 Nursing Council of New Zealand Monitoring Report and 10 October 2022 Letter with an action plan addressing the Monitoring Team's findings	Kim Davies / Victoria Whitmore	02.05.2023 – SR to follow up. In progress and will be presented at next meeting (KD)	30.05.2023 Agenda item - Completed
Action List – Meeting of 10 February 2023					
2	1.3	Results Committee Guidelines Develop plan on how best to build Programme Team capability to ensure the course result and award approval processes are timely, thorough, robust, and compliant	Marja Kneepkens / Susannah Roddick / Kim Davies	04.04.23	07.03.2023 WIP Meeting 31/05 to discuss

Action List – Meeting of 7 March 2023					
3	2	Moderation Form moderation working group to review moderation processes	Marja Kneepkens / Jackie Rees / Susannah Roddick / Kim Davies	30.05.23	02.05.2023 Ongoing
4	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	Kim Davies/Deidre Hemara	30.05.23	02.05.2023 In progress. Deidre H working on existing NMIT procedures to align with new TP Policies
Action List – Meeting of 2 May 2023					
5	2.2	External Moderation Reporting Remind PSCs of the need to include commentary on recommendations in action plans	Marja Kneepkens Susannah Roddick	30.05.23	Completed
6	2.3	2023 Annual Moderation Plans Review submitted AMPs to ensure all courses requiring 2023 moderation are included and feedback to CAMs, Susannah Roddick, Marja Kneepkens Following review and any necessary updating table AMP for endorsement	Jackie Rees, Kim Davies, Academic Advisors	30.05.23	29.05.23 review complete. 12 reports submitted for approval 30.05.23. Remainder back to curriculum teams to supply additional info. KD
7	4.1	3V6 Approval Form Conservation Field Skills CFS322 Introduction to Predator Trapping Methods, CFS430 S.M.A.R.T Marine Mammal Monitoring 2023 v17102 Advise Academic Advisor of 3V6 Approval Form endorsements Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 02.05.2023	Mary Woodward	ASAP	Completed
8	6.3	Checklist for Awards Processing and Approval Forward award application checklist, spreadsheet, and received reports to Trisha Krishnasamy to carry out award application spot-check	Mary Woodward	ASAP	Completed
9	8.1	Academic Standards and Quality Draft Minutes Resave minutes as Confirmed and forward to Academic Committee for receipt	Mary Woodward	ASAP	Completed
10	8.3	2023 Checklist for Course Results Forward Course Results checklist, spreadsheet, and received Course Results reports to Kim Davies to carry out Course Results spot-check	Mary Woodward	ASAP	Completed
11	11.1	Ākonga 13509247 request to re-enrol on CTE401 Technical IT Skills to complete the New Zealand Certificate in IT Essentials (Level 4) Liaise on what conditions should be put in place to support this ākonga on their learner journey including discussion with a Learner Services Team Member	Trisha Krishnasamy Susannah Roddick	ASAP	Completed
Action List – Meeting of 30 May 2023					
12	1.1	Discuss the overlaying of ASQ agenda items to other Committee/organisations needs/timelines	Susannah Roddick / Kim Davies	27.6.23	
13	2.1.2a	Moderation Reports Review Moderation information to identify issues or themes for an Action Plan	Susannah Roddick / Kim Davies / Jackie Rees	27.6.23	

14	2.1.3a	Follow-up with Te Pūkenga on decision of responsibility of eCampus graduate consistency reviews	Kim Davies	27.6.23	
15	2.1.4c	Advise Jackie Rees of 2023 BN Monitoring Dates	Victoria Whitmore	27.6.23	
16	2.3.3	Consider possible unified programme scrutiny avenue	Kim Davies	27.6.23	
17	3.1	Course and Programme Changes Advise Academic Advisor of 3V6 Approval Form endorsements Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 30.05.2023	Mary Woodward	ASAP	Completed
16	6	Course Results and Award Application Approvals for receipt and information For spotchecks: Forward course results checklist, spreadsheet, and reports to Victoria Whitmore Forward award application checklist, spreadsheet, and reports to Hannah Emms-Healey	Mary Woodward	ASAP	Completed

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

Thursday 6 April 2023 at 12.21pm via email closed Thursday 6 April 2023 at 4.26pm

Participants: Kim Davies, Reid Carnegie, Monique Day, Silvia Gassebner, Alison Hart, Marja Kneepkens, Trisha Krishnasamy, Kate Neame, Soraya Paki Paki, Sharon Patterson (proxy for Julie Bytheway), Rae Perkins, Jackie Rees, Susannah Roddick, Ren Stronach, Shine Kelly (proxy for Victoria Whitmore), Pam Wood, Mary Woodward (minute-taker, non-voting)

Responses:

	1.1	1.2
Kim Davies	Endorsed	Endorsed
Reid Carnegie		
Monique Day	Endorsed	Endorsed
Silvia Gassebner	Endorsed	Endorsed
Alison Hart		
Marja Kneepkens	Endorsed**	Endorsed**
Trisha Krishnasamy	Endorsed	Endorsed
Kate Neame		
Soraya Paki Paki		
Sharon Patterson	Endorsed	Endorsed
Rae Perkins		
Jackie Rees	Endorsed*	Endorsed*
Susannah Roddick		
Ren Stronach		
Shine Kelly	Endorsed	Endorsed
Pam Wood	Endorsed	Endorsed

1. Course and Programme Changes

- 1.1 3V6 Approval Form Bachelor of Arts and Media [112687] AAD603 Advanced Digital Art and Design Lab, AAD604 Advanced Digital Art and Design Project, AAD531 Website Design 2023 v17107

- a. 3V6 Approval Form Bachelor of Arts and Media [112687] AAD603 Advanced Digital Art and Design Lab, AAD604 Advanced Digital Art and Design Project, AAD531 Website Design 2023 v17107
- b. BAM Course Descriptors 2023 17107
- c. BAM Programme Regulations 2023 17107

*For both items 1.1 and 1.2 Jackie Rees noted the following comments:

- course AAD603 - to be able to track any moderation requirements it would be good to know if there are any changes to assessment with the slightly updated LOs
- course AAD604 – does it need a new course code if the Course Aim has changed slightly
- course AAD531 – is a new Course Code needed as the title has changed and if there are any changes to assessment needed to reflect updated LOs

For course AAD531 Silvia Gassebner advised that a decision was made to retain the course code for this training scheme course, which is also a course in the Bachelor of Arts and Media, when the title change was approved in 2022.

**For both items 1.1 and 1.2 Marja Kneepkens advised that her signoff of the proposed change/s authorised by Curriculum Director on the 3V6 Approval Forms was approved by her 'on behalf of Susannah Roddick, CD, in her absence.'

RESOLVED that the 3V6 Approval Form Bachelor of Arts and Media [112687] AAD603 Advanced Digital Art and Design Lab, AAD604 Advanced Digital Art and Design Project, AAD531 Website Design 2023 v17107 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

CARRIED

- 1.2 New Zealand Certificate in Arts and Design (Level 4), New Zealand Diploma in Arts and Design (Level 5), New Zealand Diploma in Arts and Design (Level 6) AAD603 Advanced Digital Art and Design Lab, AAD604 Advanced Digital Art and Design Project 2023 V17105

- a. 3V6 Approval NZ CertDips Arts and Design L4-6, AAD603 Advanced Digital Art and Design Lab, AAD604 Advanced Digital Art and Design Project 2023 V17105
- b. NZ CertDips Arts and Design L4-6 Course Descriptors 2023 17105
- c. NZ CertDips Arts and Design L4-6 Programme Regulations 2023 17105

RESOLVED that the 3V6 Approval Form New Zealand Certificate in Arts and Design (Level 4), New Zealand Diploma in Arts and Design (Level 5), New Zealand Diploma in Arts and Design (Level 6) AAD603 Advanced Digital Art and Design Lab, AAD604 Advanced Digital Art and Design Project 2023 V17105 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

CARRIED

Action Mary Woodward

-Update both 3V6 Approval Forms, section 'signoff of the proposed change/s authorised by Curriculum Director' with the wording 'approved by Marja Kneepkens on behalf of Susannah Roddick, CD, in her absence'

-Advise Academic Advisor of 3V6 Approval Form endorsements

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

Action Kim Davies

Follow up on questions from Jackie Rees

- course AAD603 - to be able to track any moderation requirements it would be good to know if there are any changes to assessment with the slightly updated LOs
 - course AAD604 – does it need a new course code if the Course Aim has changed slightly
 - course AAD531 –if there are any changes to assessment needed to reflect updated LOs

Meeting closed 04.26PM

Action List – E-Meeting of 6 April 2023

Action List – E-Meeting of 6 April 2023					
1	1.1 1.2	<p>Course and Programme Changes</p> <p>3V6 Approval Form Bachelor of Arts and Media [112687]</p> <p>AAD603 Advanced Digital Art and Design Lab, AAD604 Advanced Digital Art and Design Project, AAD531 Website Design 2023 v17107</p> <p>New Zealand Certificate in Arts and Design (Level 4), New Zealand Diploma in Arts and Design (Level 5), New Zealand Diploma in Arts and Design (Level 6) AAD603 Advanced Digital Art and Design Lab, AAD604 Advanced Digital Art and Design Project 2023 V17105</p> <p>-Update both 3V6 Approval Forms, section 'signoff of the proposed change/s authorised by Curriculum Director' with the wording 'approved by Marja Kneepkens on behalf of Susannah Roddick, CD, in her absence'</p> <p>Advise Academic Advisor of 3V6 Approval Form endorsement</p> <p>Forward 3v6 Approval Forms to Director of Academic & Quality for approval</p> <p>Use endorsement date 06.04.2023</p>	Mary Woodward	ASAP	Completed
2	1.1 1.2	<p>Follow up on questions from Jackie Rees</p> <ul style="list-style-type: none"> course AAD603 - to be able to track any moderation requirements it would be good to know if there are any changes to assessment with the slightly updated LOs course AAD604 – does it need a new course code if the Course Aim has changed slightly course AAD531 –if there are any changes to assessment needed to reflect updated LOs 	Kim Davies	ASAP	

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

Monday 8 May 2023 at 12.21pm via email closed Tuesday 9 May 2023 at 8.27am

Participants: Susannah Roddick, Kim Davies, Reid Carnegie, Monique Day, Silvia Gassebner, Alison Hart, Marja Kneepkens, Trisha Krishnasamy, Camille Nicholls, Soraya Paki Paki, Sharon Patterson (proxy for Julie Bytheway), Rae Perkins, Jackie Rees, Ren Stronach, Victoria Whitmore, Pam Wood, Mary Woodward (minute-taker, non-voting)

Responses:

	Item 1.1
Susannah Roddick	Endorsed
Kim Davies	Endorsed
Reid Carnegie	
Monique Day	Endorsed
Silvia Gassebner	Endorsed
Alison Hart	Endorsed
Marja Kneepkens	Endorsed – subject to correction of Total learning hours calculation
Trisha Krishnasamy	Endorsed
Camille Nicholls	Endorsed
Soraya Paki Paki	Endorsed
Sharon Patterson	
Rae Perkins	Endorsed
Jackie Rees	Endorsed
Ren Stronach	Endorsed

Victoria Whitmore	Endorsed
Pam Wood	Endorsed

1. Course and Programme Changes

- 1.1 3V6 Approval Form Short Courses Nursing Health & Wellbeing BFA101 Basic Life Support 2023
 - d. 3V6 Approval Form Short Courses Nursing Health & Wellbeing BFA101 Basic Life Support 2023
 - e. BFA101 Basic Life Support Course Descriptors 2023

Following advice from Marja Kneepkens that there was an error in the Total learning hours calculation, Kim Davies reviewed the calculation and updated it to:

- 8 Teaching hours
- 0 Workplace learning hours
- 2 Ākonga managed hours
- 10 Total learning hours

RESOLVED that the 3V6 Approval Form Short Courses Nursing Health & Wellbeing BFA101 Basic Life Support 2023 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

CARRIED

Action Mary Woodward

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

Meeting closed 8.27am

Action List – E-Meeting of 8 to 9 May 2023

Action List – E-Meeting of 9 May 2023					
1	1.1	Course and Programme Changes 3V6 Approval Form Short Courses Nursing Health & Wellbeing BFA101 Basic Life Support 2023 Advise Academic Advisor of 3V6 Approval Form endorsement Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 09.05.2023	Mary Woodward	ASAP	Completed

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Item 5.2 Recognition of Academic Credit Committee Minutes – Meeting of 18.4.2023, 16.5.2023, 30.5.2023 E-Meeting of 5.5.2023, 8.6.2023, 14.6.2023 for receipt



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

Tuesday 18th of April 2023

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

Non voting: Alana Cohen (Secretary)

Apologies: Marianna Deynzer and Carmen Cayuelas

The chair and the committee members would like to say a huge thank you to Nelly for all the work she has done for the committee and her thoroughness when going through the applications. She will be greatly missed.

1. Minutes of previous meeting

1.1. Minutes from Tuesday 5th of April 2023 – for approval

It was resolved that the minutes from the meeting on Tuesday 5th April 2023 be accepted as a true and accurate record.

Shine Kelly / Nelly Asmatullayeva

CARRIED

Action RACC Secretary

Upload minutes onto Sharepoint.

2. Matters arising

2.1. Refer to Active Action List.

3. Student Results

3.1 RAC Applications

ENGINEERING, AVIATION AND CONSTRUCTION - Applications received from Reid Carnegie

3.1.1 Ākongā Protect the privacy of

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 two courses in the New Zealand Diploma in Aeronautical Maintenance Certification programme.

☐ Cross Credit

☐ Credit Transfer

☒ RPL

From: NZCAA Aircraft Maintenance Engineer Licence, experience record and workplace training/experience report	To: New Zealand Diploma in Aeronautical Maintenance Certification
Please see mapping	DAM402 Aeronautical Engineering: Powerplant Turbine
Please see mapping	DAM403 Aircraft Maintenance Workplace Experience

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

Sarah Arnold / Pam Vinluan

CARRIED

Action RACC Secretary

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

3.1.2 Ākonga [protect the privacy of a]

The following application is for ākonga who did previous study and are wanting to use the unit standards they have achieved to gain credit for courses that sit inside the New Zealand Certificate in Engineering Fabrication programme.

- ☒ Cross Credit
☐ Credit Transfer
☐ RPL

From: NZQA unit standards	To: New Zealand Certificate in Engineering Fabrication (Trade) strands in Heavy and Light Fabrication
Please see mapping	CFE303 Engineering Core Skills 1
	CFE304 Engineering Core Skills 2
	CFE305 Engineering Materials 1
	CFE306 Machining Processes (General Machining)
	CFE308 Welding Processes 1

It was resolved that the **Cross Credit application for ākonga** [protect the privacy of a] be approved in full. The committee held a discussion around the level 2 unit standards going into a level 3 course and would like a statement from the assessor confirming that the level 2 unit standards meet the level of the learning outcomes inside the courses in the programme at level 3. This statement can then be added to all future applications that are similar to this application.

Shine Kelly / Nelly Asmatullayeva
CARRIED

Action RACC Secretary

Curriculum area to supply a statement to the committee confirming the level 2 unit standards meet the level of the learning outcomes inside the courses in the programme at level 3.

Action RACC Secretary

Enter CC as per minutes for ākonga [protect the privacy of a] and notify programme area.

HORTICULTURE, VITICULTURE AND AQUACULTURE - Applications received from Pam Wood

3.1.3 Ākonga [protect the privacy of a]

This application is for ākonga who did previous study overseas and is wanting to use this to gain three elective courses into the Bachelor of Viticulture and Winemaking.

- ☒ Cross Credit
☐ Credit Transfer
☐ RPL

From: University of Oregon – Bachelor of Arts	To: Bachelor Viticulture and Winemaking
443 Advertising Media Plan	GEL501 General Elective, Level 5, 15 Credits
101 Contemporary Economic Issues	GEL501 General Elective, Level 5, 15 Credits
201 Introduction to Micro-economics	GEL501 General Elective, Level 5, 15 Credits

It was resolved that the **Cross Credit application for ākonga** [protect the privacy of a] be approved in full using only the business courses from the application.

Sarah Arnold / Pam Vinluan
CARRIED

Action RACC Secretary

Enter CC as per minutes for ākonga [protect the privacy of a] 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 18 th of April 2023				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
1.1	Upload minutes onto Sharepoint.	Alana		
3.1.1	Ākonga <small>Protect the privacy of a</small> Enter RPL as per minutes for ākonga and notify programme area.	Alana		
3.1.2	Ākonga <small>Protect the privacy of a</small> Curriculum area to supply a statement to the committee confirming the level 2 unit standards meet the level of the learning outcomes inside the courses in the programme at level 3.	Alana		
3.1.2	Ākonga <small>Protect the privacy of a</small> Enter CC as per minutes for ākonga and notify programme area.	Alana		
3.1.3	Ākonga <small>Protect the privacy of a</small> Enter CC as per minutes for ākonga and notify programme area.	Alana		



NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY RECOGNITION OF ACADEMIC CREDIT COMMITTEE MINUTES

Tuesday 16th of May 2023

Members: Silvia Gassebner (Chair), Shine Kelly, Mary Woodward (proxy for Carmen Cayuelas), Sarah Arnold and Marianna Deynzer.

Non voting: Alana Cohen (Secretary)

Apologies: Carmen Cayuelas, Pam Vinluan and Marie Nolan

The chair of the committee welcomed everyone and a special welcome to Mary Woodward who was proxy for Carmen Cayuelas. There had been a few changes to the RAC membership since the last meeting and the Committee regretted to receive Nelly's resignation from the committee. The Committee has been advised of a new additional member who is Marie Nolan. Marie was to replace Sarah Arnold on the Committee, however Sarah agreed to continue as a member. The Committee has not been advised of a member from the LII Team to replace Nelly Asmatullayeva.

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

3.1.1 Ākonga Protect the privacy of a

The below application is for ākonga who has done previous study at Massey University and would like to use these courses to gain courses into the Bachelor of Arts and Media.

☒ Cross Credit

☐ Credit Transfer

☐ RPL

From: Massey University – Bachelor of Design with Honours	To: Bachelor of Arts and Media
237130 Communication for Makers: LO1,2,3&4 222258 Design Studio IIB (Visual Communication): LO5	AAD513 Communication Lab
237130 Communication for Makers: LO1,2&5	AAD514 Communication Project
222157 Studio I (Screen): LO1&4 222257 Design Studio IIA (Visual Communication): LO3	AAD517 Image Lab
222157 Studio I (Screen): LO1,2,3,5 222257 Design Studio IIA (Visual Communication): LO4	AAD518 Image Project
221157 Studio I (Lens): LO1&4 222257 Studio IIA (Visual Communication): LO4	AAD521 Lens-based Media Lab
221157 Studio I (Lens): LO2,3,4&5 222258 Design Studio II (Visual Communication): LO4	AAD522 Lens-based Media Project
222158 Studio I (Type): LO1,2&4 222257 Studio IIA (Visual Communication): LO3	AAD523 Digital Art and Design
222158 Studio I (Type): LO2,3&5 222258 Design Studio IIB (Visual Communication): LO4	AAD524 Digital Art and Design Project
237230 Creative Cultures & Contexts I: LO1&5 222257 Design Studio IIA (Visual Communication): LO1,3,4&5	AAD609 Advanced Critical Studies Lab AAD610 Advanced Critical Studies Project
222258 Design Studio IIB (Visual Communication): LO1,3,4&5	AAD611 Professional Practice Lab
197288 Creative Collaboration: LO1 ,2 ,3&4	AAD612 Professional Practice Project
222257 Design Studio IIA (Visual Communication): LO2,4&5 222258 Design Studio IIB (Visual Communication): LO1,2,&4 22157 Studio 1 (Screen): LO4	AAD603 Advanced Digital Art and Design Lab
222248 Typographic Systems: LO 1,2,3,4&5 222257 Design Studio IIA (Visual Communication): LO2	AAD604 Advanced Digital Art and Design Project
222257 Design Studio IIA (Visual Communication): LO2,3,4&5 222258 Design Studio IIB (Visual Communication): LO1	AAD607 Advanced Image Lab
222258 Design Studio IIB (Visual Communication): LO1,2,4&5 222257 Design Studio IIA (Visual Communication): LO 2	AAD608 Advanced Image Project

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

Shine Kelly / Marianna Deynzer

CARRIED

Action RACC Secretary

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

The Committee thanked Sarah Arnold for the comprehensive mapping of learning outcomes between the source and target courses for this application.

APPLIED BUSINESS - Applications received from Rae Perkins

3.1.2 Ākongā [REDACTED]

The below application is for ākongā who is currently studying a business course at Open Polytechnic and would like to use this course to get RAC for an elective course to go towards their Bachelor of Commerce. This application is for approval subject to receiving confirmation of passed grade and will be added to the schedule.

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

From: Open Polytechnic	To: Bachelor of Commerce (Management and Marketing)
71331 Marketing Management	GEL701, Level 7, 15 Credits

It was resolved that the **Cross Credit application for ākongā** [redacted] be approved in full and added to the schedule subject to receiving confirmation ākongā has achieved the course.

Shine Kelly / Marianna Deynzer

CARRIED

Action RACC Secretary

Let the programme area know application is approved subject to receiving confirmation of passing grade from Open Polytechnic.

Action RACC Secretary

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

3.1.3 Ākongā [redacted]

The below application is for ākongā who studied business courses through PMI and would like to use three of the courses to gain credit for RES680 in the Graduate Diploma in Management.

- ☒ Cross Credit
☐ Credit Transfer
☐ RPL

From: PMI	To: Graduate Diploma in Management
Quantitative Methods I	RES680 Research Methods
Quantitative Methods II	
Integrated Application Project III	

It was resolved that the **Cross Credit application for ākongā** [redacted] be approved in full subject to receiving confirmation of currency due to how long ago the research courses were achieved.

Sarah Arnold / Marianna Deynzer

CARRIED

Action RACC Secretary

Ask the programme area for confirmation on currency since studying.

Action RACC Secretary

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

3.1.4 Ākongā [redacted]

The below application is for ākongā who has done previous study at Ara and would like to use these courses to gain credit to go towards a Bachelor of Accounting.

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

From: Ara – Bachelor of Applied Management (Event Management)	To: Bachelor of Accounting
AMBE502 Business Environments	BSNS5002 Business Environments
AMBF503 Business Functions	BSNS5003 Business Functions
AMCL510 Commercial Law	ACCY5105 Commercial Law
AMEC520 Economics	ACCY106 Economics
AMIA521 Introduction to Accounting and Taxation	ACCY5101 Introduction to Accounting and Taxation
AMON501 Organisations in a New Zealand Context	BSNS5001 Organisations in an Aotearoa New Zealand Context

AMUC504 Understanding Change	BSNS5004 Change and Innovation
AMIM551 Introduction to Marketing Sales	GEL501 General Elective, Level 5, 15 Credits

It was resolved that the **Cross Credit application for ākongā** protect the privacy of n be approved in full and added to the schedule.

Shine Kelly / Marianna Deynzer

CARRIED

Action RACC Secretary

Enter CC as per minutes for ākongā protect the privacy of n, add to the schedule and notify programme area.

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

3.1.5 Reapproval back onto Schedule Maritime

This application is for reapproval back onto the schedule for four courses that were previously approved but have since expired.

☒ Cross Credit

☐ Credit Transfer

☐ RPL

From: STCW certificates, including refresher certificates, from any provider internationally and internationally	To: Maritime Programmes
STCW Fire Prevention and Fire Fighting (<i>current</i>)	FFT311 STCW Fire Prevention and Fire Fighting
STCW Personal Safety & Social Responsibilities	PSS311 STCW Personal Safety & Social Responsibilities (PSSR)
STCW Elementary First Aid and Unit standards 6400, 6401, 6402	FAC303 STCW Elementary First Aid

☒ RPL

From: All versions of certificates for Advanced Deckhand from Maritime or Maritime Safety Authority of New Zealand	To: Maritime Programmes
Advanced Deckhand	SEA411 Seamanship

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

Sarah Arnold / Mary Woodward

CARRIED

Action RACC Secretary

Add to the schedule and notify programme area.

Silvia Gassebner clarified that courses included on the RAC schedule will have gone through the normal RAC Committee approval process and remain valid on the schedule for three years. After this period the currency of the approval needs to be reviewed and original learning outcome mapping confirmed by the Curriculum Area in order for courses to remain on the schedule. If learning outcomes have changed a revised application needs to be submitted to the RAC Committee for approval.

RECOGNITION OF ACADEMIC CREDIT COMMITTEE

ACTION LIST

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

Actions from Tuesday 16 th of May 2023				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE

3.1.1	Ākonga - Enter CC as per minutes for ākonga and notify programme area.	Alana		
3.1.2	Ākonga - Enter CC as per minutes for ākonga, add to the schedule and notify programme area.	Alana		Completed
3.1.3	Ākonga - Enter CC as per minutes for ākonga and notify programme area.	Alana		
3.1.3	Ākonga - Ask the programme area for confirmation on currency since studying.	Alana		Completed
3.1.4	Ākonga - Enter CC as per minutes for ākonga, add to the schedule and notify programme area.	Alana		Completed
3.1.5	Maritime - Add to the schedule and notify programme area.	Alana		Completed

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

Tuesday 30th of May 2023

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

The chair of the committee welcomed everyone and a special welcome to Marie Nolan who is a new member to the committee.

1. Minutes of previous meeting

1.1. E-vote minutes from **Friday 5th of May 2023** – for approval

It was resolved that the minutes from the meeting on Friday 5th May 2023 be accepted as a true and accurate record.

Pam Vinluan / Sarah Arnold

CARRIED

Action RACC Secretary

Upload minutes to Sharepoint.

1.2. Minutes from **Tuesday 16th of May 2023** – for approval

It was resolved that the minutes from the meeting on Tuesday 16th May 2023 be accepted as a true and accurate record.

Sarah Arnold / Silvia Gassebner

CARRIED

Action RACC Secretary

Upload minutes onto Sharepoint.

2. Matters arising

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

3. Student Results

3.1 RAC Applications

APPLIED BUSINESS - Applications received from Rae Perkins

3.1.1 Bachelor of Accounting

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

☒ Cross Credit – Addition to schedule

☐ Credit Transfer

☐ RPL

From: New Zealand Diploma in Business (Level 5)/ Bachelor of Commerce	To: Bachelor of Accounting
NZB501 Organisations in NZ Context	BSNS5001 Organisations in an Aotearoa New Zealand Context

NZB502 Business Environments	BSNS5002 Business Environments
NZB503 Business Functions	BSNS5003 Business Functions
NZB504 Understanding Change	BSNS5004 Change and Innovation
BAC501 Introduction to Accounting and Taxation	ACCY101 Introduction to Accounting and Taxation
BAC502 Applied Accounting	ACCY102 Applied Accounting
BAC503 Analysis of Financial Information	ACCY103 Analysis of Financial Information
BAC504 Budgets for Planning and Control	ACCY104 Budgets for Planning and Control
BLM503 Leadership	BSNS5401 Introduction to Leadership
BLM501 Operations Management and Compliance	BSNS5402 Operations Management and Compliance
BLM502 Business Planning	BSNS5403 Business Planning
BLM504 Managing Projects	BSNS5404 Managing Projects

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

The committee had a discussion that some of the courses did not have an 80% match but noted that the mapping had been approved through Te Pūkenga as part of the programme unification process. Ākonga need to be transitioned over to the new unified programme as they are unable to complete on the old and this is why a schedule was created for easier transition from our older NMIT programmes.

Pam Vinluan / Carmen Cayuelas

CARRIED

Action RACC Secretary

Add to the schedule and notify programme area.

HORTICULTURE, VITICULTURE AND AQUACULTURE - Applications received from Pam Wood

3.1.2 Ākonga [redacted]

The below application is for ākonga who has done work experience and would like to use this knowledge and experience to gain credit for two courses that sit inside the Bachelor of Viticulture and Winemaking.

☐ Cross Credit

☐ Credit Transfer

☒ RPL

From: Work experience at Indevin/ Villa Maria	To: Bachelor of Viticulture and Winemaking
Please see mapping	BVW501 Āronga Māori and Viticulture Practices
Please see mapping	BVW506 Industry Practice - Vineyard

It was resolved that the **RPL application for ākonga** [redacted] be approved in full. An observation was made on the course title for BVW501 and how it wasn't reflected in the learning outcomes of the course.

The committee members would like to say this application was excellent and commend this application for being so thorough with the mapping and evidence.

Marie Nolan / Pam Vinluan

CARRIED

Action RACC Secretary

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

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

3.1.3 Reapproval back onto Schedule Maritime

This application is for reapproval back onto the schedule for one course that was previously approved but has since expired.

- ☒ Cross Credit
☐ Credit Transfer
☐ RPL

From: STCW certificates, including refresher certificates, from any provider internationally and internationally	To: Maritime
STCW Personal Survival Techniques	PST311 STCW Personal Survival Techniques

It was resolved that the **Cross Credit application for Maritime** be approved in full and reapproved back onto the schedule.

Marianna Deynzer / Carmen Cayuelas

CARRIED

Action RACC Secretary

Add to the schedule and notify programme area.

ENGINEERING, CONSTRUCTION AND AVIATION - Applications received from Reid Carnegie

3.1.4 Ākonga Protect the privacy of

The below application is for ākonga who had done work experience and previous qualifications and would like to use this knowledge and experience to gain credit for a course that sits inside a New Zealand Diploma on Engineering (Civil).

- ☐ Cross Credit
☐ Credit Transfer
☒ RPL

From: Work experience at BH Water Solutions and NZ Certificate in Utilities Maintenance (Level 4) Wastewater, Water and Stormwater	To: New Zealand Diploma in Engineering (Civil)
Please see mapping	DEC626 Water & Waste Management

It was resolved that the **RPL application for ākonga** Protect the privacy of be approved in full subject to receiving a clearer screenshot of the Te Tiriti module and for the assessor to sign the mapping form.

Carmen Cayuelas / Sarah Arnold

CARRIED

Action RACC Secretary

Ask the programme area for a clearer screenshot of the Te Tiriti module the ākonga completed and for the assessor to sign the mapping form.

Action RACC Secretary

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

RECOGNITION OF ACADEMIC CREDIT COMMITTEE ACTION LIST

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

Actions from Tuesday 30 th of May 2023				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
1.1	Upload minutes onto Sharepoint	Alana		Completed
1.2	Upload minutes onto Sharepoint	Alana		Completed
3.1.1	Bachelor of Accounting - Add to the schedule and notify programme area.	Alana		Completed

3.1.2	Ākonga [Protect the privacy of] - Enter RPL as per minutes for ākonga [Protect the privacy of] and notify programme area.	Alana		Completed
3.1.3	Maritime - Add to the schedule and notify programme area.	Alana		Completed
3.1.4	Ākonga [Protect the privacy of] - Ask the programme area for a clearer screenshot of the module the ākonga completed and for the assessor to sign the mapping form.	Alana		Completed
3.1.4	Ākonga [Protect the privacy of] - Enter RPL as per minutes for ākonga [Protect the privacy of] and notify programme area.	Alana		Completed

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

E-VOTE MINUTES

Friday 5 May 2023

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

1 Minutes of previous meeting

1.1 Minutes from Tuesday 18th of April 2023 – for approval

It was resolved that the minutes from the meeting on Tuesday 18th of April 2023 be accepted as a true and accurate record.

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Pam Vinluan – **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

ENGINEERING, AVIATION AND CONSTRUCTION - Applications received from Reid Carnegie

3.1.1 Ākonga [Protect the privacy of]

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 two courses in the New Zealand Diploma in Aeronautical Maintenance Certification programme.

☐ Cross Credit

☐ Credit Transfer

☐ RPL

From: NZCAA Aircraft Maintenance Engineer Licence, experience record and workplace training/experience report	To: New Zealand Diploma in Aeronautical Maintenance Certification
Please see mapping	DAM402 Aeronautical Engineering: Powerplant Turbine
Please see mapping	DAM403 Aircraft Maintenance Workplace Experience

*It was resolved that the **RPL application for student [Protect the privacy of]** be approved in full subject to confirmation that the mapping for learning outcome 2, course DAM402; NZCAA Powerplant Category Ref information, NZCAA AC66-1 Para 66.53 (a) (4) was included in the application as they were unable to find this evidence.*

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Pam Vinluan – **Approved**

Marianna Deynzer – **Approved**

Action RACC Secretary

Ask the programme area for confirmation on receiving 'NZCAA Powerplant Category Ref information, NZCAA AC66-1 Para 66.53 (a) (4)' as part of the mapping.

Action RACC Secretary

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

HORTICULTURE, VITICULTURE AND AQUACULTURE - Applications received from Pam Wood

3.1.2 Ākongā [redacted]

This application is for ākongā who would like to use their work experience to gain credit for one course that sits inside the Bachelor of Viticulture and Winemaking.

☐ Cross Credit

☐ Credit Transfer

☒ RPL

From: Work experience at Seifrieds Winery	To: Bachelor of Viticulture and Winemaking
Please see mapping	BVW506 Industry Practice Vineyard

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

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Pam Vinluan – **Approved**

Marianna Deynzer – **Approved**

Action RACC Secretary

Enter RPL as per minutes for ākongā [redacted] 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 Friday 5 th of May 2023				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
1.1	Upload minutes onto the Sharepoint.	Alana		Completed
3.1.1	Ākongā [redacted] - Enter RPL as per minutes for ākongā [redacted] and notify the programme area.	Alana		Completed
3.1.1	Ākongā [redacted] - Ask the programme area for confirmation on receiving 'NZCAA Powerplant Category Ref information, NZCAA AC66-1 Para 66.53 (1) (4)' as part of the mapping.	Alana		Completed
3.1.2	Ākongā [redacted] - Enter RPL as per minutes for ākongā [redacted] and notify the programme area.	Alana		Completed

**NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY
RECOGNITION OF ACADEMIC CREDIT COMMITTEE
E-VOTE MINUTES
Thursday 8th of June 2023**

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

This meeting was held as an e-vote due to being urgent for the student to know before they enrolled on the programme

Health - Applications received from Rae Perkins

1.1.1 **Ākonga** [redacted]

The below application is for ākonga who did previous study at Toi-Ohomai and would like to use these courses to gain credit into the Bachelor of Nursing programme.

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

From: Toi-Ohomai – Gradaute Diploma in Health and Rehabilitation Studies (Level 7)	To: Bachelor of Nursing
HUMW7001 Professional Practice in Aotearoa/ New Zealand Health Care	NPR511 Professional Responsibility
PUBH7016 Applied Research	

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

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Carmen Cayuelas – **Approved**

Sarah Arnold – **Approved**

Pam Vinluan – **Approved**

Action RACC Secretary

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

**RECOGNITION OF ACADEMIC CREDIT COMMITTEE
ACTION LIST**

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

Actions from Thursday 8th of June 2023				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
3.1.1	Ākonga [redacted] Enter CC as per minutes for ākonga [redacted], add to the schedule and notify the programme area.	Alana		Completed

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

Wednesday 14th of June 2023

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

1. Minutes of previous meeting

1.1. Minutes from Tuesday 30th of May 2023 – for approval

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

Shine Kelly – **Abstained**

Carmen Cayuelas – **Approved**

Sarah Arnold – **Approved**

Marie Nolan – **Approved**

Silvia Gassebner- **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

APPLIED BUSINESS - Applications received from Rae Perkins

3.1.1 Ākonga [redacted]

The below application is for ākonga who is currently studying at Open Polytechnic and would like to use these courses to gain credit into the Bachelor of Commerce programme.

☒ Cross Credit – Addition to Schedule

☐ Credit Transfer

☐ RPL

From: Open Polytechnic- Graduate Diploma in Human Resource Management	To: Bachelor of Commerce double major in Management and Marketing
71338 Managing Change	BEL701 Business Degree Course, 15 Credits, Level 7
71333 Strategic Human Resource Applications	BEL701 Business Degree Course, 15 Credits, Level 7

*It was resolved that the **Cross Credit application for student** [redacted] be approved in full and added to the schedule; subject to the ākonga showing completion of passed grades for both courses from Open Polytechnic.*

Shine Kelly – **Approved**

Carmen Cayuelas – **Approved**

Sarah Arnold – **Approved**

Marie Nolan – **Approved**

Silvia Gassebner- **Approved**

Action RACC Secretary

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

3.1.2 Ākonga [redacted]

This application is for ākonga who is currently studying at Open Polytechnic and would like to use this course from Open Polytechnic to gain credit into the Bachelor of Commerce programme.

☒ Cross Credit – Addition to schedule

☐ Credit Transfer

☐ RPL

From: Open Polytechnic	To: Bachelor of Commerce double major in Management and Marketing
72252 Interpersonal Communication	BEL601 Business Degree Course, 15 Credits, Level 6

It was resolved that the **Cross Credit application for student** [redacted] be approved in full and added to the schedule; subject to the ākonga showing completion of passed grade for the courses from Open Polytechnic.

Shine Kelly – **Approved**

Carmen Cayuelas – **Approved**

Sarah Arnold – **Approved**

Marie Nolan – **Approved**

Silvia Gassebner- **Approved**

Action RACC Secretary

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

ENGINEERING, AVIATION AND CONSTRUCTION - Applications received from Reid Carnegie

3.1.3 Ākonga [redacted]

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 two courses in the New Zealand Diploma in Aeronautical Maintenance Certification programme.

☐ Cross Credit

☐ Credit Transfer

☒ RPL

From: NZCAA Aircraft Maintenance Engineer Licence, experience record and workplace training/experience report	To: New Zealand Diploma in Aeronautical Maintenance Certification
Refer attached mapping evidence	DAM404 Aeronautical Engineering: Rotorcraft
Refer attached mapping evidence	DAM403 Aircraft Maintenance Workplace Experience

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

Shine Kelly – **Approved**

Carmen Cayuelas – **Approved**

Sarah Arnold – **Approved**

Marie Nolan – **Approved**

Silvia Gassebner- **Approved**

Action RACC Secretary

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

RECOGNITION OF ACADEMIC CREDIT COMMITTEE ACTION LIST

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

Actions from Wednesday 14 th of June 2023				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
1.1	Upload minutes onto the Sharepoint.	Alana		Completed
3.1.1	Ākonga [redacted] - Enter CC as per minutes for ākonga [redacted], add to the schedule and notify the programme area.	Alana		
3.1.2	Ākonga [redacted] - Enter CC as per minutes for ākonga [redacted], add to the schedule and notify the programme area.	Alana		
3.1.3	Ākonga [redacted] - Enter CC as per minutes for ākonga [redacted], add to the schedule and notify the programme area.	Alana		Completed

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Item 5.3 Learning and Teaching Committee Minutes – Meeting of 1.5.2023 for receipt

CONFIRMED Minutes of a meeting of the Learning and Teaching Committee
3.30pm Monday 01 May 2023 Room M306 and via Microsoft Teams

PRESENT:

Committee: Marja Kneepkens (Chair), Claire Dallison, Kim Davies, Juan Liang (arrived 3.39pm), Angela McLean, Sara Matthews (arrived 3.44), Shingai Muchecheterwa, Lauren Robinson, Mary Woodward (Minute taker, non-voting)

In Attendance: Kate Neame (left 4.14pm)

1. Mihimihi

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

- apologies had been received from Nicole Akuhata, Max Devon, Bex Machon, Sara Matthews for lateness, Jess Shirley, Pam Wood.

2. Previous Minutes and Actions

2.1 Learning + Teaching Committee 20.03.2023 Draft Minutes for confirmation

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

Claire Dallison / Kim Davies

CARRIED

ACTION

Mary Woodward

Forward confirmed minutes for tabling at next Academic Committee meeting

2.2 Action List

The Committee Members reviewed the Action List and noted:

Action Item 2, 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 advised that further attestation of the Pastoral Care Code has meant that the support flowchart is still a work in progress.

Action Item 5, Student Representative Update: Forward the five Study Support emails to Angela McLean

- As Max Devon was absent this action was deferred to the next meeting.

Action Item 5, Student Representative Update: Clarify who answer the Have Your Say feedback on the NMIT website

- Marja Kneepkens advised that the Have Your Say feedback is forwarded on by the Student Relationships Co-ordinator to whoever is in charge of the area concerned. She reported that the Chief Risk Officer is working on a process linked to the raising of concerns and formal complaints which once completed could be reported back to the Committee.
- Angela McLean also advised that emails and messages go to the Student Relationships Co-ordinator, and Learner Services Team Leader, who then follow-up and close the loop where possible.

2.3 Matters Arising from 20.03.2023 Meeting

Marja Kneepkens noted the discussion at the 20 March meeting on the Teaching Excellence Symposium to be held at Otago Polytechnic and online in June and asked:

- how to make these opportunities known to kaimahi
- is there an area on Polly to promote these opportunities?

Kate Neame advised:

- there is a Professional Learning and Development hub on Polly (search - How to's-Knowledge Base-POD-POD general-Professional Learning and Development, or use Polly search settings – PD, Professional, Professional Development)

- she will ask the Digital Workplace Manager to make the hub and PD events more visible and easier to navigate to for kaimahi to see the available PD opportunities
- PD information could also be noted in the events calendar
- funding for professional development has been seen as hard to get
- the NMIT Learning and Development Policy is geared towards upskilling kaimahi
- due to the amount of work there needs to be someone in the Polly editor role as currently she is the one who uploads and advertises relevant PD opportunities.

The Committee Members noted the need for all areas to be aware of the Professional Development opportunities available to them.

ACTIONS

Kate Neame

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

Marja Kneepkens

Support CAMs to speak to kaimahi regarding PD opportunities

3. Teaching and Learning Support

3.1 Student Representative Update

Lauren Robinson advised:

- currently a request for paid placements is being formatted to send to Bachelor of Nursing, Paetahi Tumu Kōrero Bachelor of Counselling, and Bachelor of Social Work ākonga
- not having access to paid placements impacts ākonga and adds to stress levels
- hopefully the request will be taken forward with SANITI and NMIT support, it has not yet been discussed with Curriculum Areas.

Marja Kneepkens noted the need to ensure that everyone is in agreement with what is being requested.

3.2 Teaching and Learning Coach Update

Claire Dallison advised:

- there has been a good transition with the Open Polytechnic's NZ Certificate in Adult and Tertiary Teaching (Level 5) (NZCATT) Recognition of Academic Credit (RAC) agreement
- Open Polytechnic have agreed that former NMIT enrolled ākonga who have completed NZCATT courses ATT501 and ATT502 will only need to complete 20 credits of the Open Polytechnic delivered NZCATT programme
- she is continuing to support NZCATT ākonga
- there is quite a lot of stress and uncertainty in some areas around 2024 delivery
- PD around dealing with young people has been taking place for Foundation and Trades kaiako with Marlborough foundation kaiako coming to Nelson for support
- there is good work happening with nice initiatives taking place
- kaiako performance conversations are underway
- due to her teaching timetable, she is unable to attend Curriculum Area Manager meetings
- the amazing work being done by the Foundation Level 1 and 2 kaiako.

The Committee Members discussed the work being done by kaiako and how the Committee can support them especially in regard to:

- adapting teaching methods to support first year neurodiverse ākonga
- the pressure from Artificial Intelligence
- sharing information from Te Pūkenga.

ACTION

Marja Kneepkens, Claire Dallison, Sara Matthews

Discuss alternatives to current PLATO process

3.3 Kaimahi Engagement Day

Kate Neame advised that there will be a change to the format of the 16 August 2023 Engagement Day and asked Committee Members what types of topics they would like to see covered for kaiako. She noted that different topics will be covered for business support kaimahi.

Following discussion, the Committee Members suggested the following topics:

- ideas on teaching classes with both diploma and degree ākonga
- tricks of the and tools to use in everyday teaching
- how to deal with real situations in real live classrooms led by the subject matter team
- what does blended learning actually look like
- topics that would benefit ākonga.

ACTION

Kate Neame/Committee Members

At next committee meeting further discuss ideas/plans for 16 August Engagement Day

4 2023 Focus Areas

4.1 2023 Priorities Update

Marja Kneepkens advised that she had updated the 2023 priorities list with possible lead contacts and actions to achieve as much as possible this year. She noted that the four focus areas for 2023 were:

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

Following discussion on assessment and moderation, the Committee Members noted:

- the impact of the NZQA expectation that ākonga will meet all learning outcomes on assessment and rubric design
- the need for tutors to have moderation training
- the support teams will need to deliver 2024 unified programmes
- the impact of artificial intelligence on assessment design
- the need to think about good assessment and moderation sessions at engagement day to support teams

Marja Kneepkens advised that a group had been pulled together to look at Generative Artificial Intelligence and had identified a number of actions, which had been added to the 2023 priorities. She noted that the Digital Workplace Manager was working on publishing guidelines for kaimahi, and that there will be an Artificial Intelligence dedicated landing page on Polly which would be an opportunity for sharing good practice. She noted that guidance for ākonga will be available on Learner Support.

The Committee Members noted:

- that some teams will need support on aspects of Artificial Intelligence before the 16 August Engagement Day
- their acknowledgement for what has been done to drive the Chat GPT response.

5. General Business

5.1 Transitioning to Te Pūkenga Policy and Practice

Kim Davies advised:

- fees would no longer be applied when recognising academic credits (RAC) achieved within the Te Pūkenga network
- associated NMIT policy and procedure will be updated to reflect this change.

Meeting Closed: 04.41pm

Learning and Teaching Committee Action List – 01 May 2023

Minute Item	Action	Who	Progress	When
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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	01.05.2023 - further attestation of Code has meant this flowchart is still in progress.	In progress
Action List 20 March 2023					
2	2.1	Forward confirmed minutes for tabling at next Academic Committee meeting	Mary Woodward	ASAP	Completed
3	2.2	Action List Email Marja Kneepkens and Engagement Manager regarding having an area available at the next staff engagement day for kaiako to access BOLD information	Shingai Muchecheherwa	01.05.2023	On hold
4	3.1	Student Representative Update Forward the five Study Support emails to Angela McLean	Max Devon	01.05.2023 - action to be followed up on by Committee Secretary	In progress
5	3.1	Student Representative Update Clarify who answer the Have Your Say feedback on the NMIT website	Angela McLean	01.05.2023	Completed
6	3.2	Teaching and Learning Coach Update Email to Marja Kneepkens and Engagement Manager on the proposed format for the Professional Development Day as wanting to do some 'cool stuff'	Claire Dallison	01.05.2023 Kate Neame invited to meeting to discuss planning for August PD Day	Closed
7	5.2	General Business Reschedule of 24.04.2023 meeting to 01.05.2023 Cancel 24.04.2023 outlook meeting request and reschedule for 01.05.2023	Mary Woodward	ASAP	Completed
Action List 01 May 2023					
8	2.1	Forward confirmed minutes for tabling at next Academic Committee meeting	Mary Woodward	ASAP	Completed
9	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	30.05.2023	
10	2.3	Matters Arising from 20.03.2023 Meeting Support CAMs to speak to kaimahi regarding PD opportunities	Marja Kneepkens	30.05.2023	
11	3.2	Teaching and Learning Coach Update Discuss alternatives to current PLATO process	Marja Kneepkens, Claire Dallison, Sara Matthews	30.05.2023	
12	3.3	Kaimahi Engagement Day At next committee meeting further discuss ideas/plans for 16 August Engagement Day	Kate Neame, Committee Members	30.05.2023	

**CONFIRMED Minutes of a meeting of the Learning and Teaching Committee
3.30pm Monday 22 May 2023 Room M306 and via Microsoft Teams**

PRESENT:

Committee: Marja Kneepkens (Chair), Claire Dallison, Kim Davies, Angela McLean, Sara Matthews, Pam Wood, Mary Woodward (Minute taker, non-voting)

1. Mihimihi

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

- apologies had been received from Nicole Akuhata, Max Devon, Juan Liang, Bex Machon, Shingai Muchecheherwa, Kate Neame, Jess Shirley, Lauren Robinson

2. Previous Minutes and Actions

2.1 Learning + Teaching Committee 1.5.2023 Draft Minutes for confirmation

RESOLVED that the minutes of the Learning and Teaching Committee meeting 1 May 2023 be confirmed as a true and accurate record.

Claire Dallison / Sara Matthews

CARRIED

ACTION

Mary Woodward

Forward confirmed minutes for tabling at next Academic Committee meeting

2.2 Action List

The Committee Members reviewed the Action List and noted:

Action Item 4, 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

- Deferred to next meeting

Action Item 5, Matters Arising from 20.03.2023 Meeting - Support CAMs to speak to kaimahi regarding PD opportunities

- Deferred until the next CAM meeting

Action Item 6, Teaching and Learning Coach Update - Discuss alternatives to current PLATO process

- Updated PLATO process information now available on Knowledge Base and to be included in the next issue of Te Korihi

Action Item 7, Kaimahi Engagement Day, at next Committee Meeting further discuss ideas/plans for 16 August Engagement Day

- On agenda for discussion.

3. Teaching and Learning Support

3.1 Student Representative Update

There was no Student Representative update.

3.2 Teaching and Learning Coach Update

Claire Dallison advised:

- as indicative of the time of year kaiako are busy/stressed especially those enrolled in NZCATT
- a workshop for kaiako on marking processes has been scheduled
- currently looking at how other divisions do new tutor induction.

3.3 Kaimahi Engagement Day

Marja Kneepkens advised that Kate Neame is happy for the Committee to recommend the format and content for the 16 August engagement day.

The Committee Members noted:

- engagement day was an opportunity to bring together specific tutor groups to support, upskill and share good practice
 - new tutors
 - PASMs and SASMS
- kaiako engagement day sessions could include
 - assessment and moderation – to be compulsory and possibly flavoured for different areas
 - AI information
 - The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 – key points
 - classroom management
 - boundary setting – where ākonga/kaimahi are in contact outside of scheduled class hours
- a meaningful session for contracted tutors
- business support engagement day sessions could include
 - The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 – key points including privacy
 - a SANITI presented perspective on ākonga

- boundary setting – where ākonga/kaimahi are in contact outside of scheduled class hours
- the implications of compulsory sessions for part-time kaimahi and contractors
- what a possible schedule for the day could look like
- what resourcing would be available.

ACTION

Marja Kneepkens / Claire Dallison

Further develop Committee's ideas and present at next Committee meeting

4. 2023 Focus Areas

4.1 2023 Priorities Update

Marja Kneepkens asked Members to continue to review the 2023 priorities and note any updates.

AI Update

Kim Davies presented as a late item the Whitireia and WelTec | Te Pūkenga developed short course "Generative AI – unlock the potential" for information. She noted the possibility of this course being rolled out for use across the network.

Following discussion, the Members requested that at this stage the link to the short course be shared with all Committee Members for review and comment.

ACTION

Mary Woodward

Share short course link "Generative AI – unlock the potential" with Committee Member for review and comment, with notation that at this stage the link is not to be shared outside the Committee
Add as agenda item for discussion at next meeting "Generative AI – unlock the potential" short course

Marja Kneepkens advised that any AI training, information, links, and good practice are shared via Polly.

Angela McLean advised that a hui was being held this week with SANITI and class representatives to collaboratively develop a plan for sharing understandings of the AI guidelines with the wider ākonga cohort.

ACTION

Angela McLean

Report back on outcomes of SANITI and Class Rep hui on plan for sharing AI guidelines at next meeting

Ākonga-centred teaching and learning

Sara Matthews noted that the AKO PLATO process which focusses on CRP and inquiry learning has been uploaded to Polly for use.

5. General Business

5.1 Transitioning to Te Pūkenga Policy and Practice

Kim Davies advised:

- no new Te Pūkenga policies have been added
- the Quality Enhancement Manager is reviewing the language and intent of the NMIT Moderation Procedure to ensure consistency with recent NZQA moderation workshops
- the focus is now on socialising the basic practical details of Te Kawa Maiororo, kaimahi are being caught out with the differences on how processes need to be done now

The Committee Members discussed:

- the amount of information needing to be disseminated
- the difficulty in disseminating information
- ensuring kaimahi are not overwhelmed by the information being disseminated
- the timing of the August engagement day in the middle of the consultation period.

ACTION

Mary Woodward

Add the last four comments as a discussion agenda item at next meeting

Meeting Closed: 04.30pm

Learning and Teaching Committee Action List – 22 May 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	22.05.2023 - further attestation of Code has meant this flowchart is still in progress.	On hold until HofLS returns (late June)
Action List 01 May 2023					
2	2.1	Forward confirmed minutes for tabling at next Academic Committee meeting	Mary Woodward	ASAP	Completed
3	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	22.06.2023	
4	2.3	Matters Arising from 20.03.2023 Meeting Support CAMs to speak to kaimahi regarding PD opportunities	Marja Kneepkens	22.06.2023	
5	3.3	Kaimahi Engagement Day At next committee meeting further discuss ideas/plans for 16 August Engagement Day	Kate Neame, Committee Members	30.05.2023	Completed
Action List 22 May 2023					
6	2.1	Forward confirmed minutes for tabling at next Academic Committee meeting	Mary Woodward	ASAP	Completed
7	3.3	Kaimahi Engagement Day Further develop Committee's ideas and present at next Committee meeting	Marja Kneepkens / Claire Dallison	22.06.2023	
8	4.1	AI Update Share short course link "Generative AI – unlock the potential" with Committee Member for review and comment, with notation that at this stage the link is not to be shared outside the Committee Add as agenda item for discussion at next meeting "Generative AI – unlock the potential" short course	Mary Woodward	22.06.2023	Completed
9	4.1	AI Update Add as agenda item for discussion at next meeting "Generative AI – unlock the potential" short course	Mary Woodward	22.06.2023	Agenda item 3.4 22.06.2023
10	4.1	AI Update Report back on outcomes of SANITI and Class Rep hui on plan for sharing AI guidelines at next meeting	Angela McLean	22.06.2023	Agenda item 3.4 22.06.2023
11	5.1	Transitioning to Te Pūkenga Policy and Practice Add the last four comments as a discussion agenda item at next meeting	Mary Woodward	22.06.2023	Agenda item 4.1 22.06.2023

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Item 5.4 Research and Ethics Committee Minutes – Meeting of 7.3.2023 for receipt

Te Pūkenga t/a NMIT
Research and Ethics Committee
Statutory Meeting
Approved Minutes

Tue 7 March 2023, 3-4.30pm, L108 and on Zoom

In attendance:

Hamihi Duncan	Chair, Mātauranga Māori
Susannah Roddick	Research Manager
Kirsten Coppell (Zoom)	Research Professor
Mark Baskett	Creative Technologies, Committee member
Sobhan Akhavan	Aquaculture, Committee member
Stewart Field (Zoom)	Viticulture, Committee member
Mary James	Social Sciences, Committee member
Wendy Olsen (Zoom)	Business management, Committee member
President/Manager	Representative of Saniti
Velma Vermaat	Secretary/Minute taker

Absent: [redacted] (Graduated – no longer student at NMIT)

Apologies: Ellen Cieraad, Annie Fay, Eric Buenz

LINK TO FOLDER WITH ALL DOCUMENTS: Term 1 - statutory meeting

3.15pm Karakia by Hamihi Duncan to open the meeting and welcome all members

Round of introductions by each committee member.

1. Last Meeting Minutes and Committee matters

[Minutes of last meeting \(16 Nov 2022\)](#)

The minutes of last meeting were already approved by e-vote.

Note: Max Devon could view the file and voted but couldn't save the document. This seems to be an ongoing issue for the student representatives. Issue will be looked at and discussed with the Sharepoint team to be resolved **(Action)**.

Actions of last meeting

Action	Person responsible	Actioned Y/N
Sent out a draft survey	Velma	Y; Survey to researchers was only filled in by one academic. We left it at that, since it was a very busy time of the year.
Set date for tutorial on Te Ara Framework	Velma and Annie	Y; presentation by Annie Fay was recorded on Monday and will be released to Committee members.

Committee membership

Proposal for the following members to be appointed: Hamihi Duncan, Mātauranga Māori, and Chair of the committee; Mary James, Social Sciences; Wendy Olsen, Business Management; Stuart Field, Viticulture.

- Susannah gives her thanks to the newly elected members who put their hands up. Also, thanks to all the people who have served on the committee, including [redacted] who graduated from nursing last year.
- Susannah had asked CMs for recommendations of people; she approached and asked each academic. Now each degree programmes are represented.
- Susannah herself is member as Research Manager; Susannah is proposing to have Hamihi elected to be convener.

Motion to approve new committee membership: *Approved by Max Devon; Seconded by Kirsten Coppel.*

Meeting dates:

Preferred time and date: Tue afternoon, 1.30 – 3pm, every 6 weeks **(Action: Velma to set dates)**

Terms of reference:

Susannah reminds members of the responsibilities of R&EC members; displayed and shared on screen is an excerpt from Academic Statute which can be found in the “professional development folder” on Sharepoint.

Student representation: according to Max, two students are on NMIT committees, and since [redacted] has graduated, a new student should be recruited. Susannah is not certain there need to be two student representatives. **(Action: Susannah to look at student representation on Committees)**

Māori representation: Currently Annie as Paurangahau Māori, is on the committee. When Annie goes on maternity leave, Nicole will propose a new Māori representative.

Discussion on whether AEC research proposals need to be endorsed by R&EC. There could be a verbal update or short summary by AEC to REC. Minutes and applications could be confidential.

(Action: Velma to check about confidentiality of agenda and meeting minutes of AEC)

Susannah mentions the requirement of R&EC in Reporting to Academic Committee (Chaired by Olivia Hall).

2. Ethics applications

[redacted] (Whiteria/Weltec): *“How safe and inclusive are the various campuses of Te Pūkenga for Rainbow Students”*
(Sharepoint: BOO-recognition [redacted] (Weltec))

Hamihi gives a brief explanation of the proposal for discussion. The proposal is prepared and approved by Whiteria and Weltec, and approved by W&W, as well as Unitec.

Short discussion on how R&EC normally discusses and approves applications. Velma explains that this has been submitted using the template from Whiteria/Weltec. Asking for approval for the survey to be taken place at NMIT.

Mark B. comments and highlights that the proposal is well laid out, and carefully addresses the ethical issues and potential risks which was also explained by [redacted] at his workshop last year.

R&EC members discuss several aspects of the application:

Max Devon: question on how wide this will be rolled out. Concern whether rainbow students feel targeted by this survey. Can this be perceived to be too invasive? Rainbow students often feel targeted.

Discussion by members: application shows distribution to all learners and teachers, not just who identify as diverse. No names are being asked so the data is not identifiable as such.

Kirsten: picking up on “no names”, however it may be identifiable, if birthdate is asked, and location is asked, and could potentially be identified. Just to mention that members should be alert to that.

In this case, date range is asked, not birthdate; but there could still be a possibility to identify people.

Hamihi: How is the data that is being collected, going to be shared and distributed?

Susannah: The logistics of getting a survey to all staff members and students could be quite challenging.

Mary: In the application: “Will there be potential discomfort to students: or academics” (3.9) Yes; Are they resourced to manage the risk to look after the students? What work has been done with those student prior the research?

Questions arising: regarding sending it out to particular groups; how it is being send out (SurveyMonkey?); how are the results being disseminated?

Decision: Proposal needs more discussion; a subcommittee will be looking at the application in more detail (Susannah, Kirsten, Mary, Mark and Max); additionally, [REDACTED] (Rainbow student advisor) will be approached for feedback.

Committee: agrees with approach; Susannah R., Kirsten C., Mark B., Mary J. and Max D. happy to look at proposal as a subcommittee; Moved to Next meeting.

Date change request by Angela McLean

For Information Sheet to participants of Interview:

Velma summarises of the delays last year and that survey was extended to mid-January; therefore, interviews still need to take place; Mary points out that the project was approved for three years. Therefore, date change to July 2023 in information sheet is fine and approved.

3. Research Manager's Report:

Susannah gives a verbal report:

- Susannah has been appointed as Manager of the Research & Innovation Office;
- Eric has stood down from Teacher, still two days a week hired as Research Professor;
- Micro-credentials course has been approved by NZQA.

4. Discussion topics:

Research Output Statistics for 2022

Mark: reiterates that it is important that Academic staff puts their details in ROMS;

Mary: asks about the different about QA and non-QA. Kirsten explains it stands for any output that has gone through a peer-reviewed process.

The report will be sent to Academic Committee for information.

Research Funding 2023

Susannah: just to alert the committee to the two Internal NMIT research funding rounds. It is a process for tutors and other NMIT staff to get budget and funding for costs for research; it is linked and tied to putting together a Research Plan for the coming year. The process after submitting a funding application is that it is approved by Research Professors, CAMS and then goes back to the Research Office for final approval.

Research Plans 2023

Also due on 17 March, as a draft along with a funding application. Funding cannot be approved if a research plan has not been submitted.

Velma: To send reminder to all Kaimahi **(Action: Velma)**

5. Research Output/PBRF updates:

No updates.

6. External collaboration/Research Contracts:

None submitted.

7. Other Business

Ethics committee training needs;

Te Ara Tika; Martin Tolich material

Research and Ethics application process: to be discussed at next meeting (**Action: Velma**, to send around links to Professional Development material)

Postgrad Supervision needs

Susannah: Level 9, check in with students to support the students in independent research, if they are well supported. How many: nearly 40 students (gradually becoming level 9 learners in Business Management) need supervision by 7 staff members.

Student representation and Voice on Committee

Max: student voice; what is expected from the committee?

Susannah: student voice; research voice; manager voice; simple and complex.

It is vital to have a student representation voice to scrutinise applications, since it often considers surveys sent out to or interviews being done with students.

Susannah: if there is a representative of Saniti representative, then it may not be necessary to have an additional student representative; Max points out: within NMIT committees it is common practice to have two student representatives (**Action: Susannah** to look into student representation)

Mark: ethical dimension for the students to protect themselves; important to know what is occurring and to concern for the students

Mary: to have the wider group of experiences; might just have a different look at things.

Access to Agenda, Minutes and Documents; ensure that student representatives have access to Sharepoint. (**Action: Velma**)

Category A and B applications

Mary: research proposals go to a number of people and are being presented to the committee members; Susannah: only Category A comes to the committee, category B are dealt with internally (**Action: Susannah/Velma** to clarify the distinction between category A and B)

(Shaded items are standing items)

Actions from the meeting:

Action	Person responsible	Actioned Y/N
Check regulation on Student representation on R&EC	Susannah	
Set and block dates for 6-weekly R&EC meetings	Velma	Y
Check confidentiality of AEC agenda and minutes to R&EC	Velma	
Advise sought from Kim Ireland on Ethics application	Susannah	Y
Subcommittee to discuss Lee Smith application	Subcommittee (Susannah, Mark, Mary, Max, Kirsten)	
Reminder to Kaimahi on Funding round & Research Plan deadline	Velma	Y, email sent on 10 March
Send professional development docs to REC members	Velma	
Add Max Devon to access Sharepoint R&EC folder	Velma	Y
Category A/B clarification	Velma/RM	

Meeting finished: 4.40pm

How effective was this meeting 1 2 3 4 5

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