

NMIT Board Meeting - 23 November 2020 - Open

NMIT Nelson campus, Mahitahi Board Room



23 November 2020 01:00 PM - 05:00 PM

Agenda Topic	Page
1. Administrative	3
1.1 Karakia	
1.2 Welcome/ Apologies/ Notices	
1.3 Declaration of Interests and Disclosures	3
1.4 Minutes of NMIT Board Meeting 12 October 2020 - Open	5
1.5 Action Items of NMIT Board Meeting 12 October 2020 - Open	10
1.6 Governance	
2. Strategy	
3. Risk Management	11
3.1 Safety, Health and Wellbeing	11
4. Items for Approval	22
4.1 NMIT Policy - Fees, Charges and Refunds	22
5. Performance Reporting	42
5.1 Chief Executive Report	42
5.2 Financial Statements and EFTS Report	45
5.3 Key Performance Indicators	67
5.4 Common Seal Usage	75
6. Items for Information	76
6.1 SANITI Report to November 2020	76
6.2 TTAF Enrolment Update	78

6.3	Application to Enrolment Conversion	80
6.4	Academic Committee Update	83
6.5	Board Calendar 2020-21	84
6.6	Glossary of Frequently Used Academic Terms	86
7.	Resolution to Exclude Public	93
8.	Whakamutunga	



BOARD OF DIRECTORS REGISTER OF INTERESTS	
Daryl Wehner	<ul style="list-style-type: none"> Port Nelson Ltd: Chief Financial Officer Tasman Bay Stevedoring Co. Ltd: Director
Tracy Johnston	<ul style="list-style-type: none"> TRC Tourism: Consultant Dayvinleigh Limited: Executive Director Wine Marlborough Ltd: Director Institute of Directors: Nelson/Marlborough Committee Member Eastern Institute of Technology: NZIST Appointee Marlborough Local Advisory Committee Fire and Emergency: Deputy Chair.
Judene Edgar	<ul style="list-style-type: none"> Nelson City Council: Deputy Mayor Nelson Regional Transport Committee: Deputy Chair Nelson Tasman Regional Landfill Business Unit: Chair Network Tasman Ltd: Shareholder Network Tasman Trust: Trustee Network Tasman Charitable Trust: Trustee NTT Investments Ltd: Director/Shareholder Encompass Strategic Services Ltd: Director/Shareholder David Verhagen Consulting Ltd: Director/Shareholder Nelson Airport Ltd: Shareholder Nelson Port Ltd: Shareholder Tasman Bays Heritage Trust: Shareholder Nelmac Ltd: Shareholder Nelson Regional Development Agency: Shareholder Bishop Suter Trust: Shareholder City of Nelson Civic Trust: Shareholder Nelson Municipal Band Trust: Shareholder
Toni Grant	<ul style="list-style-type: none"> Rata Foundation Ltd: Director Canterbury Direct Investments Ltd: Director Canterbury Trust House Ltd: Director Tama Asset Holding Company Ltd: Director Kotato Ltd: Director Tui GP Ltd: Chair Central Districts Cricket Assn Inc: Director The Basketball Development Nelson Trust: Trustee Waikato 1B Ltd: Executive Director Waikato 1C Ltd: Executive Director Waikato 1D Ltd: Executive Director Puramakau 2L Ltd: Executive Director Puramakau 2M Ltd: Executive Director Puramakau 2N Ltd: Executive Director Puramakau 2O Ltd: Executive Director Te Kumara 3L Ltd: Executive Director Chatham Is Quota Holding Co Ltd: Director Tasman District Council Port Tarohe Governance Steering Group: Member



BOARD OF DIRECTORS REGISTER OF INTERESTS	
	<ul style="list-style-type: none"> Wakatu Incorporation: Tamariki Shareholding – Trustee Iwi Affiliation <ul style="list-style-type: none"> Ngāti Rarua and Ngāti Rarua Atiawa Iwi Trust: Tamariki beneficiaries
Kathy Grant	<ul style="list-style-type: none"> Dunedin City Holdings Ltd: Deputy Chair Dunedin City Treasury Ltd: Deputy Chair Dunedin Stadium Property Ltd: Deputy Chair Whitireia Community Polytechnic Ltd: Director Wellington Institute of Technology Ltd: Director NZIST: Council Member Trustee of various private trusts (former clients) Dunedin Railway Limited: Director.
Charles Newton	<ul style="list-style-type: none"> Charles Newton Consulting Ltd: Director
Joanie Wilson	<ul style="list-style-type: none"> Ngāti Koata Trust: Chair Ministry of Education NMWC Region: Strategic Advisor, Maori Te Tau Ihu Intergenerational Strategy: Iwi Steering Group Member Possible Conflict of Interest: <ul style="list-style-type: none"> A family member on Staff at NMIT
Patrick Smith	<ul style="list-style-type: none"> Patrick Smith Human Resources Ltd: Managing Director
EXECUTIVE TEAM REGISTER OF INTERESTS	
Wayne Jackson	<ul style="list-style-type: none"> Director, Aquatx Ltd Director, Aquatx USA Ltd Director, Aquatx Holdings Ltd Director, Aquatx Distribution Corporation Ltd Director, ModPod Ltd Trustee, Wayne Jackson Family Trust Trustee, Marion Jackson Family Trust Trustee Jackson Investment Trust
Grant Kerr	<ul style="list-style-type: none"> G & K Kerr Limited: Director and shareholder
Sue Smart	<ul style="list-style-type: none"> Sorrento Enterprises Ltd: Director NZIST Academic Board
Carol Crawford	<ul style="list-style-type: none"> Director, Singer Solutions Ltd
Marja Kneepkens	<ul style="list-style-type: none"> None
Olivia Hall	<ul style="list-style-type: none"> Te Rūnanga o Ngāti Rārua, Chair Tasman Bays Heritage Trust (Nelson Provincial Museum), Chair Board Member NMDHB Board Member Nelson College Board Member NM Institute of Directors Committee Wakatu Inc, Shareholder
Susannah Roddick	<ul style="list-style-type: none"> None
Tony Macfarlane	<ul style="list-style-type: none"> None



OPEN

Nelson Marlborough Institute of Technology Limited
(the Company)

Minutes of a meeting of the Board of Directors
(Board)

12 October 2020 at 1.30pm

Minutes

These are the minutes of a meeting of the Board of the Company held on 12 October 2020 at NMIT Nelson campus.

Present

Directors present: Daryl Wehner (Chair), Toni Grant, Patrick Smith, Charles Newton, Kathy Grant, Tracy Johnston, Judene Edgar.

Directors attending by Zoom: Joanie Wilson from 3.00pm.

Other attendees present: Wayne Jackson (Interim Chief Executive), Elizabeth Bean (Board Secretary), Stephen Town (CEO, Te Pūkenga/ NZIST).

Welcome

P Smith opened the meeting with a karakia.

D Wehner welcomed S Town to the meeting and expressed appreciation on behalf of the Board that S Town was able to visit the NMIT Nelson campus and attend part of the Board meeting.

Apologies

None.

Declaration of Interests and Disclosures Register

No conflicts were declared in relation to the open agenda.

Minutes of NMIT Board Meeting 17 August 2020 – Open

Resolved:

That the minutes of the meeting held on 17 August 2020, as circulated and read by members, be confirmed.

Action Items of NMIT Board Meeting 17 August 2020 – Open

W Jackson provided an update on action items.

Items not on the Agenda

There were no items arising other than those included on the agenda.

Governance Engagement with Te Pūkenga

S Town provided the Board with an update on the Te Pūkenga activity, which included:

- Te Pūkenga workstream and key dates will be provided to subsidiaries during the week of 12 October 2020.
- Two of the six Te Pūkenga executive team have taken up their positions and by the end of October, all the team will be on-board.
- Te Pūkenga's preferred operating model will shortly be finalised shortly, and this will provide clarity. Te Pūkenga's preferred operating model will be available August 2021 and major structural changes will not occur until late 2021.
- Te Pūkenga is aware that there will be changes in ITP staffing in 2020 due to reduced international activity and decreased demand for some programme areas.
- TEC funding decisions released on 8 October 2020 have led in some concern within Te Pūkenga due to the tone of communication and because many ITP growth requests were declined.
- Te Pūkenga has released the Te Tiriti of Waitangi framework to the sector as a draft and would like ITPs to reflect on their own situation.

S Town noted that the staff and student meetings at NMIT on 12 October had a good tone and questions.

Directors asked for clarification and comment around the following:

- View of Te Pūkenga about the likelihood of international students coming to NZ in 2021. It is becoming increasingly clear that it could be a while until international students are back in NZ studying and therefore there is an opportunity for ITPs to deliver online offshore.
- Tensions that are inherent as a result of waiting for Te Pūkenga's preferred operating model versus progressing issues e.g. risk framework. S Town's view is that all options should be explored and that Te Pūkenga's role is one of facilitation.
- Timing for transition and overlay of ITOs in the sector.
- Trades academy and how to encourage students into tertiary study.
- Capital assets (a work stream that KPMG is looking at).
- CE recruitment process in an environment where growth is part of NMIT's strategy.
- Programme specialisation (e.g. aquaculture, viticulture) and how NMIT marks territory as its own? There is a preference towards collaboration, rather than unnecessary competition/ duplication. However, it was noted that some programmes are expected to have geographical dispersed delivery e.g. nursing.

Risk Management

Safety Health and Wellbeing

W Jackson provided an update on activity for the period since the Board last met on 17 August 2020.

Directors requested more information around the 'major' incident that was reported.

Resolved:

That the Board receive the safety, health and wellbeing report July – August 2020 for information.

Performance Reporting

Chief Executive Report

W Jackson provided an update on the report provided in the Board agenda papers.

Directors asked for clarification around:

- Online-offshore delivery.
- Education performance and in particular any reasons for differences between Maori/Pacific learners and non-Maori/Pacific learners.
- Targeted Training and Apprenticeship Fund (TTAF) comparisons across the sector and why some programmes have low or no enrolments.

Resolved:

That the Board receives the CEO Report to 30 September 2020.

Financial Statements and EFTS Reports to 31 August

K Grant reported that the Audit & Risk committee had reviewed the EFTS and Financial Reports to 31 August.

Resolved:

That the Board receives the Financial and EFTS updates to 31 August 2020.

Key Performance Indicators

Directors requested an update on:

- Detail that underlies the forecast enrolments for 2021. In particular, they wanted detail on the conversion of enquiry to application to enrolment and the strategies that are in place to convert enquiry to enrolment. They have a particular focus on domestic EFTS.
- Reasons why applications declined or applications withdrawn, as the numbers look high for 2019 and 2020.

Resolved:

That the Board notes the current performance levels in the report to September 2020:

Education Performance Indicators 2019

Resolved:

That the Board receives the Education Performance report to 30 June 2020.

Common Seal Usage

Resolved:

That the Board receives the Common Seal Usage Report.

Legislative Compliance Declaration

Resolved:

That the Board receives the Legislative Compliance Declaration to 30 June 2020.

Common Seal usage

Resolved:

That the Board receives the Common Seal Usage reports for July and August 2020.

S Town departed at 4.10pm.

For Information

Directors noted the following papers for information:

- Nelson Tasman Marlborough Insights
- NZIST operational and Financial Parameters
- NZIST Te Tiriti o Waitangi
- SHW Leadership Group Minutes July 2020
- Board calendar 2020-21

Resolved:

That the Board receives information items that are contained in the agenda for 12 October 2020.

Other Items

Directors discussed strategies and development of work around the Treaty and equitable access. More information on ways to improve education outcomes for Maori/Pacifica learners was requested for the November 2020 meeting. It was noted that Iwi Chairs and NMIT Board Chair meet informally, and that in the future a Maori Annual Report could be developed in discussion with Iwi Chairs. Directors wanted to ensure that the Treaty and equitable access strategies were integrated and aligned with the NZIST Te Tiriti o Waitangi.

The Remuneration & Appointment Committee Terms of Reference will be presented to the NMIT Board in November for approval.

In Committee

Resolved:

1. *That members of the public and press be excluded from the remainder of the meeting and that the NMIT Board move In-committee.*
2. *That the Chief Executive, Interim Chief Executive and Board Secretary be permitted to remain at the meeting, after the public has been excluded, because of their knowledge in relation to specific agenda items. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because they have assisted in the preparation of such matters.*

Resolutions will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (**LGOIMA**) and the particular interests protected by section 9 of the Official Information Act 1982 which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public.

The general subject of each matter to be considered while the public is excluded, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of LGOIMA for the passing of the resolution are as follows:

General subject of each matter considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
Minutes from public excluded part of previous meeting on 29 June 2020	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
<p>Strategy</p> <p>Items for Approval</p> <p>Performance Reporting</p>	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

Closure

There being no further business, the Chairperson declared the meeting closed at 5.15pm.

P Smith closed the meeting with a whakautunga.

Dated:

Signed as a correct record

Chairperson



OPEN

ACTION ITEMS FROM NMIT BOARD MEETING – 12 OCTOBER 2020

Chair: Daryl Wehner

ACTION ITEMS FROM 12 OCTOBER MEETING

TASK	RESPONSIBLE	DEADLINE	STATUS UPDATE
<i>Business Continuity Plan</i> Update BCP to Board for approval.	G Kerr	23 November 2020	The Business Continuity Plan is in the November <i>In-Committee</i> agenda papers and is an item for approval.
<i>Safety, Health and Wellbeing</i> Background information on 'major incident (Severe) that is in September report – page 5.	G Kerr	October 2020	See November agenda papers – Chief Executive Report
<i>Key Performance Indicators: Learners</i> Reasons for differences between Maori / Pacific learners and non-Maori / Pacific learners.	W Jackson/ O Hall	23 November 2020	See November agenda papers – Key Performance Indicators
<i>Key Performance Indicators: EFTS</i> 1. TTAF enrolments comparatives across the sector and a commentary about why some qualifications have 0 EFTS. 2. Detail that underlies the forecast enrolments for 2021, including: conversion rates by programme for of enquiry-application-enrolment and strategies in place to convert enquiry to enrolment. Focus is on domestic EFTS. 3. Underlying reasons why applications declined or applications withdrawn in individual programmes; numbers look high for 2019 and 2020.	W Jackson/ B Johnston	October 2020	See November agenda papers – Items for Information for the following: - TTAF Enrolments Update - Applications to Enrolment Conversion
<i>SANITI</i> Presentation to Board meeting	W Jackson/ E Bean	23 November 2020	See November agenda papers for written report. A presentation will be scheduled for early 2021.



Te Kaupapa: Safety Health and Wellbeing Report September to October 2020

1. PURPOSE:

Function:	For Information
Nā:	Grant Kerr, Executive Director – Strategy, Enterprise and Sustainability
Te rā:	23 November 2020
Purpose:	<p>The purpose of this paper is:</p> <p>To provide the Board with an update on safety, health and wellbeing (SHW) performance for the current reporting period.</p>
Recommendation(s):	It is recommended that the NMIT Board receives this report for their information.

2. EXECUTIVE SUMMARY

This report provides a dashboard and commentary analysis on lead and lag indicators.

Key points to note are:

- There were no notifiable events and no serious near misses reported during this period.
- There were nine injuries requiring medical treatment. See Event Summary and Findings section for more details.
- There is no change to the Critical Risk profile.
- The following trends are comparing to the previous year:
 - Events reported are slightly less with 26 compared to 29 last year. YTD figures show a marked decrease, 97 compared to 162 last year mostly be attributed to the COVID-19 lockdown and the reduction in face to face activities.
 - YTD Injuries requiring medical treatment increased to 22 compared to 16 last year. This accounts for 23% of total events compared to 9% for all of 2019. Minor injuries, where first aid treatment or no treatment needed, reduced to 38% of total events compared to 54% for 2019. These figures indicate under reporting of events and when events happen, more harm is being caused.
 - Safety observations logged were 24 compared to 40 last year. YTD figures are 132 compared to 175 last year.
 - With the increased events that have required medical treatment, lower percentage of completed investigations and a trend of under reporting within this reporting period a review is underway to understand the key reasons influencing these trends with a completion date of 11 December. This will identify actions to be undertaken.

SAFETY, HEALTH AND WELLBEING REPORT

KEY PERFORMANCE INDICATORS

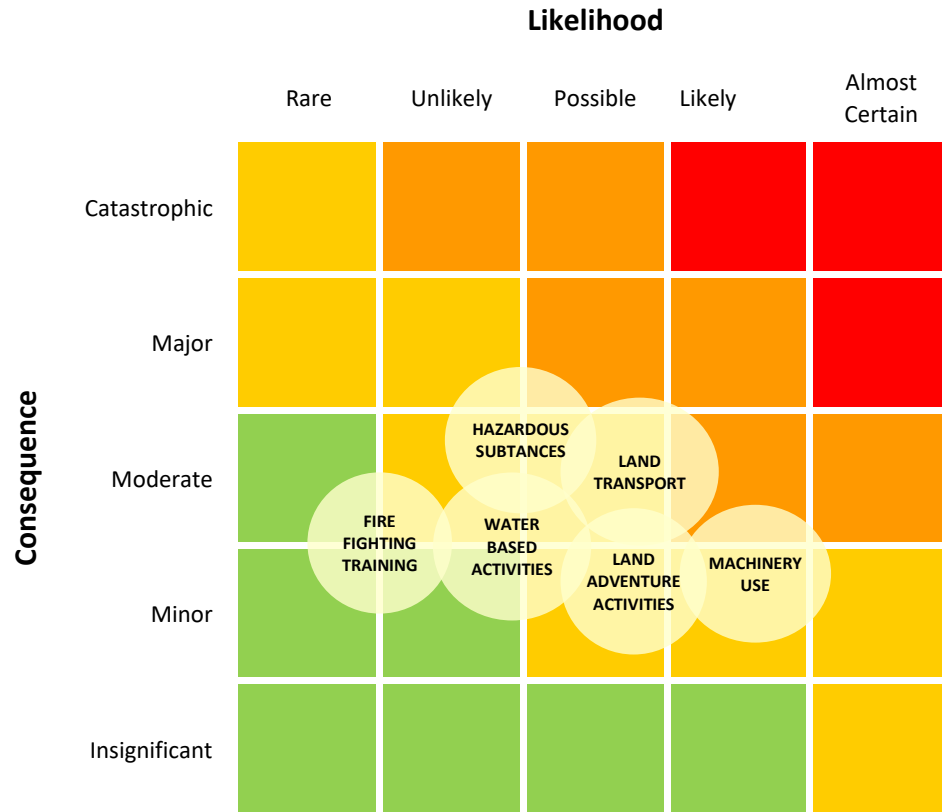
The next section contain key health and safety performance measures for NMIT for the second quarter (1 July to 30 September 2020). Trends compare to the previous quarter.

H&S FRAMEWORK	KEY PERFORMANCE INDICATOR	CURRENT QUARTER			PERFORMANCE			COMMENTARY
		Activity / Target	Compliant/ Activity	Actual %	Target %	Key	Trend %	
1. Hazard & Risk management	New work risks have been eliminated or minimised by implementing control measures	17	7	41	100		↓ -28	Most of the new risks were reported by Aviation staff. Another team member has been allocated to assist to expediate action to resolve issues.
	Planned area inspections completed (15 per quarter)	15	11	73	100		↓ -27	Although target was not met this quarter, 11 area inspections represent a significant improvement on the previous year when only 5 inspections were recorded for all of 2019.
2. H&S Event management	Notifiable events are notified to WorkSafe as soon as possible after becoming aware of the event.	0	0	0	100		NA	
	H&S events are investigated within 2 weeks of being reported (near misses, accidents, pain & discomfort)	47	13	28	80		↓ -7	Of the 47 events logged, 35 investigations have been completed. Of those 35, only 13 investigations were completed within 2 weeks. Automated reminders are now sent out one week before an investigation is due. We have requested a number of closed investigations to be reviewed due to possible insufficient investigation analysis undertaken.
3. Training	New NMIT team members have completed a job/site specific H&S induction	25	14	56	100		↑ +13	All areas with outstanding H&S inductions have been reminded to complete as soon as possible
4. Emergency Management	Fire drills at Nelson, Marlborough and Woodbourne were conducted within the last six months	3	2	67	100		↑ +67	Nelson and Marlborough campuses are compliant, having conducted fire drills in September and August respectively. Aviation Engineering School is working with NZDF to arrange a fire drill. In the meantime, an informal evacuation of the NMIT facility at Woodbourne Base was undertaken on 15/10/2020.

H&S FRAMEWORK	KEY PERFORMANCE INDICATOR	CURRENT QUARTER			PERFORMANCE			COMMENTARY
		Activity / Target	Compliant/ Activity	Actual %	Target %	Key	Trend %	
5. Working with other organisations	Regular maintenance type contractors working on Nelson Campus are registered on SiteWise prequalification or other accredited system	22	15	62	80		↓ -6	We continue to work with relevant contractors to ensure SiteWise prequalifications are registered.
	Quarterly H&S meetings held with key Stakeholders partners on Campus	1	1	100	100		→ 0	
6. Wellbeing initiatives and support	Wellbeing activities/initiatives available to staff to access as per wellbeing calendar (<i>February to November, at least 1 per month</i>)	3	3	100	100		→ 0	
	Wellbeing activities/initiatives available to students as per annual SANITI calendar	15	22	100	100		→ 0	Includes 4 online initiatives (with competitions) In addition, SANITI delivered a series of events for Mental Health awareness week and Māori Language week, in conjunction with NMIT.
7. Worker and Student participation	Monthly H&S committee meetings held (<i>February to November</i>)	3	3	100	100		→ 0	
	H&S Representative coverage across NMIT	11	11	100	100		→ 0	
8. Monitoring, & Continuous Improvement	Planned internal Audits completed (<i>one per quarter</i>)	1	0	0	100		→ 0	No internal audits were completed by H&S Advisor due to other work priorities.
9. Governance and Leadership	Institute of Directors' 'diagnostic questions' discussed at SHW Leadership meetings	4	4	100	100		→ 0	
	Planned safety, health and wellbeing walks completed (<i>4 per quarter</i>)	4	2	0	50		↑ +67	Safety, health and wellbeing (SHW) walks completed by SHW Leadership Group following meetings. SHW commenced in October so are not included in quarterly statistics.

Key: Meets standard Working towards standard (50-99) Below standard (1-49) Not started/Developing/NA (0)


RISK PROFILE



CRITICAL RISKS

The following table only shows critical risks where there is new information to report.

Risk	Description	Management Overview	Level of assurance	Issues/Comments
Hazardous substance use	Use of multiple chemicals and compressed gasses for cleaning, maintenance, repair, laboratory, art, flares and contact with biohazards	Inventories reviewed annually and Safety Data Sheets (SDS) held and readily available. Spill kits readily available.		Two incidents where hydraulic fluid spilt/squirted onto wall – one when removing actuator shaft and the other when retracting a hydraulic actuator manually. No injuries and spills cleaned up immediately.
Machinery use	Use of multiple machines in Automotive, Engineering, Carpentry, Aviation, Arts & Media, Campus Services workshops.	Audit of workshops, includes inspection of machine guarding. Hazard register maintained and reviewed annually. Exposure monitoring of workshops.		<p>Two injuries requiring first aid treatment:</p> <ul style="list-style-type: none"> Student was drilling when drill slipped cutting hand. Student using routing table received laceration on top of finger from rotating cutting edge. <p>Student crushed middle finger when a piece of metal fell off the top of the guillotine. See Event Learning and Improvement details.</p> <p>Near miss - welding hose split at the joint to the welding torch releasing oxygen into area.</p>

Risk	Description	Management Overview	Level of assurance	Issues/Comments
Water based activities	Vessel handling and fast rescue boat training, kayaking, white water rafting, water sampling.	Maritime Transport Operator Plan approved by Maritime NZ. Basic boat handling training pre-requisite for advanced training. Supervision by approved qualified Skippers. Hazard registers maintained and reviewed. Risk assessments and Intentions forms prior to activity.		Team member developed sore neck two days after trip on water taxi in rough seas. See Event Learning and Improvement details.

Key:  High  Satisfactory  Low

LEAD INDICATORS

No serious emerging risks have been identified during this period.

AUDITS AND INSPECTIONS

Type	Sep	Oct	YTD	YTD (last year)
Area Inspection	9	0	271	5
Audit - External	0	0	0	0
Audit - Internal	0	0	0	3
Emergency Drills	1	2	4	5
SHW Walks	1	4	8	21
Total	11	6	283	34

SAFETY OBSERVATIONS

Type	Sep	Oct	YTD	YTD (last year)
Safe Practice	0	0	2	1
Unsafe Practice	10	4	52	95
Unsafe Conditions	4	3	55	48
Suggestion	1	2	23	31
Total	15	9	132	175

CONTRACTOR SAFETY MANAGEMENT

Type	Sep	Oct	YTD	Contractor monitoring findings
Inductions*	24	14	146	<p>NMIT has received 4 Site Specific Safety Plans (SSSP) from the main contractors involved in the K Block refurbishment. The Project Manager held an onsite pre-start meeting with contractors. All SSSPs are kept in a folder on site.</p> <p>Two contractor organisations have started work on the Richmond Building Barn development. Each have provided SSSPs for their respective works. Contractor inductions were completed at a pre-start meeting at Richmond Campus.</p> <p>NMIT provided contractor with the use of an industrial rated work platform instead of a plastic crate he was using.</p> <p>Risk of water/concrete bits falling hadn't been identified in the SSSP for A Block building works. Contractors managed risk by closing off exit to ensure staff, students and visitors were not injured.</p>
Worker sign ins*	165	222	1,488	
No. of workers*	55	63	212	
No. of organisations*	23	26	61	
Permit to work issued	0	0	8	
Task Analysis reviewed	3	4	26	

* Nelson Campus only (excluding cleaners)

LEADERSHIP AND ENGAGEMENT

Action	Findings/outcomes/ issues raised
Safety, Health and Wellbeing Walks	<p>Clinical Practice Unit and Health Laboratory, A Block – CPU learning spaces well set up to simulate hospital ward and room. A lot of effort to create scenarios to reflect situations nurses can expect in real life. Effective weekly testing done of emergency showers. Areas were spotlessly clean and tidy. Technicians demonstrated good knowledge about health and safety risks and requirements.</p> <p>Fitness, B Block - Wondered about how well designed this historic building is for the future of fitness and how students are trained/supervised to use the gym. A competency signoff is required before students can use gym equipment.</p> <p>Automotive, E Block – Clean, clear, quiet working environment, sense of focus and calm. Appear to have good systems around ITO apprenticeships. Identified issues around lack of training for tutors on new equipment and perception of health and safety responsibility within the area.</p> <p>Engineering E Block – awaiting comments</p> <p>Carpentry, E Block – awaiting comments</p>
SHW Leadership Group	<p>Meeting held on 23 September.</p> <p>Health and Safety Committee (HSC) – Concern was raised about inconsistent physical distancing requirements on campus at Alert level 2. SHW Leadership Group agreed for HSC to review alert levels and make recommendations to SHW Leadership Group. HSC have developed a communication plan with regular updates on Polly. More group activities are being included in HSC meeting to increase capability of H&S representatives.</p> <p>General Business – Group received the SHW report and no changes required before Board submission. H&S Advisor provided an overview of Safe365, an due diligence tool that assesses health and safety capability, culture and performance then highlights pathways to improvement. Agreed that business case be prepared for consideration to purchase and implement.</p> <p>Directors Health and Safety checklist:</p> <p><i>How do the board and all directors demonstrate their commitment to health and safety?</i> A member of the Board is on the SHW Leadership Group. There is a schedule to Board members to complete SHW walks. These will recommence now we are at Alert level 1.</p> <p><i>How does the organisation involve its workers in health and safety?</i> H&S Committee, mainly made up of H&S representatives (HSRs) across all areas of NMIT, meet regularly to discuss health and safety matters. HSRs are given opportunities to input on some health and safety policies and procedures. For example, their feedback was sought on COVID safety plans. All staff have opportunity to make suggestions, improvements and observations by logging in Assura. Health and safety is discussed at department meetings. Could improve worker participation with more consultation on H&S policies, procedures and objectives, by involving staff further in investigations, introducing 'toolbox' meetings and more opportunities for reward and recognition. Agreed for review of wellbeing responsibility and functionality within NMIT to be undertaken.</p>

ACTIONS FROM PREVIOUS REPORTS

There are no outstanding actions from previous safety, health and wellbeing reports.

LAG INDICATORS

We are seeing an adverse trend for injury consequence. When events happen more staff and students are requiring medical treatment. Minor accidents, where first aid treatment or no treatment was needed, is at 27% of events when it was at 56% and 54% for 2018 and 2019 respectively.

DASHBOARD

Events

#Reported

26 (29)

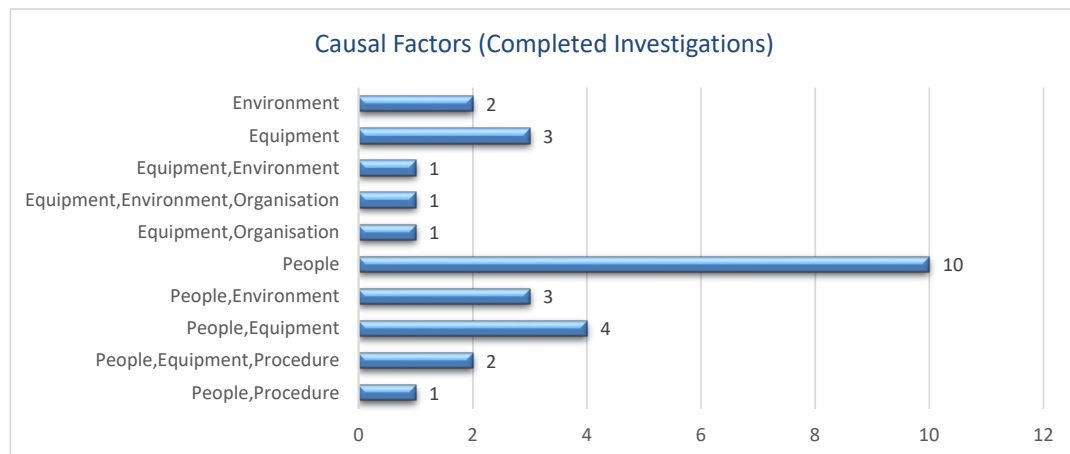
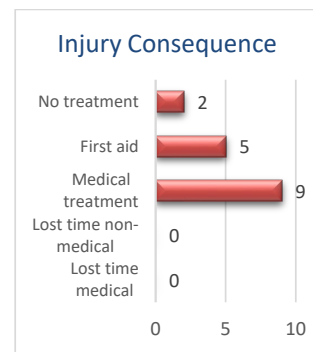
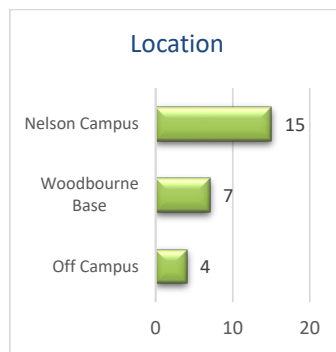
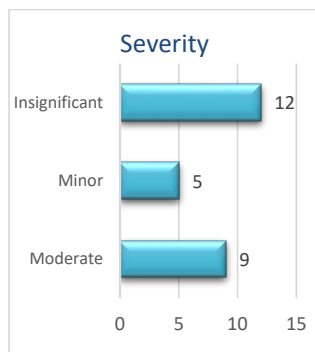
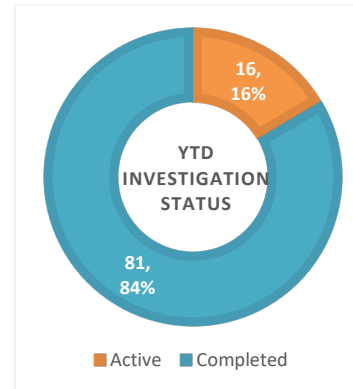
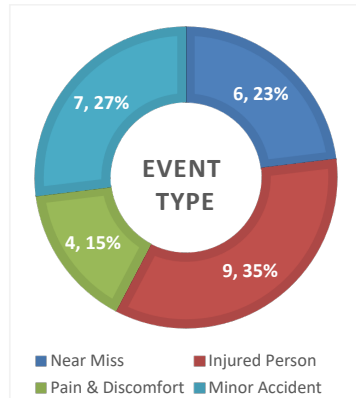
#Investigated

28 (44)

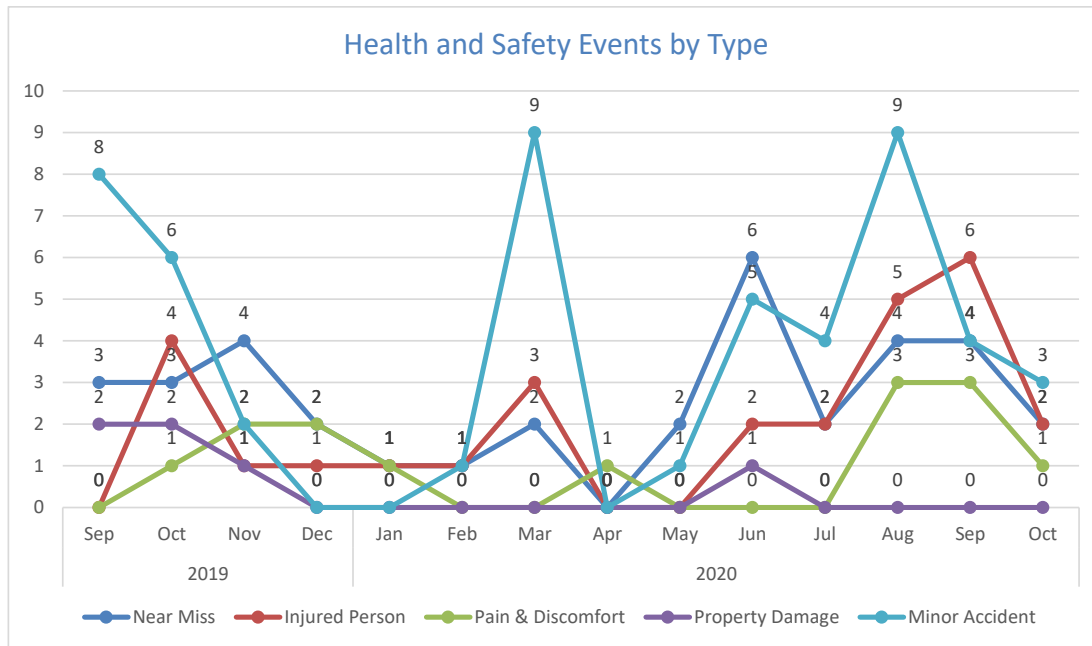
#Notifiable

0 (0)

Key: (same period previous year)







HEALTH AND SAFETY EVENTS SUMMARY



EVENT LEARNING AND IMPROVEMENT

Summary	Findings/Action taken following investigation	Level of assurance
Team member was standing side-on to a small pack of timber and when lifting it felt a sharp pain at the base of back and up the left side. Sought physio treatment several weeks after incident.	Main contributing factors were: <ul style="list-style-type: none"> Incorrect lifting technique Twisting motion Recommendations: <ul style="list-style-type: none"> Take more care when lifting 	●
Team member hurt back and shoulder lifting hot stone set off the floor of the store room floor to place onto the shelf.	Main contributing factors were: <ul style="list-style-type: none"> Poor housekeeping Recommendations: <ul style="list-style-type: none"> Reminded students to store stones on shelf or trolley 	●
Team member experienced pain in upper arm after lifting heavy steel bars. Went to doctor several days after incident as pain intensified.	Main contributing factors were: <ul style="list-style-type: none"> Lack of communication by supplier transport – dumped bars on ground when pre-arrangement was to advise when arrived so bars could be loaded onto trolley Lifting beyond physical capability Didn't ask for assistance Recommendations: <ul style="list-style-type: none"> Seek lifting assistance, if needed Follow up with supplier transport to improve communication 	●

Summary	Findings/Action taken following investigation	Level of assurance
Student cut webbing between toes when playing beach volleyball. Student taken to A&E for medical treatment.	Main contributing factors were: <ul style="list-style-type: none"> Activity undertaken in natural beach environment in bare feet Risk assessment was undertaken prior to activity and most likely cause of injury is a shell missed when debris was removed from the area Recommendations: <ul style="list-style-type: none"> Continue to undertake risk assessments prior to activities Not practical to remove all debris 	
Students were playing with a rugby ball before class. One student misjudged a catch and broke little finger.	Main contributing factors were: <ul style="list-style-type: none"> Injured student had a weakness in finger from previous injuries Recommendations: <ul style="list-style-type: none"> This is not related to NMIT related activity. The incident happened outside of formal classes. 	
Student crushed middle finger as a result of a piece of metal falling off the top of the guillotine. Student taken to NZDF base doctor for medical treatment.	Main contributing factors were: <ul style="list-style-type: none"> Metal same colour as top of guillotine Poor housekeeping – metal should have been stored safely Inadequate guarding Recommendations: <ul style="list-style-type: none"> Warning sign bolted on guillotine that also acts a guard Top of guillotine painted yellow to highlight anything placed on it Steel welded on back to reduce gap opening to 150mm 	
Team member developed sore neck two days after trip on water taxi in rough seas. Doctor diagnosed as neck sprain. Team member has travelled on boats in rougher seas in the past without being injured.	Main contributing factors were: <ul style="list-style-type: none"> Although rough weather considered safe to travel Awkward movement caused stress to neck Recommendations: <ul style="list-style-type: none"> Straps on neck to reduce movement while healing 	
Team member's fingers crushed on right hand lowering wooden kart onto saw horses. Went to doctor for treatment.	Main contributing factors were: <ul style="list-style-type: none"> Awkward lifting movement Wheel rotated allowing kart to drop unexpectedly Recommendations: <ul style="list-style-type: none"> Take more care when moving objects 	
Team member received minor scratch on elbow from exposed edge of aircraft which became infected. Doctor treated with antibiotics and team member fully recovered.	Investigation due to be completed by 13/11/2020.	

Key:  High  Satisfactory  Low

STUDENT HEALTH AND WELLBEING REPORT

In September and October 2020,

The **Nelson Tasman Pasifika Community Trust** have continued to increased support for Pasifika students and engagement with the Pasifika community:

- The NMIT community of Pasifika students and Trust staff now regularly use the small Pasifika room in the library to study, socialise and discuss the challenges they face balancing study, life and wellbeing.
- NMIT Pasifika students now actively engage in a new online social media forum instigated by the Trust to support each other.
- Pasifika NMIT students, local Pasifika secondary students, and the local Pasifika community are now aware of the support services offered by the Trust on NMIT campus.
- 13 Pasifika families completed IT training in collaboration with NMIT IT tutors and Nelson College.
- Through working with Pasifika families, approx. 20 students from Nelson College and Nelson College for Girls' have confirmed that they are enrolling in 2021 NMIT programmes.
- The Trust is working out how to best support and celebrate the graduation of 55 Pasifika students with NMIT and local Pasifika communities.
- 3 Pasifika events were held on NMIT campus, with 20 – 50 people attending each event. These events helped NMIT Pasifika students:
 - apply for scholarships,
 - celebrate Pasifika language weeks,
 - build mutually supportive relationships,
 - get to know and welcome local secondary students on to campus, and
 - share a performance by the Nelson College Pasifika Group.

The **NMIT Learner Services Team** have continued to increase their capability and services to support NMIT students' wellbeing and learning:

- One-day Mental Health 101 training (First Aid for Mental Health) provided by the Ministry of Health was completed by all Learner Services staff and representatives from SANITI, Māori Support, and the Pasifika Trust.
- An external review of Learner Services' team culture showed that "the Learner Services team's purpose, strategy and culture are closely interconnected, resulting in genuine, committed, empathetic, inclusive colleagues doing all they can to support learners to succeed".
- A project has been scoped and started to review, update and increase online information about support services available for domestic, international and off-shore online students.
- In collaboration with SANITI, the Wellbeing Team coordinated 8 wellbeing-focused events during NZ Mental Health Week, which were all well attended by NMIT staff and students.
- Several collaborative meetings were held with the School of Applied Business to support students to understand academic integrity and to manage multiple complex wellbeing issues.
- Counselling services provided by OCP from April to September were significantly higher than usual. The invoice for October from OCP shows a decrease in demand from students for counselling back to similar rates that were used pre-COVID-19 lockdown.

- Use of the LNAAT (Literacy and Numeracy for Adult, Assessment Tool) was hindered in 2020 due to COVID-19; however teams are working to ensure robust processes and clear communication are ready to improve the use of the LNAAT from the start of 2021.
- CallCare continue to provide excellent initial response to 24/7 Wellbeing Support (0800718277) phone line for domestic and international students.
- The Wellbeing Team are continuing to manage the challenge of restricted access to confidential spaces to support students wellbeing.
- Nikau Apartments currently have 81 International students and 15 domestic students, who are all satisfied with the services and support from Nikau, and who have all extended their contracts through to 2021.
- Host Families NZ currently have no NMIT students in home stay accommodation, and have 36 host families ready (inspected and vetted) to host students in Nelson and Blenheim.
- A proposal for a possible review of Learner Services, which is currently out for consultation across the team, includes:
 - increasing wellbeing and learning support services for domestic, international and offshore online students,
 - extending availability of support services throughout business hours,
 - ensuring NMIT complies with the Code of Practices for Pastoral Care of Domestic Tertiary and International students,
 - maintaining current level of library and helpdesk services, and
 - reducing staff costs by potentially shifting staff roles and sharing staff responsibilities, rather than significantly reducing staff.



Te Kaupapa: Fees – Domestic and International

1. PURPOSE:

Function:	For Information
Nā:	Brian Johnston, Finance Manager
Te rā:	23 November 2020
Purpose:	<p>The purpose of this paper is:</p> <p>To provide the Board with a track-changed document that shows revisions to the policies for Fees, Charges and Refunds (Domestic and International).</p>
Recommendation(s):	<p>It is recommended that the NMIT Board resolve to:</p> <ol style="list-style-type: none">1. Approve the policies for Fees, Charges and Refunds (Domestic and International).

2. ATTACHMENTS

- a. Revisions: Fees, Charges and Refunds (Domestic students)
- b. Revisions: Fees, Charges and Refunds (International students)
- c. Policy: Fees, Charges and Refunds (Domestic students)
- d. Policy: Fees, Charges and Refunds (International students)

APPROVAL OF MINOR CHANGES TO POLICY OR PROCEDURE

FEES, CHARGES and REFUNDS (DOMESTIC STUDENTS) POLICY [Finance]

Responsibility: ~~ED – FCB~~
Finance Manager

Owner: Brian Johnston

Approval body:
~~Executive team~~ NMIT Board

Background:

2 November 2020

In accordance with the QMS policy this policy was reviewed and updated by the Finance Manager (Brian Johnston) to reflect current governance and practice.

The following changes were made (insertions in red):

Approval body: Changed from ~~Executive team~~ -> NMIT Board

Throughout policy: ~~NMIT Council~~ NMIT Board
~~Executive Director – Finance, Compliance and Business Intelligence~~ Finance Manager

Other changes:

p.3

COMPULSORY STUDENT FEES

These apply to students on degree or undergraduate courses which receive Student Achievement Component (SACL3+) funding from TEC. The maximum annual percentage increase that can be applied to fees is regulated by the Minister of Education under the Education Act 1989.

p. 3

SETTING FEES

The process of setting fees is carried out annually and signed off by the following:

~~Executive Director – Finance, Compliance and Business Intelligence~~

Chief Executive

~~Executive Director – Strategy, Enterprise and Sustainability~~

Executive Director - Customer Experience and Excellence

Finance Manager

p.3

PAYMENT OF FEES

Nelson Marlborough Institute of Technology Ltd

p.5

OVERPAYMENT OF FEES / REFUNDS

PLEASE NOTE: The minimum amount that will be paid to an overseas bank account, including ~~including~~ excluding bank charges, is NZD\$~~30.00~~ \$15.00

SCHEDULE OF CHARGES

p.6

Withdrawal / transfer from a programme or course due to exceptional and extenuating circumstances (for example serious illness)	Approval of any charge / refund (including costs of any additional resources* used) is at the discretion of the ED-FBC Finance Manager in consultation with the relevant Curriculum Manager. *eg. the cost of employment of a tutor to meet the safety ratio requirement (Adventure Tourism programme).
---------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

p.6

REFERENCES – INTERNAL

~~Fees Review Cycle [Internal use only]~~ – deleted, no longer in use

Student Misconduct Procedure

REFERENCES - EXTERNAL

Te Pūkenga Operational & Financial Parameters

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

RECOMMENDATION: That **Audit and Risk Committee** endorse these changes.

Implementation date: Month/Year

Next Review: Month/Year

Audit and Risk Committee endorsement date: Month/Year

<input type="checkbox"/> CHIEF EXECUTIVE	<input type="checkbox"/> EXECUTIVE DIRECTOR	<input type="checkbox"/> ACADEMIC COMMITTEE	<input type="checkbox"/> NMIT BOARD
Approval date:	Approval date:	Approval date:	Approval date:

Additional notes:

A + Q Office use only	Date		Date
1. Amendments complete	3.11.2020	6. Final version sent to ED / CE (Flowingly)	
2. Working Docs -> Published Docs			
3. Document pdf'd		7. Upload QMS SharePoint files -> PBI	
4. NMIT Website (DeskPro)			
5. POLLY (Document Manager)		8. Staff advised (Policy Digest)	

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

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

FEES, CHARGES and REFUNDS (DOMESTIC STUDENTS)

Section	Finance		
Approval Date	23.11.2020	Approved by	NMIT Board
Next Review	03.11.2021	Responsibility	Finance Manager
Last Reviewed	03.11.2020	Key Evaluation Question	6

PURPOSE

To describe Nelson Marlborough Institute of Technology Ltd (NMIT)'s policy on domestic student fees, charges and refunds, which must be set within the appropriate Government limits, Te Pūkenga's Operational and Financial Parameters (OFP) and NMIT's budgetary requirements. Under the Education Act 1989 and OFP, the NMIT Board delegates the responsibility of setting compulsory student fees to the Chief Executive. Student fees are reviewed, updated and approved annually.

DEFINITIONS

A list of academic terminology and the glossary of Māori terms – Kupu - are located in [Section 2 of the NMIT Academic Statute](#).

The definitions of additional specialist terms relevant to this policy are listed below:

Compulsory Fees (Regulated by Fee Maxima rules http://www.tec.govt.nz/ and the Ministerial Directive on Compulsory Student Services Fees for 2012).	This covers: <ul style="list-style-type: none"> • Enrolment Fee. Fee charged to students for course or programme of study, including: <ul style="list-style-type: none"> ○ Course Materials. To cover cost of materials necessary and compulsory for the course, e.g. handouts, field trips, NZQA charges where appropriate. ○ Exam Fee. Fees payable to external bodies for exams or assessments. ○ Tuition Fee. Staffing costs and overheads for the course or programme. • Student Services Levy <ul style="list-style-type: none"> ○ Covers student services such as advocacy and legal advice, careers information advice and guidance, employment opportunities, financial support and advice, pastoral care and counselling.
Course-Related Costs NMIT may need to confirm these amounts to StudyLink to support loan applications.	The cost of items necessary for a course and supplied by students such as textbooks, a camera or art materials; charges for photocopying or paper for computer printers beyond a reasonable amount allowed within course materials. Students are responsible for obtaining or purchasing these items and have discretion as to the extent and cost; for example, using textbooks from the library or purchasing new or second-hand books, supplying their own camera, etc.
Domestic Student	For the purposes of Student Achievement Component funding the following learners have domestic student status:

	<ul style="list-style-type: none"> • A New Zealand Citizen, which includes citizens of the Cook Islands, Niue and Tokelau • A New Zealand permanent resident currently living in New Zealand. • An Australian permanent resident who has a returning resident's visa and is currently living in New Zealand. <p>Also refer to TEC's valid domestic enrolment information</p> <p>Also refer to the Ministry of Education definition for classes of persons required by the Minister to be treated as if they are not international students. Ministry of Education - Definition of domestic student</p> <p>"Domestic student" status does not automatically imply eligibility for student loans and allowances, special eligibility conditions apply to permanent residents and Australian citizens.</p> <p>If students are not a New Zealand citizen they must be ordinarily resident (Ordinarily resident means you normally and lawfully live in New Zealand, intend to stay here and consider New Zealand to be home) in New Zealand and meet one of the following residence requirements:</p> <ul style="list-style-type: none"> • have been living in New Zealand for at least 3 years while holding a residence class visa or • be a refugee or protected person or • Be sponsored into New Zealand by someone in your family who, at the time you were sponsored, was a refugee or protected person <p>Ref: Studylink Residency Requirements</p>
International Student	For definition, see Fees, Charges and Refunds (International Students)
ITO	Industry Training Organisation
SAC	TEC Student Achievement Component funding (for domestic students only).
SACNC	Student Achievement Component Non Competitive
Student Services Levy	A component of the compulsory fees
TEC	Tertiary Education Commission
Tertiary Pathways	Secondary-tertiary options that provide secondary school students with alternative learning and enhanced pathways to provide a barrier free and smooth transition to tertiary study.

SCOPE

Note: Different rules, regulations and processes apply to different fees for domestic students.

COMPULSORY STUDENT FEES

These apply to students on degree or undergraduate courses which receive Student Achievement Component (SACL3+) funding from TEC. The maximum annual percentage increase that can be applied to fees is regulated by the Minister of Education under the Education Act 1989.

Refer to TEC website www.tec.govt.nz for latest regulations.

OTHER FEES

There are several types of other fees, including:

- a. ITO contracts
- b. Tertiary Pathways contracts
- c. Sub-contractor agreements (formerly known as Joint Ventures)
- d. Full Cost Recovery (FCR) courses
- e. Adult and Community Education (ACE) courses

These fees will be set in accordance with the guidelines contained in each individual contract.

SETTING FEES

The process of setting fees is carried out annually and signed off by the following:

Chief Executive
Executive Director - Customer Experience and Excellence
Finance Manager

PAYMENT OF FEES

A completed *Secure Your Enrolment* form received by NMIT is a contract from a student to pay the fees due for the stated length of the study contract.

Fees must be paid in full before the start date of the programme, or by any earlier date as specified for particular programmes.

Fees not paid by the due date* will incur a **Late Payment Charge**[#].

No student shall be enrolled unless all approved fees have been paid to Nelson Marlborough Institute of Technology Ltd.

NMIT's bank is the Bank of New Zealand, Nelson branch, account number 02 0704 0190770 003.

* The start date of the programme or any earlier date as specified for particular programmes.

[#] In exceptional circumstances, and **only with the prior approval and sign off by the Finance Manager**, arrangement may be made to pay fees by instalments.

OVERPAYMENT OF FEES / REFUNDS

A domestic student is entitled to a full refund of any fees that have been paid in excess of the total fees requested by NMIT on the confirmation letter. The refund will be paid directly to a New Zealand bank account.

If the student nominates an overseas bank account, any bank charges will be deducted from the amount that will be paid to the student. For example, if the student has overpaid by NZD\$60.00 and the bank charge is NZD\$20.00, the student will receive NZD\$40.00.

PLEASE NOTE: The minimum amount that will be paid to an overseas bank account, excluding bank charges, is NZD\$15.00.

DEFINITIONS FOR CANCELLATION AND WITHDRAWAL FROM COURSES/PROGRAMMES

For detailed definitions of Cancellation/Withdrawal from Courses and Programmes, and eligibility for refunds:
REFER [Withdrawal Policy](#) and [Withdrawal Procedure](#)

For matters relating to Student Misconduct:
REFER: [Student Misconduct Procedure](#)

SCHEDULE OF CHARGES

DESCRIPTION	CHARGE (NZ\$)
Charges made by external bodies e.g. NZQA; professional associations	Advised by each Curriculum Manager for individual programmes
Copies of examination scripts	\$10
Courier fees for transcripts/awards	\$7 Nationwide \$45 International
Credit card merchant fees	NMIT accepts MasterCard and Visa credit cards for all payments; these credit card transactions incur a merchant service charge by the bank. A credit card surcharge will apply for all Visa and MasterCard payments. The current charge is 1.5% of the value of the transaction. This is subject to change, per the bank.
Credit Transfer	No charge
Cross Credit – listed on Cross Credit Schedule	No charge
Cross Credit – not listed on Cross Credit Schedule	\$50 application fee plus \$50 per hour to a maximum of \$1,000
Dishonoured cheque reinstatement	\$25
Examination Re-sits (for undergraduate business programmes only)	\$500 Within 3 weeks* \$150 Next course intake *Curriculum Manager approval required
Late payment of fees (<i>unless specific prior arrangements have been made</i>)	\$100
NMIT property not returned	Replacement cost plus \$15 administration fee per item. The administration fee is non-refundable even upon return of items.
NZQA Certificate or Diploma Replacement	\$15.30
NZQA Record of Learning	Duplicate or replacement: \$15.30
Recognition of Prior Learning	\$50 application fee, plus \$50 per hour to a maximum of \$1,000
Re-enrolment of excluded student	Determined for individual cases
Re-mark	\$50 (refunded if there is a changed outcome in favour of the student)
Replacement library books	Purchase cost plus \$15 administration fee per item. The administration fee is non-refundable even upon return of items.

DESCRIPTION	CHARGE (NZ\$)
Replacement of NMIT Awards	\$50 (plus courier fees if student requests this service)
Replacement student ID card	\$15
Re-sit Fee (For re-sits additional to those specified in the Programme Regulations)	Cost + \$100 Administration Fee - To be determined by the Curriculum Manager
Resubmissions (for business programmes only)	\$600 Level 9 30 credit course \$800 Level 9 60 credit course \$150 Level 8/9 15 credit course \$150 Level 7 30 credit course
Results Notification	No charge
Student Academic Transcript (replacement)	\$25 plus courier fees (if student requests this service)
Student Services Levy (Compulsory)	\$2 per NMIT credit
Transfer to another course within the same programme	\$50 plus cost of any resources used. Transfers are not normally approved after more than 3 weeks of a course has been completed.
Transfer to another programme	\$100 plus cost of any resources used. Transfers are not normally approved after 3 or more weeks of a programme have been completed.
Withdrawal / transfer from a programme or course due to exceptional and extenuating circumstances (for example serious illness)	Approval of any charge / refund (including costs of any additional resources* used) is at the discretion of the Finance Manager in consultation with the relevant Curriculum Manager. *eg. the cost of employment of a tutor to meet the safety ratio requirement (Adventure Tourism programme).

NMIT Ltd. reserves the right to amend these charges or make other charges.

REFERENCES

INTERNAL

[Delegations to the Chief Executive](#)
[Discounted Tuition Fees - Staff](#)
[Fees, Charges and Refunds \(International Students\)](#)
[Programme/Course Development and Change policy](#)
[Student Misconduct Procedure](#)
[Student Results and Awards](#)
[Withdrawal Policy](#)
[Withdrawal Procedure](#)

EXTERNAL

New Zealand Education Act 1989
 Ministerial Direction on Setting Compulsory Student Services Fees: education.govt.nz
[Te Pūkenga Operational & Financial Parameters](#)

APPROVAL OF MINOR CHANGES TO POLICY OR PROCEDURE

FEES, CHARGES and REFUNDS (INTERNATIONAL STUDENTS) POLICY [Finance]		
Responsibility: Finance Manager	Owner: Brian Johnston	Approval body: Executive team NMIT Board
<p>Background: 2 November 2020</p> <p>In accordance with the QMS policy this policy was reviewed and updated by the Finance Manager (Brian Johnston) to reflect current governance and practice.</p> <p>The following changes were made (insertions in red):</p> <p>Approval body: Changed from Executive team -> NMIT Board</p> <p>Throughout: NMIT Council NMIT Board Executive Director – Finance, Compliance and Business Intelligence Finance Manager</p> <p>Other changes:</p> <p>p. 3 SETTING FEES</p> <p>The process of setting fees is carried out annually and signed off by the following:</p> <p>Executive Director – Finance, Compliance and Business Intelligence Chief Executive Executive Director – Strategy, Enterprise and Sustainability Executive Director - Customer Experience and Excellence Finance Manager</p> <p>p.3 PAYMENT OF INTERNATIONAL FEES Nelson Marlborough Institute of Technology Ltd</p> <p>The Institute's NMIT's bank is the Bank of New Zealand, Nelson branch, account number 02 0704 0190770 003.</p> <p>p.6 APPLICATION FOR REFUNDS</p> <p>All applications should be in writing and addressed to the Information and Enrolment Centre (IEC) Manager, with any supporting documentation as stipulated by the Information and Enrolment Centre IEC Manager.</p> <p>Application for a refund in exceptional circumstances should be made in writing to the Manager.</p> <p>PAYMENT OF REFUNDS</p> <p>Refunds will be made by direct credit to a nominated bank account in NZ dollars minus any administration charges and bank fees;</p> <p>NOTE: The minimum amount that will be paid to an overseas bank account, excluding bank charges, is NZD\$30.00 20.00.</p>		

p.8

REFUND ELIGIBILITY TABLE

Exceptional Circumstances (for example serious illness) Please note: Visa terminations and Deportation Liability Notices are not exceptional circumstances	Documentation supporting an application for a refund. Documentation stipulated by the Curriculum Manager.	At any time	The amount and approval of any refund is at the discretion of the Executive Director – Finance, Compliance and Business Intelligence Finance Manager in consultation with the relevant Curriculum Manager Director and Executive Director.	\$350
-------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------	-------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------

p.9

REFERENCES – INTERNAL

~~Fees Review Cycle [Internal use only]~~ – deleted, no longer in use.

REFERENCES - EXTERNAL

Te Pūkenga Operational & Financial Parameters

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

RECOMMENDATION: That the **Audit and Risk Committee** endorse these changes.

Implementation date: Month/Year

Next Review: Month/Year

Audit and Risk Committee endorsement date Month/Year

☐ CHIEF EXECUTIVE

☐ EXECUTIVE DIRECTOR

☐ ACADEMIC COMMITTEE

☐ **NMIT BOARD**

Approval date:

Approval date:

Approval date:

Approval date:

A + Q Office use only	Date		Date
1. Amendments complete		6. Final version sent to ED / CE (Flowingly)	
2. Working Docs -> Published Docs			
3. Document pdf'd		7. Upload QMS SharePoint files -> PBI	
4. NMIT Website (DeskPro)			
5. POLLY (Document Manager)		8. Staff advised (Policy Digest)	

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

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

FEES, CHARGES and REFUNDS (INTERNATIONAL STUDENTS)

Section	Finance		
Approval Date	23.11.2020	Approved by	NMIT Board
Next Review	03.11.2021	Responsibility	Finance Manager
Last Reviewed	03.11.2020	Key Evaluation Question	6

PURPOSE

To describe Nelson Marlborough Institute of Technology Ltd. (NMIT)'s International Student Fees, Charges and Refunds policy. Fees are reviewed, updated and approved annually. Under the Education Act 1989, and Te Pūkenga Operational & Financial Parameters (OFP), the NMIT Board delegates the responsibility of setting compulsory student fees to the Chief Executive.

DEFINITIONS

A list of academic terminology and the glossary of Māori terms – Kupu - are located in Section 2 of the NMIT Academic Statute.

The definitions of additional specialist terms relevant to this policy are listed below:

Compulsory Fees (Regulated by Fee Maxima rules http://www.tec.govt.nz/ and the Ministerial Directive on Compulsory Student Services Fees for 2012).	This covers: <ul style="list-style-type: none"> • Enrolment Fee. Fee charged to students for course or programme of study, including: <ul style="list-style-type: none"> ○ Course Materials. To cover cost of materials necessary and compulsory for the course, e.g. handouts, field trips, NZQA charges where appropriate. ○ Exam Fee. Fees payable to external bodies for exams or assessments. ○ Tuition Fee. Staffing costs and overheads for the course or programme. • Student Services Levy <ul style="list-style-type: none"> ○ Covers student services such as advocacy and legal advice, careers information advice and guidance, employment opportunities, financial support and advice, pastoral care and counselling.
Course-Related Costs NMIT may need to confirm these amounts to StudyLink to support loan applications.	The cost of items necessary for a course and supplied by students such as textbooks, a camera or art materials; charges for photocopying or paper for computer printers beyond a reasonable amount allowed within course materials. Students are responsible for obtaining or purchasing these items and have discretion as to the extent and cost; for example, using textbooks from the library or purchasing new or second-hand books, supplying their own camera, etc.
Domestic Student	For definition of a Domestic Student, see <i>Fees, Charges and Refunds (Domestic Students)</i>

International Student:	Any student not classified as a Domestic student. NMIT may receive funding from the TEC for 'domestic students' as defined in the New Zealand Education Act 1989, but not for foreign students. Therefore, for TEC funded courses, different enrolment fees apply for international and domestic students.
Student Services Levy	A component of the compulsory fees
TEC	Tertiary Education Commission

SCOPE

Fees, charges and refunds for all International Students studying on any NMIT programmes or courses.

INTERNATIONAL STUDENT FEES

International students studying on campus do not generate any New Zealand Ministry of Education funding. Their fees must cover the whole cost of the course, and are not regulated by FCCM (Fee and Course Costs Maxima policy) or AFML (Annual Fee Movement Limit).

International fees have a Tuition Fee, Course Materials and Student Services Levy component only.

SETTING FEES

The process of setting fees is carried out annually and signed off by the following:

Chief Executive
Executive Director - Customer Experience and Excellence
Finance Manager

PAYMENT OF INTERNATIONAL FEES AND CHARGES

ALL FEES AND CHARGES ARE IN NEW ZEALAND DOLLARS UNLESS OTHERWISE STATED.

A completed *Confirmation of Acceptance Form* received by NMIT is a contract from a student to pay the enrolment fees and other applicable fees and charges due for the stated length of the study contract.

Enrolment fees and charges must be paid in full before the start date of the programme, or by any earlier date as specified for particular programmes.

Fees not paid by the due date will incur a **Late Payment Charge**.

No student shall be enrolled unless all approved fees and charges have been paid to NMIT.

Where payment is unable to be made in New Zealand dollars, US dollars will be acceptable as long as the amount remitted after bank charges, is equal to the NZ dollar amount applicable. Bank drafts or telegraphic transfers should be to the credit of NMIT and the student's name should be entered on the document and quoted by the remitting bank.

The total amount paid to NMIT must include any bank fees that may be incurred by NMIT.

NMIT's bank is the Bank of New Zealand, Nelson branch, account number 02 0704 0190770 003.

The following payment instructions are provided to international applicants

Payment can be made by:

1. Bank draft or Telegraphic Transfer

Payment can be made by bank draft or telegraphic transfer to the following account:

Bank of New Zealand
266 Trafalgar Street, Nelson 7010
Nelson Marlborough Institute of Technology
New Zealand
02 0704 0190770 003
Swift Code: BKNZNZ22
Attention: International Enrolments
Please also include your name as reference so it is easier to trace.

If you are paying by telegraphic transfer, please add on NZ\$25.00 for New Zealand bank charges.

2. Cheque

Payment must be in NZ dollars made out to: Nelson Marlborough Institute of Technology
Post to:
Nelson Marlborough Institute of Technology
Private Bag 19
Nelson 7042
New Zealand

Attention: International Enrolments

Please also include your name and student ID as reference so it is easier to trace.

There are no New Zealand bank charges when paying by cheque.

3. Credit Card payment

Please email international@nmit.ac.nz to request payment by credit card.

NB: NMIT accepts MasterCard and Visa credit cards for all payments; these credit card transactions incur a merchant service charge by the bank. A credit card surcharge will apply for all Visa and MasterCard credit card payments. The current charge is 1.5% of the value of the transaction. This is subject to change, as per the bank charges.

INTERNATIONAL STUDENT CHARGES

DESCRIPTION	CHARGE (NZ\$)
Charges made by external bodies e.g. NZQA, professional organisations	Advised by each Programme Area for individual programmes
Copies of examination scripts	\$10
Courier fees for transcripts/awards	\$7 Nationwide \$45 International
Credit card merchant fees	NMIT accepts MasterCard and Visa credit cards for all payments; credit card transactions incur a merchant service charge. A credit card surcharge will apply for all Visa and MasterCard payments. The current charge is 1.5% of the value of the transaction. This is subject to change.
Credit Transfer	No charge
Cross Credit – listed on Cross Credit Schedule	No charge
Cross Credit – not listed on Cross Credit Schedule	\$50 application fee plus \$50 per hour to a maximum of \$1,000
Examination Re-sits (for undergraduate business programmes only)	\$500 Within 3 weeks* \$150 Next course intake *Curriculum Manager approval required
<p>Internship Withdrawal Charge</p> <p>The internship charge will be refunded, less bank fees and a NZ\$350 administration charge, if the student decides not to continue with the internship after NMIT has received the <i>Confirmation of Acceptance Form</i> from the student, and up to 3 weeks before the internship is scheduled to begin.</p> <p>If there is less than 3 weeks before the start of the internship, there will be no refund.</p>	\$350 and bank fees
Late Payment Charge - Non-refundable	\$100
NMIT property not returned	Replacement cost plus \$15 administration fee per item. The administration fee is non-refundable even upon return of items.
Recognition of Prior Learning	\$50 application fee, plus \$50 per hour to a maximum of \$1,000
Re-enrolment of excluded student	Determined for individual cases
Re-mark	\$50 (refunded if there is a changed outcome)

DESCRIPTION	CHARGE (NZ\$)
Replacement Award	\$50 plus courier fees (if student requests this service)
Replacement library items	Purchase cost plus \$15 administration fee per item. The administration fee is non-refundable even upon return of items.
Replacement student ID card	\$15
Resubmissions (for business programmes only)	\$600 Level 9 30 credit course \$800 Level 9 60 credit course \$150 Level 8/9 15 credit course \$150 Level 7 30 credit course
Re-sit Fee (For re-sits additional to those specified in the Programme Regulations)	Cost + \$100 Administration Fee To be determined by the Curriculum Manager in conjunction with the Finance Manager.
Results Notification	No charge
Student Academic Transcript (replacement)	\$25 plus courier fees (if student requests this service)
Student Visa Application Renewal	\$277 for manual application \$150 for online application Specific criteria applies for student visas to be renewed online – please check with the International Enrolments Administrators
Transfer Charge – Programme / course Non-refundable A transfer from one programme or course (including the English Language Programme) to another programme or course must be approved by the Curriculum Manager of the programme that the student wishes to transfer to. A transfer to another programme will not be considered after the programme start date except in exceptional circumstances at the discretion of the Information and Enrolments Centre Manager. Course transfer applications will be considered on a case-by-case basis. Students will need to complete visa documentation to change to another programme. Students will not be able to start their studies on the new programme until the student visa label has been issued. Change of visa may take up to 25 working days to be processed by Immigration New Zealand (INZ) and there is no guarantee that the change of visa will be approved and in some circumstances could result in original visa being cancelled by INZ.	\$100 transfer to another programme \$50 transfer to another course

REFUNDS

APPLICATION FOR REFUNDS

Reasons for requesting a refund and eligibility for refund of enrolment fees are described in the [International Student Refund Eligibility Table](#).

All applications should be in writing to the Information and Enrolment Centre (IEC) Manager, with any supporting documentation as stipulated by the IEC Manager.

INTERNATIONAL STUDENTS WHO OBTAIN PERMANENT RESIDENT STATUS

A student who gains permanent residency after enrolling and establishing a study contract with NMIT will not be eligible for a refund for that study contract. After permanent residency has been gained, the fees and charges applicable to domestic students will apply for any further study contracts.

PAYMENT OF REFUNDS

Refunds will be made by direct credit to a nominated bank account in NZ dollars minus any administration charges and bank fees; and may be paid to:

- The agent who referred the student; or
- Another NZ education institution; or
- The student's bank account in New Zealand or offshore

An international student is entitled to a full refund of any fees that have been paid in excess of the total fees requested by NMIT on the offer of place. This refund will be granted provided the student holds a current visa and current Medical and Travel insurance for the period of study. The refund will be paid directly to a New Zealand bank account.

If the student nominates an overseas bank account, any bank charges will be deducted from the total amount to be refunded. For example, if the student has overpaid by NZD\$60.00 and the bank charge is NZD\$20.00, the student will receive NZD\$40.00.

NOTE: The minimum amount that will be paid to an overseas bank account, excluding bank charges, is NZD\$20.00.

INTERNATIONAL STUDENTS - REFUND ELIGIBILITY TABLE

For detailed definitions of Cancellation/Withdrawal from Courses and Programmes, and eligibility for refunds:
Refer: [Withdrawal Policy](#) and [Withdrawal Procedure](#)

Reason for requesting a refund	Documentation student must provide	Timing	Refund	Charge (NZ\$)
NMIT withdraws an offer of place or is unable to provide the programme.	No documentation required	Before programme start	Full refund of enrolment fee	Nil
NMIT withdraws an offer of place on the basis of incorrect or incomplete information supplied by a student or student's agent.	No documentation required	At any time	NMIT reserves the right to retain the fees and charges paid.	\$150
Initial visa application for new students is not granted by Immigration New Zealand (INZ)	Withdrawal notification in writing. Written confirmation from INZ declining visa application	Before programme start date	Full refund of enrolment fee	\$150
		After programme start date	Partial refund of enrolment fee at the discretion of NMIT	\$150
Subsequent visa application for returning students is not granted by Immigration New Zealand (INZ)	Withdrawal Form must be completed before departure from NMIT. Written confirmation from INZ declining visa application (e.g. INZ decline reason: breach of visa conditions from previous visa or concerns with funds)	Before programme start date	Full refund of enrolment fee	\$150
		After programme start date	No refund	Nil
Visa is cancelled or terminated by Immigration New Zealand (INZ). e.g. INZ has notified NMIT that fraudulent documents were detected.	INZ, International Agent or student advises NMIT in writing	Before programme start date	80% refund of enrolment fee	20% of enrolment fee
		During the programme	No refund	Nil
Student issued with a Deportation Liability Notice (DLN)	Original copy of the Deportation Liability Notice	During the programme	No refund	Nil

International Student Refund Eligibility Table - Continued Over Next Page

Reason for requesting a refund	Documentation student must provide	Timing	Refund	Charge (NZ\$)
Student is not able to study due to misconduct	NMIT's Misconduct Disciplinary Panel Meeting letter	During the programme	No refund	Nil
Student no longer wishes to study at NMIT (including students who have been issued with an NMIT visa)	Notice of withdrawal in writing	3 or more weeks before programme start date *	Full refund of enrolment fee	\$350
		Less than 3 weeks before programme start date *	90% refund of enrolment fee	10% of enrolment fee
		After programme start date	No refund	Nil
	No notice of withdrawal or deferral in writing	After programme start date	No refund	Nil
Exceptional Circumstances (for example serious illness) Please note: Visa terminations and Deportation Liability Notices are not exceptional circumstances	Documentation supporting an application for a refund. Documentation stipulated by the Curriculum Manager.	At any time	The amount and approval of any refund is at the discretion of the Finance Manager in consultation with the Curriculum Director and Executive Director.	\$350

* Or by reason of individual contract exception.

NMIT reserves the right to amend these charges or make other charges.

FEE PROTECTION POLICY FOR INTERNATIONAL STUDENTS

1. All monies received from an International Student are banked and recorded against an individual in the Student Management System.
2. Monies for fees are applied on full enrolment.
3. Financial systems and internal controls are audited on an annual basis by Audit New Zealand and the ongoing financial viability of the Institute is also covered in the audit process.
4. NMIT is insured by a Business Interruption policy to cover such events as fire or flood, which would prevent delivery of our programmes. This policy provides for the running of our programmes at an alternative site, or meeting contractual obligations to refund students where NMIT is unable to deliver as a result of this event.
5. In adopting the above measures, the Management of NMIT believes that adequate financial controls are in place to protect the fees of International Students.

MEDICAL AND TRAVEL INSURANCE

The New Zealand Ministry of Education, through the Code of Practice for the Pastoral Care of International Students, requires that all International Students must have appropriate medical and travel insurance for the duration of their planned study in New Zealand. For more information please visit www.minedu.govt.nz.

NMIT will automatically arrange insurance coverage for all students.

Students can choose their own insurance company. However, it must comply with the minimum standards required by the Code of Practice for the Pastoral Care of International students. If students arrange their own insurance cover, they must supply their Certificate of Insurance and Schedule of Cover, **in English**, to the Information and Enrolment Centre. Once the insurance policy is evaluated and confirmed as meeting the minimum standards required by the Code of Practice for Pastoral Care, the policy taken out by NMIT on behalf of the student will be cancelled and the fees refunded to the student (if insurance fees have been paid).

Please be aware that if students do not provide a satisfactory insurance policy, they will be required to take out a default policy prior to commencing the study programme.

NMIT has arrangements with Marsh Ltd (in association with Allianz) a New Zealand-based provider who has specific policies for International Students. The policy is called Studentsafe Inbound Learners.

More information about Studentsafe can be found by following this link on the NMIT website at <http://www.nmit.ac.nz/your-nmit/international/helpfuladvice/#insurance>. Please refer to the *Notification of Fees* for the cost of this policy. Once we receive payment of the insurance fee, your insurance will be arranged. The commencement date of your policy will be set to the date you depart for New Zealand.

REFERENCES

INTERNAL

[NMIT Academic Statute, Section 3 Academic Regulations](#)
[Delegations to the Chief Executive](#)
[Fees, Charges and Refunds \(Domestic Students\)](#)
[Programme/Course Development and Change Policy](#)
[Students Results and Awards](#)
[Withdrawal Policy](#)
[Withdrawal Procedure](#)

EXTERNAL

Education (Pastoral Care of International Students) Code of Practice 2016
New Zealand Education Act 1989
Ministerial Direction on Setting Compulsory student services fees: education.govt.nz
[Te Pūkenga Operational & Financial Parameters](#)



Te Kaupapa: Chief Executive's Report

Open

Function:	For Information
Nā:	Wayne Jackson, Chief Executive
Te rā:	6 th November 2020
Purpose:	<p>The purpose of this paper is:</p> <p>To provide the NMIT Board with an update on NMIT Chief Executive focus and activities for October 2020</p>
Recommendation(s):	It is recommended that the NMIT Board resolve to note the update from the NMIT Interim Chief Executive

Key CE Priorities

- Work with the Board and the management team to refresh and manage NMIT's strategic direction.
 - 2020 -2025 Strategic Plan Refresh
 - Key implementation priorities
 - Strategic projects framework
 - Project performance and risk reporting
- Complete and implement the 2021 Business Plan & Budget.
- Manage the performance of NMIT so that it meets its educational and financial objectives.
- Recommend an organisational structure that supports the implementation of the NMIT Strategy.
- Review the team culture at NMIT and, where necessary, implement actions to improve engagement and wellness and alignment with our strategic and operational goals.

Formal Report

1.0 Strategy Development and Implementation

A Strategic Project guidance document is attached as a separate paper to this report. This has been prepared for the Project Team and outlines the methodology and deliverables asked from the team. The output from this will form the basis of the joint Board/management workshop being scheduled for December this year.

2.0 2021 Budget & Business Plan

Our draft budget has been accepted without qualification by Te Pūkenga, NZIST. The 2021 Business plan will be submitted to the Board following the Strategy workshop where the key strategic objectives will be set. This will enable the "drop down" of objectives into the 2021 Business Plan.

3.0 Financial Performance to September 2020

A separate full EFTs/Finance report for September 2020 is provided in the Board meeting papers. We will provide the October accounts as soon as they are ready.

Our net surplus at YTD September at \$203k continues to show positive results compared with budget, assisted by the TEC non-clawback of SAC funds for this year.

YTD September revenue was just over \$3 million below budget because of enrolment shortfalls. However YTD costs are \$4.5 million below budget with underspends for both Opex and Staffing.

An initial review of draft October results shows that this trend is continuing and our year-end forecast of a net profit of \$1.3 million is on-track.

Our cash position is better than budget although this will decline as the large projects pick up speed.

Overall the financial position is relatively sound and will provide a good foundation for 2021.

4.0 Risk Management

We renewed the NMIT insurance policy this month. This is a group-wide policy from Te Pūkenga and therefore we have had little influence during the negotiations. Directors should be aware of the main changes as below:

Collective Material Damage Business Interruption

- No changes to the policy deductible.
- Aggregate cover for all losses is \$200m – no change from last year (FENZ limit \$200m has been set by NZIST).
- Only one auto reinstatement following natural disaster.
- Infectious disease cover excluded.
- Sub limit changes
 - Dependency/Public Authorities Memorandum reduced from \$30m to \$10m,
 - Landslip/subsidence Memorandum from \$200m to \$25m,
 - Money reduced from \$2.5m/\$5m to \$500,000.

Collective Directors & Officers Liability

- NZIST has placed a collective D&O policy for all ITPs.

Stand-alone Liability Policy

- No changes (to be remarketed in 2021).

Travel

- Covid endorsement applied.
- Travel duration maximum of 240 days reduced to 180 days.

5.0 Enrolment

Overall enrolment numbers as at the 2nd of November were 3.6% up on 2020. This is an average of “up and downs” in programmes impacted by a dependence on international students, and post-covid demand. High growth is being seen in a number of programmes with free fees:

- Engineering and Construction: 226 (+93%)

- Maritime 291 (+30%)
- Primary 161 (+53%)
- Te Toki Pakohe 183 (+78%)

These early numbers are in line with our SAC funding and budget.

Further EPI information is provided in the KPI paper to the Board.

6.0 Team NMIT Engagement Activities

- Stephen Town and Murray Strong visit and engagement with staff at a forum.
- Graduation season is upon us. I attended the Trades academy graduation and a number of others are scheduled over the next month, including our own.
- A welcome afternoon tea has been held for all new starters from the previous four months.
- Team NMIT has been actively engaged in the strategic planning exercise.
- “Around the Campus” visits by me to classrooms and workshops meeting tutors.

7.0 TANZ/eCampus

The Directors of TANZ agreed to wind up the organisation at their October meeting. This not does affect eCampus which is directly owned by six subsidiary shareholders. A separate report on eCampus to the Board is provided in the meeting papers.



Te Kaupapa: Financial Statements and EFTS Report as at 30 September 2020

1. PURPOSE:

Function:	For Information
Nā:	Brian Johnston, Finance Manager
Te rā:	23 November 2020
Purpose:	<p>The purpose of this paper is:</p> <p>To provide the Board with a Financial and EFTS update as at 30 September 2020.</p>
Recommendation(s):	<p>It is recommended that the NMIT Board resolve to:</p> <ol style="list-style-type: none">1. Receive the Financial and EFTS Updates as at 30 September 2020.

2. EXECUTIVE SUMMARY

On 1 April 2020, NMIT became a subsidiary company of the NZ Institute of Skills and Technology (NZIST). NMIT has applied the management accounting policies of NZIST in the preparation of its financial statements for the nine months to 30 September 2020. These accounts are for management reporting purposes only and have not been audited.

Our net surplus at YTD September at \$203k continues to show positive results compared with budget, assisted by the TEC non-clawback of SAC funds for this year.

YTD September revenue was just over \$3 million below budget because of enrolment shortfalls. However YTD costs are \$4.5 million below budget with underspends for both Opex and Staffing.

An initial review of draft October results shows that this trend is continuing and our year-end forecast of a net profit of \$1.3 million is on-track.

Our cash position is better than budget although this will decline as the large projects pick up speed.

Overall the financial position is relatively sound and will provide a good foundation for 2021.



Nelson Marlborough Institute of Technology Limited

EFTS Reporting 30 September 2020

EFTS Reporting

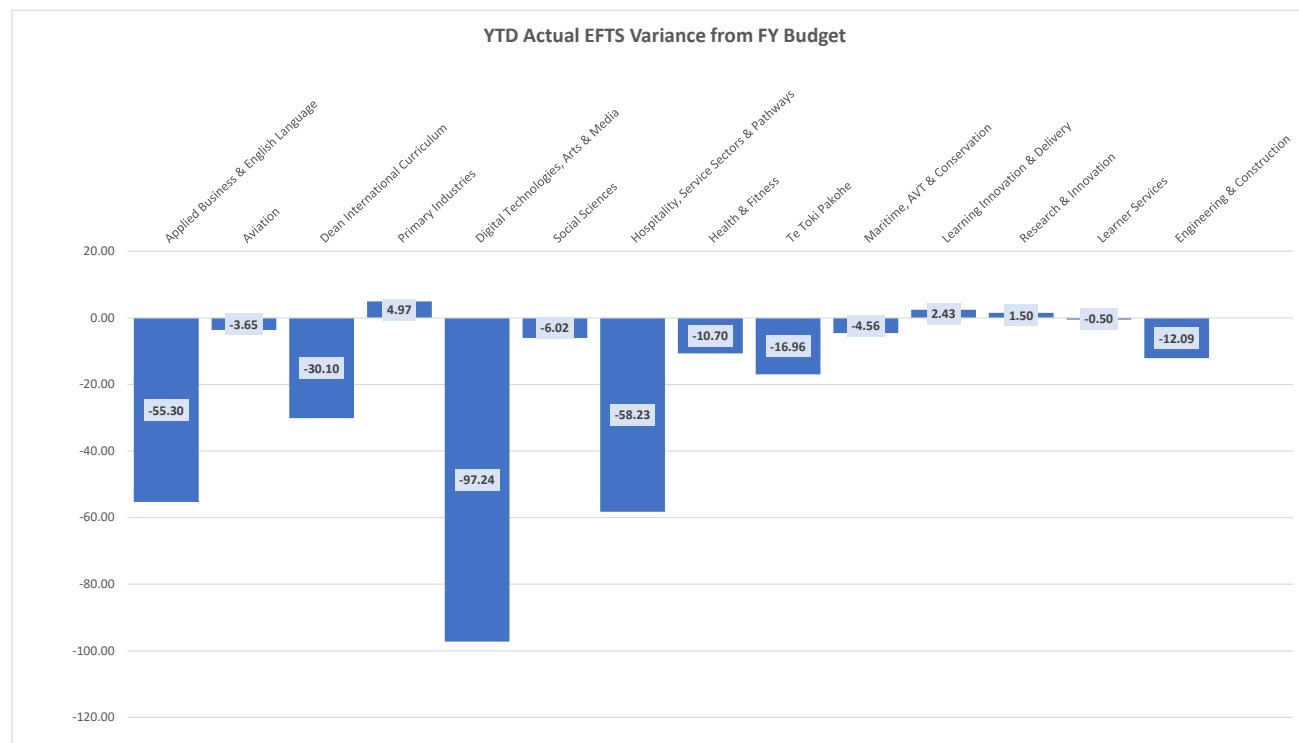
2020 Actual EFTS vs Budget by Source of Funding

Programme Area	Learner Count*	Actual SAC	Actual Int	Actual ITO	Actual YG	Actual STAR	Actual Other	Actual MPTT	Actual ACE	Actual Total	Budget SAC	Budget Int	Budget ITO	Budget YG	Budget STAR	Budget Other	Budget MPTT	Budget ACE	Budget Total	Budget Variance
Applied Business & English Language	892	150.28	319.45				49.87			519.60	204.40	319.50				51.00			574.90	-55.30
Aviation	335	138.81	2.08				6.68		0.29	147.85	139.50	2.00				10.00			151.50	-3.65
Dean International Curriculum	308		145.85						0.85	146.70		176.00						0.80	176.80	-30.10
Digital Technologies, Arts & Media	901	176.32	59.15						31.38	266.85	279.37	59.92						24.80	364.09	-97.24
Engineering & Construction	512	190.91	9.50	9.40	29.50				1.20	240.51	199.00	12.00	18.10	20.00		1.00		2.50	252.60	-12.09
Health & Fitness	288	169.17	16.02				0.54		0.22	185.94	158.00	38.14				0.50			196.64	-10.70
Hospitality, Service Sectors & Pathways	660	72.04	4.21		32.75	44.85			1.19	155.03	119.60	2.00	6.00	29.40	51.28	1.89		3.09	213.26	-58.23
Learner Services																0.50			0.50	-0.50
Learning Innovation & Delivery	35	6.68	0.75							7.43	5.00								5.00	2.43
Maritime, AVT & Conservation	849	189.56	36.64				9.51	0.11	0.48	236.29	195.33	21.53				23.00	0.11	0.88	240.85	-4.56
Primary Industries	483	207.08	33.04				0.18	0.17		240.47	199.50	36.00							235.50	4.97
Research & Innovation	15	4.67	0.33							5.00	3.50								3.50	1.50
Social Sciences	475	249.60								249.60	254.62	1.00							255.62	-6.02
Te Toki Pakohe	466	188.16							3.98	192.14	207.10							2.00	209.10	-16.96
Total	6066	1,743.27	627.01	9.40	62.25	44.85	66.78	0.28	39.58	2,593.42	1,964.92	668.09	24.10	49.40	51.28	87.89	0.11	34.07	2,879.86	-286.44

2020 Actual EFTS vs Forecast by Source of Funding

Programme Area	Learner Count*	Actual SAC	Actual Int	Actual ITO	Actual YG	Actual STAR	Actual Other	Actual MPTT	Actual ACE	Actual Total	Forecast SAC	Forecast Int	Forecast ITO	Forecast YG	Forecast STAR	Forecast Other	Forecast MPTT	Forecast ACE	Forecast Total	Forecast Variance
Applied Business & English Language	892	150.28	319.45				49.87			519.60	182.86	308.03				44.41			535.29	-15.70
Aviation	335	138.81	2.08				6.68		0.29	147.85	143.53	1.67				6.68		0.29	152.17	-4.32
Dean International Curriculum	308		145.85						0.85	146.70		176.00						0.80	176.80	-30.10
Digital Technologies, Arts & Media	901	176.32	59.15						31.38	266.85	198.96	57.17						29.25	285.38	-18.53
Engineering & Construction	512	190.91	9.50	9.40	29.50				1.20	240.51	186.34	9.50	9.33	29.50				1.20	235.87	4.64
Health & Fitness	288	169.17	16.02				0.54		0.22	185.94	177.67	16.50				0.50			194.67	-8.73
Hospitality, Service Sectors & Pathways	660	72.04	4.21		32.75	44.85			1.19	155.03	75.75	4.65	6.99	33.00	51.90			2.35	174.64	-19.61
Learner Services																0.50			0.50	-0.50
Learning Innovation & Delivery	35	6.68	0.75							7.43	6.05	0.75							6.80	0.63
Maritime, AVT & Conservation	849	189.56	36.64				9.51	0.11	0.48	236.29	203.24	34.55				13.23	0.11	0.50	251.63	-15.34
Primary Industries	483	207.08	33.04				0.18	0.17		240.47	228.92	33.80						0.17	262.89	-22.41
Research & Innovation	15	4.67	0.33							5.00	4.67								4.67	0.33
Social Sciences	475	249.60								249.60	258.11								258.11	-8.51
Te Toki Pakohe	466	188.16							3.98	192.14	191.01							3.41	194.42	-2.28
Total	6066	1,743.27	627.01	9.40	62.25	44.85	66.78	0.28	39.58	2,593.42	1,857.10	642.61	16.32	62.50	51.90	65.32	0.28	37.80	2,733.84	-140.42

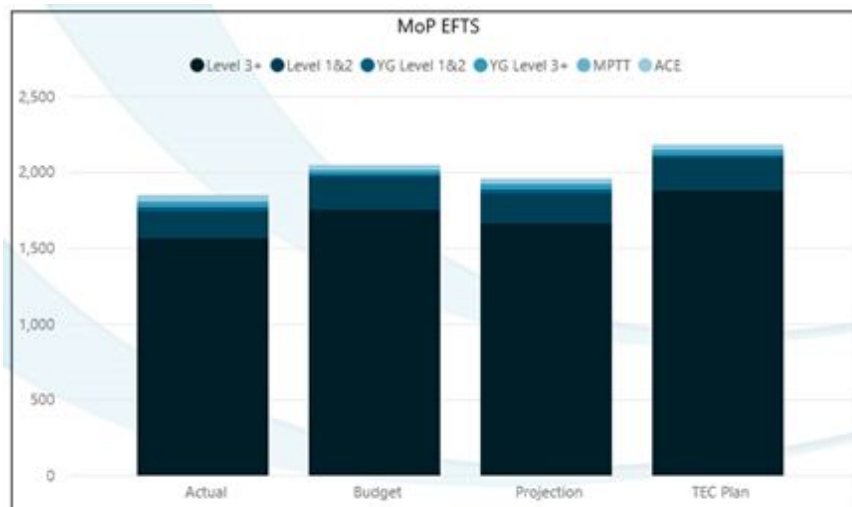
EFTS Reporting : variance explanation



YTD EFTS are 286 (9.9%) below full year budget

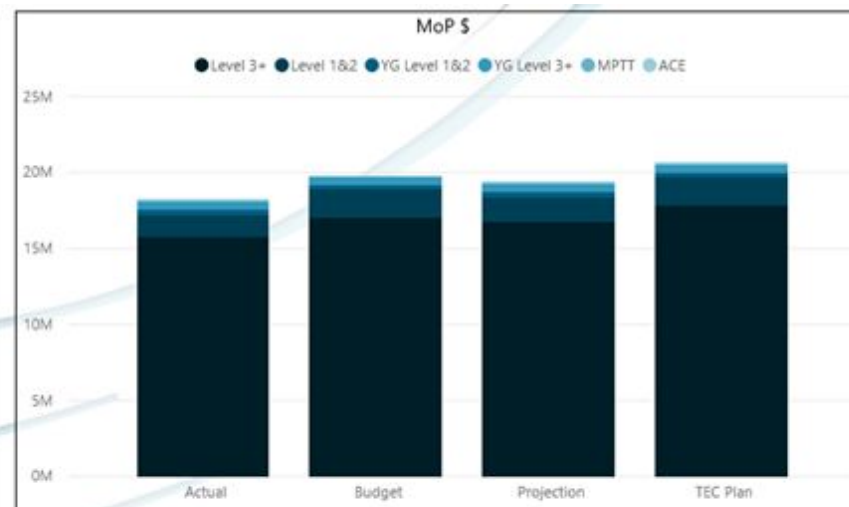
- x Applied Business & English Language EFTS are 56 (10%) below budget. Enrolments in eCampus courses are below full year budget by 17%, JV EFTS are 75% below budget, and English Language programmes by 9%.
- x In China EFTS (Dean International Curriculum) are 30 (17%) below full year budget.
- x Digital Technologies, Arts & Media EFTS are 97 (27%) below full year budget. eCampus enrolments remain lower than budgeted (approx. 38% of full year budget achieved). Enrolments in Bachelor of Arts & Media, Bachelor of Computer Generated Imagery, JV Postgraduate Diploma in IT Security Management are also below budget.
- x Hospitality, Service Sectors & Pathways EFTS are below budget across all programmes, except for Trades Academy. Hospitality, Hair & Beauty, and Tourism EFTS are below full year budget by 24%, 20% and 81% respectively.

EFTS Reporting – Mix of Provision



EFTS	Level 3+	Level 1&2	YG Level 1&2	YG Level 3+	MPTT	ACE	Total
Actual	1,561.87	181.40	30.30	37.00	0.28	39.58	1,850.43
Budget	1,754.82	210.10	18.00	31.40	0.11	34.07	2,048.50
Projection	1,665.28	191.82	30.60	37.00	0.28	37.80	1,962.79
TEC Plan	1,881.58	210.10	18.00	39.40	0.11	36.11	2,185.29

	Level 3+	Level 1&2	YG Level 1&2	YG Level 3+	MPTT	ACE	Total
Act vs. Bud	-192.95	-28.70	12.30	5.60	0.17	5.51	-198.01
Act vs. Bud %	89.0%	86.3%	168.3%	117.8%	256.4%	116.2%	90.3%
Act vs. Proj	-103.42	-10.42	-0.30	0.00	0.00	1.78	-112.31
Act vs. Proj %	93.8%	94.6%	99.0%	100.0%	100.0%	104.7%	94.3%
Act vs. Pin	-319.71	-28.70	12.30	-2.40	0.17	3.48	-334.84
Act vs. Pin %	83.0%	86.3%	168.3%	93.9%	256.4%	109.6%	84.7%
Proj vs. Pin	-216.29	-18.28	12.60	-2.40	0.17	1.69	-222.51



\$	Level 3+	Level 1&2	YG Level 1&2	YG Level 3+	MPTT	ACE	Total
Actual	15,770,040	1,410,377	333,118	538,584	1,128	179,072	18,232,319
Budget	17,036,676	1,853,524	237,470	548,508	440	151,408	19,828,026
Projection	16,715,782	1,682,398	336,416	538,609	1,128	167,983	19,442,316
TEC Plan	17,848,913	1,853,524	237,470	573,539	440	160,456	20,674,341

	Level 3+	Level 1&2	YG Level 1&2	YG Level 3+	MPTT	ACE	Total
Act vs. Bud \$	-1,266,637	-443,147	95,648	-9,924	688	27,664	-1,595,707
Act vs. Bud %	92.6%	76.1%	140.3%	98.2%	256.4%	118.3%	92.0%
Act vs. Proj \$	-945,742	-272,021	-3,298	-25	0	11,089	-1,209,997
Act vs. Proj %	94.3%	83.8%	99.0%	100.0%	100.0%	106.6%	93.8%
Act vs. Pin \$	-2,078,873	-443,147	95,648	-34,954	688	18,616	-2,442,022
Act vs. Pin %	88.4%	76.1%	140.3%	93.9%	256.4%	111.6%	88.2%
Proj vs. Pin \$	-1,133,131	-171,126	98,946	-34,930	688	7,527	-1,232,025
Proj vs. Pin %	93.7%	90.8%	141.7%	93.9%	256.4%	104.7%	94.0%



Nelson Marlborough Institute of Technology Limited

Financial Reporting & Analysis For Period Ending 30 September 2020

Brian Johnston: Finance Manager

NMIT Executive Summary





NMIT Financial Operating Statement

For the period ending 30 September 2020

Category Description (\$000's)	Year to Date				Full Year		
	Actual	Budget	\$ Variance	%+(-)Variance	Budget	2019	2018
Trading Revenue							
TEC Funding - Delivered	18,528	18,937	(409)	(2)%	19,703	18,843	18,073
Youth Guarantee - Delivered	872	741	131	18%	786	818	1,530
ITO	151	186	(35)	(19)%	239	179	225
Star & Trades Academy	519	535	(16)	(3)%	545	569	460
Student Fees - Domestic	6,706	7,309	(602)	(8)%	7,594	7,027	7,161
Student Fees - International	7,701	7,618	83	1%	8,278	7,667	8,187
Interest & Dividends	385	364	21	6%	485	628	743
Other Income	3,030	3,326	(296)	(9)%	4,371	4,711	5,350
Total Trading Revenue	37,893	39,016	(1,123)	(3)%	42,001	40,441	41,729
Less Revenue Recognised in Advance	(8,485)	(6,527)	(1,958)	30%	-	-	-
NZIST Trading Revenue	29,407	32,489	(3,082)	(9)%	42,001	40,441	41,729
Expenditure							
Class Resources	1,109	1,855	746	40%	2,274	1,991	2,341
International Commissions	2,005	2,015	10	0%	2,252	1,969	1,854
Curriculum Support	(29)	13	41	326%	15	106	54
Information Technology	1,115	1,176	61	5%	1,564	1,394	1,192
HR & Training	463	498	35	7%	664	570	762
Marketing & Promotions	247	375	128	34%	501	490	841
Admin & Support	1,201	1,072	(130)	(12)%	1,486	1,525	2,861
Facilities	1,657	2,010	353	18%	2,641	2,511	3,203
Interest Expense	-	-	-	0%	-	-	4
Depreciation, Amortisation & Impairment	3,402	3,600	198	5%	4,800	4,805	4,170
JV/TANZ Costs	1,648	2,467	820	33%	2,537	2,032	1,798
Total Opex Expenses	12,819	15,076	2,257	15%	18,729	17,394	19,081
Less Expenditure Recognised in Advance	(456)	(529)	(72)	14%	-	-	-
NZIST Opex Expenses	12,363	14,547	2,185	15%	18,729	17,394	19,081
Academic Pay	8,641	10,191	1,549	15%	13,674	12,574	13,224
Support Staff Pay	8,201	8,987	786	9%	12,077	11,092	11,274
Total Staffing Costs	16,842	19,178	2,336	12%	25,752	23,665	24,498
Total Expenditure	29,205	33,725	4,520	13%	44,480	41,059	43,579
Profit/(Loss) before Non-Trading Revenue	203	(1,236)	1,439	(116)%	(2,479)	(618)	(1,850)
Profit/(Loss) before Non-Trading Revenue %	1%	(4)%			(6)%	(2)%	(4)%
Non-Trading Revenue							
TEC Funding - Under-delivery	2,265	-	2,265	0%	-	-	-
Youth Guarantee - Under-delivery	45	-	45	0%	-	-	-
Total Non-Trading Revenue	2,311	-	2,311	0%	-	-	-
Profit/(Loss)	2,514	(1,236)	3,750	(303)%	(2,479)	(618)	(1,850)
Profit/(Loss) %	8%	(4)%			(6)%	(2)%	(4)%

NMIT's September YTD result remains favourable to budget, but the favourable variance has decreased by \$(1.1)m during the month, to \$3.8m. Revenues (including NZIST adjustments) have dropped below budget this month and are forecast to be below budget for the full year. Non-trading revenue represents the value of the TEC 'clawback' that would normally have been made due to the under-delivery of EFTS against budget in 2020. Lower revenues continue to be offset by savings in both operating expenses (\$2.2m favourable) and staffing costs (\$2.3m favourable).

Income : variance explanation

Category Description (\$000's)	Year to Date				Full Year		
	Actual	Budget	\$ Variance	%+(-)Variance	Budget	2019	2018
Trading Revenue							
TEC Funding - Delivered	18,528	18,937	(409)	(2)%	19,703	18,843	18,073
Youth Guarantee - Delivered	872	741	131	18%	786	818	1,530
ITO	151	186	(35)	(19)%	239	179	225
Star & Trades Academy	519	535	(16)	(3)%	545	569	460
Student Fees - Domestic	6,706	7,309	(602)	(8)%	7,594	7,027	7,161
Student Fees - International	7,701	7,618	83	1%	8,278	7,667	8,187
Interest & Dividends	385	364	21	6%	485	628	743
Other Income	3,030	3,326	(296)	(9)%	4,371	4,711	5,350
Total Trading Revenue	37,893	39,016	(1,123)	(3)%	42,001	40,441	41,729
Less Revenue Recognised in Advance	(8,485)	(6,527)	(1,958)	30%	-	-	-
NZIST Trading Revenue	29,407	32,489	(3,082)	(9)%	42,001	40,441	41,729

Trading Revenue (excluding NZIST adjustments) is \$(3.1m) (9%) unfavourable to budget.

- x TEC funding (delivered) is unfavourable to due to lower SAC funded EFTS.
- ✓ Youth Guarantee funding (delivered) is favourable to budget due to higher YG EFTS than budgeted.
- x ITO revenues continue to track below budget due to lower Competenz EFTS. Courses scheduled during the Covid-19 lockdown period were cancelled & not rescheduled.
- x Star & Trades Academy revenues are below budget. While Trades Academy revenues are higher than budgeted, the variance is more than offset by lower revenues from STAR courses, particularly in Hospitality.
- x Domestic student fees (both TEC funded and self-funded) are below budget, due to lower EFTS.
- ✓ International student fees remain slightly ahead of budget, but the favourable variance has reduced by \$0.7m from August. The main favourable variances are in BCom \$0.4m, MAM \$0.4m, and NZDip Nautical Science \$0.1m. These are offset by unfavourable variances in CAP \$(0.3)m (intakes cancelled), JV PGDIB \$(0.2)m, & PG Dip LCSM, JV PGDip ITSM, MEC 3&4, and BV&W \$(0.1)m each. Offshore Online deliveries have commenced with 17.2 EFTS at the end of September, mostly in NZCEL.

Income : variance explanation

Category Description (\$000's)	Year to Date				Full Year		
	Actual	Budget	\$ Variance	%+(-)Variance	Budget	2019	2018
Trading Revenue							
TEC Funding - Delivered	18,528	18,937	(409)	(2)%	19,703	18,843	18,073
Youth Guarantee - Delivered	872	741	131	18%	786	818	1,530
ITO	151	186	(35)	(19)%	239	179	225
Star & Trades Academy	519	535	(16)	(3)%	545	569	460
Student Fees - Domestic	6,706	7,309	(602)	(8)%	7,594	7,027	7,161
Student Fees - International	7,701	7,618	83	1%	8,278	7,667	8,187
Interest & Dividends	385	364	21	6%	485	628	743
Other Income	3,030	3,326	(296)	(9)%	4,371	4,711	5,350
Total Trading Revenue	37,893	39,016	(1,123)	(3)%	42,001	40,441	41,729
Less Revenue Recognised in Advance	(8,485)	(6,527)	(1,958)	30%	-	-	-
NZIST Trading Revenue	29,407	32,489	(3,082)	(9)%	42,001	40,441	41,729

- ✓ Interest & dividend income continues to track ahead of budget due to higher than budgeted cash & investments balances.
- x Other income is unfavourable to budget overall. Higher revenues than budgeted from student services levy \$0.1m (contra expense) and unbudgeted revenues from the Technology Access Fund for Learners (TAFL) \$0.2m and Hardship Fund for Learners (HAFL) \$0.1m. Lower revenues from Café Ake Ake \$(0.1)m (closure during lockdown), ELTO \$(0.2)m (course cancellation), In China delivery \$(0.2)m (timing) and ELP Short Courses \$(0.2)m (China partner Summer School cancellation).

NZIST trading revenue is \$(3.1)m (9%) unfavourable to budget.

- x Revenue recognised in advance is unfavourable to budget. This adjustment is required for NZIST reporting purposes to adjust fees and funding revenue streams to a delivery basis of revenue recognition (rather than an enrolment basis).

Non-trading revenue is \$2.3m favourable to budget.

- ✓ Non-trading revenue is TEC funding that would have been repayable if the funding condition requiring repayment for non-delivery had not been waived for 2020.

Operating Expenditure - variance explanation

Category Description (\$000's)	Year to Date				Full Year		
	Actual	Budget	\$ Variance	%+(-)Variance	Budget	2019	2018
Expenditure							
Class Resources	1,109	1,855	746	40%	2,274	1,991	2,341
International Commissions	2,005	2,015	10	0%	2,252	1,969	1,854
Curriculum Support	(29)	13	41	326%	15	106	54
Information Technology	1,115	1,176	61	5%	1,564	1,394	1,192
HR & Training	463	498	35	7%	664	570	762
Marketing & Promotions	247	375	128	34%	501	490	841
Admin & Support	1,201	1,072	(130)	(12)%	1,486	1,525	2,861
Facilities	1,657	2,010	353	18%	2,641	2,511	3,203
Interest Expense	-	-	-	0%	-	-	4
Depreciation, Amortisation & Impairment	3,402	3,600	198	5%	4,800	4,805	4,170
JV/TANZ Costs	1,648	2,467	820	33%	2,537	2,032	1,798
Total Opex Expenses	12,819	15,076	2,257	15%	18,729	17,394	19,081
Less Expenditure Recognised in Advance	(456)	(529)	(72)	14%	-	-	-
NZIST Opex Expenses	12,363	14,547	2,185	15%	18,729	17,394	19,081

YTD Opex is \$2.2m (15%) favourable to budget.

Significant variances include:

- ✓ Class Resources - \$0.7m favourable overall, with lower course purchases (\$0.1m) mainly in Aviation, Engineering & Construction and Hospitality programmes, lower cost of sales (\$0.1m) in Cafe Ake Ake (closure during lockdown - contra revenue), reduced course travel & accommodation costs (\$0.5m) particularly for In China delivery (cancellation of tutor travel), and ELTO & English Language short courses (course cancellation), and lower clinical experience costs (\$0.1m) in Bachelor of Nursing (short course cancellations).
- ✓ International Commissions – on budget, in line with revenues.
- ✓ Curriculum Support – small favourable variance in research costs (release of 2019 over-accrued expenditure & refund of unspent 2019 research grants).
- ✓ Information Technology – favourable variance in licence fees for BCGI.
- ✓ HR & Training – favourable variances in professional memberships (TANZ Accord), professional development (events cancelled due to Covid-19), and registration fees (reduction in international marketing events). Partly offset by unbudgeted spend from Hardship Fund for Learners (contra revenue).

Operating Expenditure - variance explanation cont'd

Category Description (\$000's)	Year to Date				Full Year		
	Actual	Budget	\$ Variance	%+(-)Variance	Budget	2019	2018
Expenditure							
Class Resources	1,109	1,855	746	40%	2,274	1,991	2,341
International Commissions	2,005	2,015	10	0%	2,252	1,969	1,854
Curriculum Support	(29)	13	41	326%	15	106	54
Information Technology	1,115	1,176	61	5%	1,564	1,394	1,192
HR & Training	463	498	35	7%	664	570	762
Marketing & Promotions	247	375	128	34%	501	490	841
Admin & Support	1,201	1,072	(130)	(12)%	1,486	1,525	2,861
Facilities	1,657	2,010	353	18%	2,641	2,511	3,203
Interest Expense	-	-	-	0%	-	-	4
Depreciation, Amortisation & Impairment	3,402	3,600	198	5%	4,800	4,805	4,170
JV/TANZ Costs	1,648	2,467	820	33%	2,537	2,032	1,798
Total Opex Expenses	12,819	15,076	2,257	15%	18,729	17,394	19,081
Less Expenditure Recognised in Advance	(456)	(529)	(72)	14%	-	-	-
NZIST Opex Expenses	12,363	14,547	2,185	15%	18,729	17,394	19,081

- ✓ Marketing & Promotions – favourable variance overall due to lower advertising and promotional printing/copying costs (timing of marketing activities), and saving in export education levy (waived for 2020).
- x Admin & Support – \$(0.1)m unfavourable to budget overall with unfavourable variances in miscellaneous costs (\$0.1m payment to the Crown on sale of Seymour St property (waiver/refund application submitted), \$0.1m budgeted savings targets for Maritime and Engineering & Construction programmes), and audit fees \$0.1m (March 2020 audit unbudgeted). Partly offset by a favourable variance in admin travel & accommodation \$0.2m (cancellation of International Marketing trips & non-essential domestic air travel).
- ✓ Facilities Costs – favourable to budget with lower repairs & maintenance costs \$0.2m and savings in energy costs \$0.1m from lockdown. NMIT campuses were closed from 25 March to 17 May.
- ✓ Depreciation expense – favourable to budget by \$0.2m due to delays in capital expenditure purchases and change in accounting policy for programme development costs which, from 1 April, are now expensed. The capitalised balance of development costs at 31st March (\$0.5m) was written off as an amalgamation adjustment through retained earnings.
- ✓ JV/TANZ costs – favourable variance due to lower EFTS delivery through the eCampus platform & JV partners ATMC and Seafood Training Services (contra revenue).
- x Expenditure Recognised in Advance – this adjustment relates to JV costs which, for NZIST reporting purposes, are recognised on a delivery basis in line with the associated revenues. Unfavourable variance due to lower JV/TANZ costs.

Pays - variance explanation

Category Description (\$000's)	Year to Date				Full Year		
	Actual	Budget	\$ Variance	%+(-)Variance	Budget	2019	2018
Academic Pay	8,641	10,191	1,549	15%	13,674	12,574	13,224
Support Staff Pay	8,201	8,987	786	9%	12,077	11,092	11,274
Total Staffing Costs	16,842	19,178	2,336	12%	25,752	23,665	24,498

Academic pays

- ✓ Academic pays continue to track favourably to budget with a \$1.5m favourable variance overall, spread across most programme areas. Main favourable variances are in In China \$0.2m (lower spend on contractors/redeployment of ELP staff to teach courses online) & China NZ \$0.1m (lower spend on mentors due to lower numbers of China project students), ABEL \$0.3m (lower spend on contractors in MAM, PGDip LSCM), Engineering & Construction \$0.2m, MAC \$0.1m (lower spend on contractors in DOC Field Skills & Maritime programme development, and reduced staffing in Maritime Engineering), Health & Fitness \$0.1m (lower spend on contractors for health short courses (course cancellations) and part-time staff for BN Year 1), DTAM \$0.1m (cancelled ACE courses, BCGI staffing reduction).
- ✓ \$0.2m reduction in annual leave liability to 31st March across all programme areas. Leave liabilities will increase again by year end.
- ✓ Salary increases due under TEU collective agreement were processed in March. The negotiated increase was passed on to staff on IEAs in June.

Support Staff pays

- ✓ Remain \$0.7m favourable to budget overall. Savings achieved from vacant positions across a range of business support areas, notably CEO Admin (vacant ED LID and ED FCBI positions) \$0.3m, IT Services (delays in filling Systems Admin & Systems Network Manager positions) \$0.1m, Health & Fitness (delays in filling CM position) \$0.1m, Learner Services (replacement of Cultural Advisor & International Accommodation roles with outsourced services) \$0.1m.
- ✓ Salary increases due under TIASA collective agreement were processed in May. The negotiated increase was passed on to staff on IEAs in August.

Capital Expenditure as at 30 September 2020

	2020 YTD Actual	2020 Original Budget	2019 Carry Forward	Balance To Spend	%
Land	-	-	-	-	0%
Buildings	196	3,597	-	3,401	5%
Art	-	-	-	-	0%
Computers	466	1,474	85	1,093	30%
Programme Development	8	383	-	374	2%
Plant & Equipment	316	736	-	420	43%
Vehicles	206	182	-	(24)	113%
Books	44	105	-	60	42%
Work in progress movement	338	-	-	(338)	0%
Total	1,575	6,476	85	4,986	24%

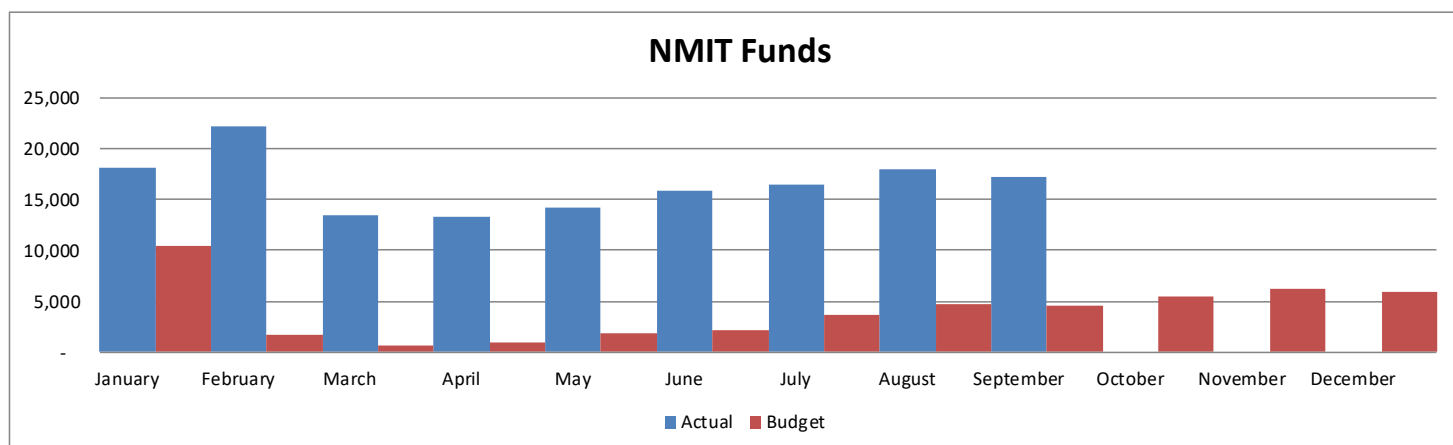
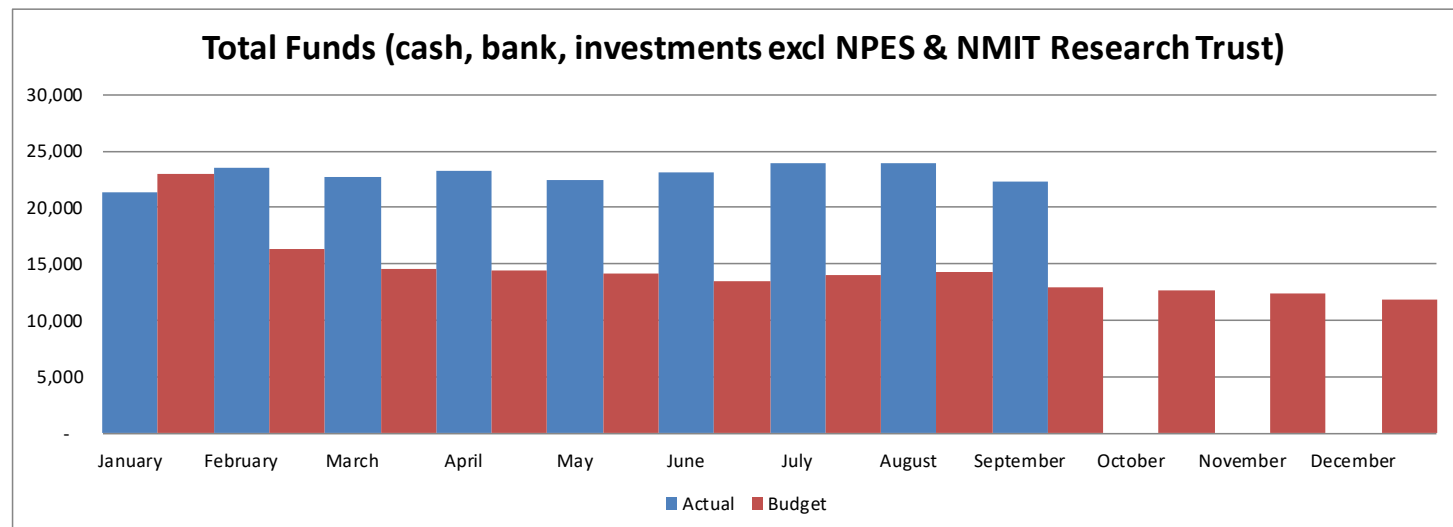
- \$85k approved budget from 2019 has been carried forward to 2020. This is for the replacement of obsolete PCs, purchase of a mobile phone for new CM, and firewall implementation.
- \$1.6m (24%) of the full year capex budget (including carry forward) has been spent YTD. Only \$15k of the approved spend for K Block redevelopment (\$1.1m) and Carpentry Barn relocation (\$650k) has been spent to date.
- NMIT has adopted the NZIST policy of expensing programme development costs from 1 April 2020. Under this policy, staff salary costs on development of Aviation programmes (DARS, GEOT, AME), and Diploma in Tourism & Hospitality management are now being expensed.
- Work in progress will be allocated to asset categories on completion. Major items in work in progress at 30 September include A Block L2 & 3 refurbishment, A Block toilet refurbishment, replacement of wireless access points, K Block redevelopment, T Block heating & air conditioning upgrades, Richmond Campus building upgrades, and purchase of course equipment for Engineering & Construction programmes.

Capital Expenditure as at 30 September 2020 in Excess of \$500,000

	2020 YTD Actual	2020 Budget	Balance To Spend	%
K Block Redevelopment	11	1,198	1,187	1%
Carpentry Barn Relocation	4	650	646	1%
Marlborough Campus	23	500	477	5%
Total	38	2,348	2,310	2%

- **K- Block Redevelopment** – Project Manager appointed. All staff and students have been vacated from the building. Tenders for works have been received with some works already commenced (removal of ceiling panel and some internal wall panels). This is also to enable an intrusive asbestos investigation which is required given the extent of the refurbishment, even though there is no known asbestos in the building.
- **Carpentry Barn Relocation (Richmond)** – firm pricing received for building, earthworks, electrical, water, drainage and security fencing. On site meetings held 13 October with project manager and contractors, with work expected to start week commencing 26 October.
- **Marlborough Campus** – Stage 1: construction to commence early November (under control of MRC). The timing has been planned around our end of year semester, in particular heavy earth works. Next step is the landscaping surrounding this area, tenders close on 20 October. Stage 2 - concept design completed and QS estimates received. This work is to redevelop the carpark and enhance NMIT entrance as this will become the main entrance for MRC and BRI as well. If we do proceed with this work it will be scheduled to commence early 2021. NMIT estimated share of this work is \$250K

Cash flow Graph



NMIT funds remain well ahead of budget despite declining by \$0.7m this month to \$17.2m (\$12.6m ahead of budget). This variance will reduce over the remaining 3 months of the year, as spending on major capital works increases, but will remain favourable to budget at year end.



NMIT Statement of Financial Position

As at 30 September 2020

	Institute Actual 30th September 2020 (\$000)	Budget 30th September 2020 (\$000)	Actual 30th September 2019 (\$000)
Assets			
Current assets			
Cash and cash equivalents	4,952	2,146	2,093
Debtors and other receivables	6,565	6,696	3,196
Investments	18,350	11,825	21,000
Prepayments	399	675	510
NZIST adjustments	(5,435)	(3,580)	-
Total current assets	24,830	17,763	26,799
Non-current assets			
Investments	1,048	1,160	1,160
Property, plant and equipment	87,132	91,730	90,208
Intangible assets	1,109	2,638	2,142
Total non-current assets	89,289	95,528	93,511
Total assets	114,119	113,291	120,310
Liabilities			
Current liabilities			
Creditors & other payables	3,424	2,882	3,121
Revenue received in advance	2,835	6,250	5,029
Provisions	1,120	1,289	2,117
Other financial liabilities	1,532	1,300	1,656
NZIST adjustments	2,594	2,419	-
Total current liabilities	11,505	14,140	11,924
Non-current liabilities			
Provisions	231	225	222
Total non-current liabilities	231	225	222
Total liabilities	11,736	14,364	12,145
Net assets	102,384	98,926	108,165
Equity			
Capital introduced	29,039	29,039	29,039
Accumulated funds	25,068	19,580	22,820
NZIST adjustment - accumulated funds	(8,029)	(5,998)	-
Revaluation reserves	53,450	53,450	53,450
Capital reserves	2,855	2,855	2,855
Total equity	102,384	98,926	108,165

- ✓ NMIT's net assets / total equity declined by \$0.4m during the month, but is still \$3.5m favourable to budget.
- ✓ Cash & investments are \$9.3m ahead of budget due to reduced opex & staff costs, the timing of capital expenditure, and higher than budgeted opening balances.
- x Non-current assets remain below budget (by \$6.2m) due to lower opening balances than budgeted, timing of current year capital expenditure, and the write off of previously capitalised programme development costs (accounting policy change).
- ✓ Current liabilities are \$2.6m favourable to budget largely due to lower student fees in advance.
- Adjustments have been made to current assets & current liabilities to reflect the NZIST reporting requirements of recognising fees and funding revenues & JV costs on a delivery (rather than enrolment) basis. These adjustments will reduce throughout the financial year. Prior year comparatives have not been adjusted.



NMIT Financial Statement of Cashflows

For the period ending 30 September 2020

	Institute		
	Actual	Budget	Actual
	30th September 2020 (\$000)	30th September 2020 (\$000)	30th September 2019 (\$000)
Cash flows from operating activities			
Receipts from government grants	16,318	14,549	16,331
Receipts from tuition fees	8,567	13,709	12,586
Receipts from other income	4,214	4,899	5,213
Interest & Dividend income received	444	364	445
Payments to employees	(17,612)	(19,749)	(16,697)
Payments to suppliers	(7,592)	(10,687)	(9,506)
GST (net)	82	84	194
Net cash flows from operating activities	4,420	3,168	8,566
Cash flows from investing activities			
Receipts from sale of property, plant and equipment	456	-	-
Realisation of investments	-	3,400	-
Purchase of property, plant and equipment	(1,541)	(6,061)	(1,577)
Purchase of intangible assets	(33)	(415)	(108)
Acquisition of investments	(2,550)	-	(6,900)
Net cash flows from investing activities	(3,669)	(3,076)	(8,586)
Net increase/(decrease) in cash and cash equivalents	751	93	(20)
Cash and cash equivalents at beginning of year	4,201	2,053	2,113
Closing cash and cash equivalents	4,952	2,146	2,093

- ✓ Net cash flows from operating activities remain favourable to budget by \$1.3m. While revenues remain lower than budgeted, this is more than offset by lower operating and staffing costs.
- x Net cash flows from investing activities are unfavourable to budget, but this reflects an increase in the placement of surplus funds on short term deposit.
- ✓ Overall, cash and cash equivalents are \$2.8m ahead of budget.
- Note that cash and cash equivalents excludes short term investments which, at \$18.3m, are \$6.5m ahead of budget.

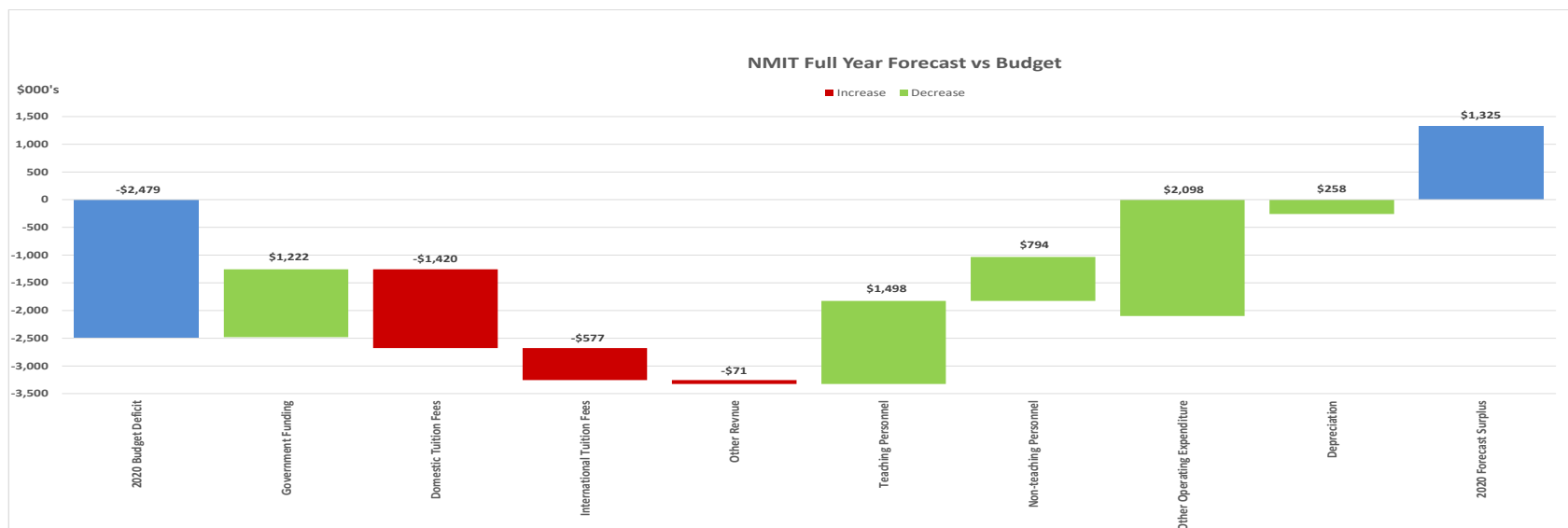
Financial Forecast as at 6 October 2020

(000's)	Full Year		
	Budget	Forecast	Variance
Income			
Government Funding	20,489	21,711	1,222
Domestic Tuition Fees	8,560	7,140	(1,420)
International Tuition Fees	8,278	7,701	(577)
Other Revenue	4,675	4,604	(71)
Total Revenue	42,001	41,157	(844)
Expenditure			
Teaching Personnel	13,674	12,176	(1,498)
Non-teaching Personnel	12,077	11,283	(794)
Other Operating Expenditure	13,929	11,831	(2,098)
Depreciation	4,800	4,542	(258)
Total Expenditure	44,480	39,832	(4,648)
Surplus/(Deficit)	(2,479)	1,325	3,804
%	(5.9)%	3.2%	

NMIT has revised its full year forecast to a surplus of \$1.3m, \$3.8m favourable to the budgeted deficit of \$(2.5)m, and an improvement of \$0.7m on the July forecast.

Main assumptions:

- 100% of SAC, YG & Fees Free funding recognised.
- Both Domestic and International Tuition Fees decline due to lower EFTS.
- Delivery of 2020/21 intakes of China programmes (offshore) proceed.
- Salary savings achieved in both academic and support staff (reduction in contractors, recruitment freeze and non-replacement of staff).
- Savings in operating costs from reduced travel expenditure, fewer international marketing activities, lower depreciation, and reduced JV costs due to lower JV EFTS.





Financial Forecast as at 6 October 2020

Balance Sheet			
(000's)	Full Year		
	Budget	Forecast	Variance
Cash and cash equivalents	1,553	2,307	754
Short term investments	10,825	14,800	3,975
Accounts receivable	1,474	807	(667)
Other current assets	1,275	700	(575)
Current assets	15,127	18,614	3,487
Non-current assets	94,328	92,139	(2,189)
Creditors	2,404	2,780	376
Accruals	1,608	1,668	60
Student fees in advance	7,000	3,600	(3,400)
Other current liabilities	535	1,274	739
Current liabilities	11,547	9,322	(2,225)
Non-current liabilities	225	237	12
Equity	97,683	101,194	3,511

Statement of Cash flows			
(000's)	Full Year		
	Budget	Forecast	Variance
Cash flows from operating activities			
Operating receipts	41,809	36,981	(4,828)
Operating payments	(39,633)	(34,763)	4,870
Net cash flows from operating activities	2,176	2,218	42
Cash flows from investing activities			
Asset sales	0	455	455
Sale of investments	4,400	0	(4,400)
Asset purchases	(6,476)	(5,567)	909
Net cash flows from operating activities	(2,076)	(5,112)	(3,036)
Net cash flow	100	(2,894)	(2,994)

Main assumptions:

- No funding recoveries payable for under-delivery of EFTS.
- Reduction in fees in advance due to lower international student numbers.
- Staff leave liabilities increase due to increased salaries & higher year end leave balances (fewer days taken during the year).



Nelson & Marlborough Institute of Technology

Investments



Investments as at 30 September 2020

a) Summary		<u>30 September 2020</u>			<u>31 August 2020</u>		<u>Change</u>	
Bank	Rating	Amount	Average Rate	Average Term	Amount	Average Rate	Value	Average Rate
ANZ	AA-	3,000,000	1.651%	161.25	3,000,000	1.651%	-	0.00%
BNZ	AA-	6,300,000	1.936%	172.29	6,300,000	1.936%	-	0.00%
SBS	BBB	4,250,000	2.202%	197.22	8,300,000	2.478%	(4,050,000)	(0.28)%
Westpac	AA-	4,800,000	1.717%	180.00	4,800,000	1.717%	-	0.00%
Total		\$18,350,000	1.894%	174.42	\$22,400,000	2.052%	(\$4,050,000)	(0.16)%
b) Other Cash not on deposit		\$ 4,951,551			\$ 2,540,479		2,411,072	
c) New Deposits during Month		\$ -			\$ 5,500,000		(5,500,000)	
d) Deposits broken in month		\$ -			\$ -		-	
e) Due Repayment coming month		\$ 3,700,000			\$ 4,050,000		(350,000)	



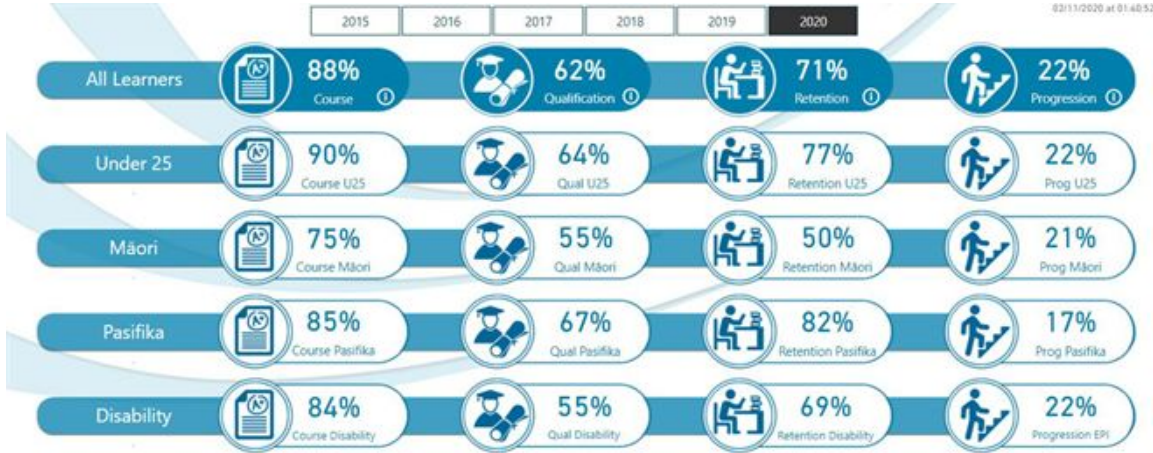
Te Kaupapa: Key Performance Indicators

1. PURPOSE:

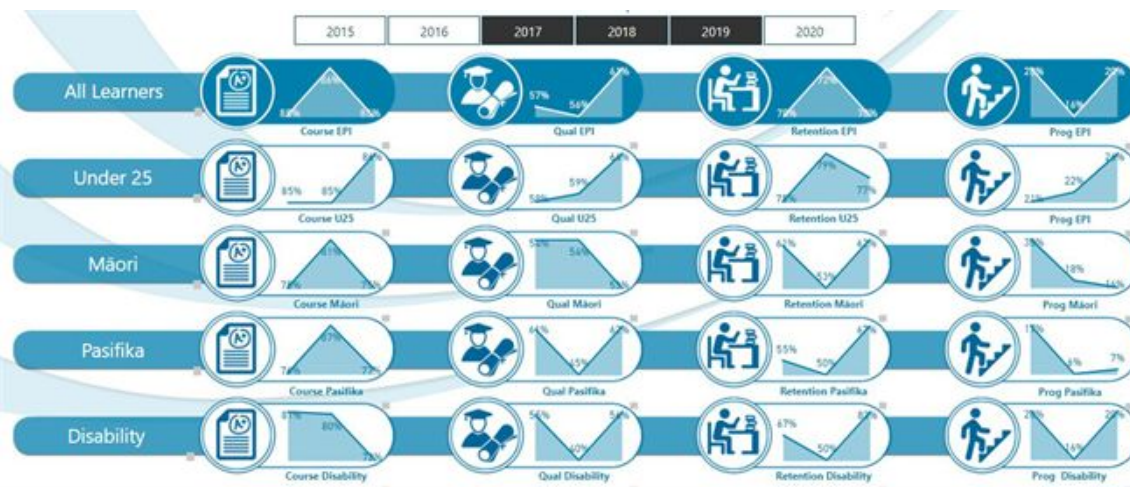
FUNCTION:	For Information
NĀ:	Wayne Jackson Chief Executive
TE RĀ:	23 November 2020
PURPOSE:	The purpose of this paper is to provide the Board with an update on the progress against Key Performance Indicators (KPIs) as at 2 November 2020.
RECOMMENDATION(S):	<p>It is recommended that the NMIT Board resolve to:</p> <ol style="list-style-type: none">1. Board members note the current performance levels and provides feedback on appropriateness and suitability of topics covered in relation to suitability for future reporting.

2. EXECUTIVE SUMMARY

- All curriculum and business support areas have completed one condensed Performance Panel (this was put in place during lockdown and alert levels) and one full performance panel, all will have completed a second full performance panel prior to the end of the year.
- At risk learners have increased but are being well managed and supported across NMIT, mostly this involves extensions being given due to practical placements and difficulties during lockdown. With a few exceptions all those due to complete their studies this year will do so.
- Overall domestic enrolments are down circa 5% when compared to 2019, Bachelor programmes show the largest decline.
- Programme withdrawals for 2020 have decreased 11% compared to 2019.

TOPIC	STATUS REPORT	COMMENTARY																																										
Course retention and completion	<p>Current report – 2 November 2020</p>  <table><thead><tr><th></th><th>2015</th><th>2016</th><th>2017</th><th>2018</th><th>2019</th><th>2020</th></tr></thead><tbody><tr><td>All Learners</td><td>88% Course</td><td>62% Qualification</td><td>71% Retention</td><td>22% Progression</td><td></td><td></td></tr><tr><td>Under 25</td><td>90% Course U25</td><td>64% Qual U25</td><td>77% Retention U25</td><td>22% Prog U25</td><td></td><td></td></tr><tr><td>Māori</td><td>75% Course Māori</td><td>55% Qual Māori</td><td>50% Retention Māori</td><td>21% Prog Māori</td><td></td><td></td></tr><tr><td>Pasifika</td><td>85% Course Pasifika</td><td>67% Qual Pasifika</td><td>82% Retention Pasifika</td><td>17% Prog Pasifika</td><td></td><td></td></tr><tr><td>Disability</td><td>84% Course Disability</td><td>55% Qual Disability</td><td>69% Retention Disability</td><td>22% Progression EPI</td><td></td><td></td></tr></tbody></table>		2015	2016	2017	2018	2019	2020	All Learners	88% Course	62% Qualification	71% Retention	22% Progression			Under 25	90% Course U25	64% Qual U25	77% Retention U25	22% Prog U25			Māori	75% Course Māori	55% Qual Māori	50% Retention Māori	21% Prog Māori			Pasifika	85% Course Pasifika	67% Qual Pasifika	82% Retention Pasifika	17% Prog Pasifika			Disability	84% Course Disability	55% Qual Disability	69% Retention Disability	22% Progression EPI			<p>Extensions to assessment dates have been approved which have extended the end date of some courses. Course completion rates will not be affected by this.</p> <p>Qualification completion rates at 62% are expected to improve given that a large number are still in progress.</p> <p>Action plans and ongoing learner support is in place to ensure that Māori & Pasifika achievement gaps are being addressed - the reason for lower course completions is high withdrawal rates, particularly for Māori.</p>
	2015	2016	2017	2018	2019	2020																																						
All Learners	88% Course	62% Qualification	71% Retention	22% Progression																																								
Under 25	90% Course U25	64% Qual U25	77% Retention U25	22% Prog U25																																								
Māori	75% Course Māori	55% Qual Māori	50% Retention Māori	21% Prog Māori																																								
Pasifika	85% Course Pasifika	67% Qual Pasifika	82% Retention Pasifika	17% Prog Pasifika																																								
Disability	84% Course Disability	55% Qual Disability	69% Retention Disability	22% Progression EPI																																								

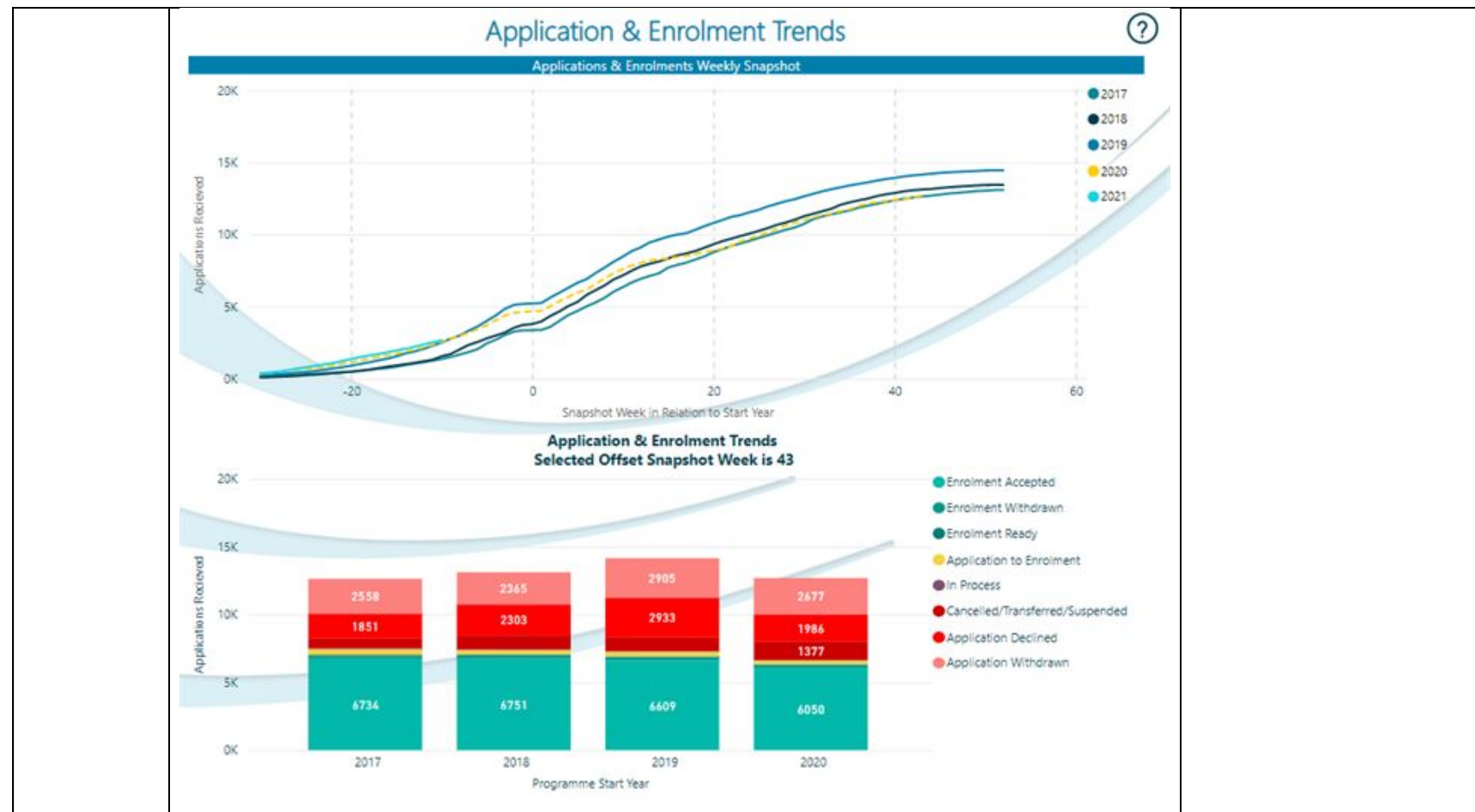
2017-2019 trends



No change since last reporting period and will not change for remainder of 2020.

TOPIC	STATUS REPORT	COMMENTARY
<p>'At Risk' Learners</p>	<div><div><div><div><div>Owner Page</div><div>Learner Page</div></div><div><h3>Pastoral Entries - Overview</h3><div><div>2019</div><div>2020</div></div><div><div><div>Concerns</div><div>407</div><div>Concerns Raised All Learners</div></div><div><div>231</div><div>Open Concerns Current Learners</div></div><div><div>68</div><div>Unread Concerns Current Learners</div></div><div><div>176</div><div>Awaiting Response Current Learners</div></div></div><div><div>Learners</div><div>149</div><div>Learners</div></div><div><div>148</div><div>Monitoring</div></div><div><div>1</div><div>Probation</div></div><div><div>0</div><div>Exclusion</div></div></div><div><div><div>Concerns Raised by Category (all learners)</div><div><div>Other</div><div>Poor attendance</div><div>Academic Misconduct</div><div>Behaviour / Harass...</div><div>Disciplinary</div><div>Employment / Work...</div><div>Failure to progress</div><div>Financial Hardship</div><div>Health</div><div>Health and Safety</div></div><div><div>0</div><div>100</div></div></div><div><div><div>Open Concerns by Category (current learners)</div><div><div>Other</div><div>Poor attendance</div><div>Academic Misconduct</div><div>Behaviour / Harass...</div><div>Disciplinary</div><div>Employment / Work...</div><div>Failure to progress</div><div>Financial Hardship</div><div>Health</div><div>Health and Safety</div></div><div><div>0</div><div>80</div></div></div><div><div><div>Opened vs Closed Concerns by Month & Year</div><div><div>Opened Entries</div><div>Closed Entries</div></div><div><div>2019</div><div>2020</div></div><div><div>0</div><div>200</div><div>400</div></div><div><div>January</div><div>February</div><div>March</div><div>April</div><div>May</div><div>June</div><div>July</div><div>August</div><div>September</div><div>October</div></div></div></div></div></div></div></div></div>	<p>Poor attendance and poor academic performance are the major areas of concern however it should be noted that learner health and wellbeing is an area being actively managed through counselling and as appropriate, hardship funding. The October invoice from OCP shows that students are requiring less counselling and that it is getting back to a 'pre-COVID' level.</p> <p>All areas are actively managing and supporting at risk learners.</p>

TOPIC	STATUS REPORT	COMMENTARY																					
Applications & Enrolments	Enrolments as of Week 43:	<p>Domestic applications show that as of week 43 we are 5% up compared to 2019. However, the conversion rate is tracking down for 2020.</p> <p>NMIT has commenced delivery of NZCEL level 3 & 4 (two level 4 cohorts now running), two Bachelor level 7 courses and two Masters courses commenced in October. Level 5 NZCEL is under development delivery to commence in November. Further Maters and Bachelors courses are also planned for development over the next two months.</p>																					
	<table><tr><th>Domestic</th><th>Applications Received</th><th>Volume Percentage</th><th>Enrolment Accepted/Ready</th><th>Conversion Rate</th><th>EFTS</th><th>Growth Trend</th></tr><tr><td>2019</td><td>8,002</td><td></td><td>5,461</td><td>68%</td><td>2,096.22</td><td></td></tr><tr><td>2020</td><td>8,403</td><td>5%</td><td>5,374</td><td>64%</td><td>1,979.58</td><td>-6%</td></tr></table>		Domestic	Applications Received	Volume Percentage	Enrolment Accepted/Ready	Conversion Rate	EFTS	Growth Trend	2019	8,002		5,461	68%	2,096.22		2020	8,403	5%	5,374	64%	1,979.58	-6%
	Domestic		Applications Received	Volume Percentage	Enrolment Accepted/Ready	Conversion Rate	EFTS	Growth Trend															
	2019		8,002		5,461	68%	2,096.22																
	2020		8,403	5%	5,374	64%	1,979.58	-6%															
	<table><tr><th>International</th><th>Applications Received</th><th>Volume Percentage</th><th>Enrolment Accepted/Ready</th><th>Conversion Rate</th><th>EFTS</th><th>Growth Trend</th></tr><tr><td>2019</td><td>6,173</td><td></td><td>1,226</td><td>20%</td><td>753.84</td><td></td></tr><tr><td>2020</td><td>4,287</td><td>-31%</td><td>749</td><td>17%</td><td>646.20</td><td>-14%</td></tr></table>		International	Applications Received	Volume Percentage	Enrolment Accepted/Ready	Conversion Rate	EFTS	Growth Trend	2019	6,173		1,226	20%	753.84		2020	4,287	-31%	749	17%	646.20	-14%
	International		Applications Received	Volume Percentage	Enrolment Accepted/Ready	Conversion Rate	EFTS	Growth Trend															
	2019		6,173		1,226	20%	753.84																
	2020		4,287	-31%	749	17%	646.20	-14%															
	<table><tr><th>Status</th><th>Domestic</th><th>International</th><th>Total</th></tr><tr><td>Enrolment Cancellation</td><td>1,431</td><td>221</td><td>1,652</td></tr><tr><td>Enrolment Transfers</td><td>377</td><td>179</td><td>556</td></tr><tr><td>Enrolment Withdrawals</td><td>292</td><td>2</td><td>294</td></tr><tr><td>Total</td><td>2,100</td><td>402</td><td>2,502</td></tr></table>		Status	Domestic	International	Total	Enrolment Cancellation	1,431	221	1,652	Enrolment Transfers	377	179	556	Enrolment Withdrawals	292	2	294	Total	2,100	402	2,502	
	Status		Domestic	International	Total																		
	Enrolment Cancellation		1,431	221	1,652																		
Enrolment Transfers	377	179	556																				
Enrolment Withdrawals	292	2	294																				
Total	2,100	402	2,502																				



TOPIC	STATUS REPORT	COMMENTARY										
Enrolment withdrawals	<div><h3>Application & Enrolment Trends</h3><p>Applications & Enrolments Weekly Snapshot</p><p>Application & Enrolment Trends Selected Offset Snapshot Week is 43</p><p>Enrolment Withdrawn</p><table><thead><tr><th>Programme Start Year</th><th>Enrolment Withdrawn</th></tr></thead><tbody><tr><td>2017</td><td>189</td></tr><tr><td>2018</td><td>250</td></tr><tr><td>2019</td><td>235</td></tr><tr><td>2020</td><td>223</td></tr></tbody></table></div>	Programme Start Year	Enrolment Withdrawn	2017	189	2018	250	2019	235	2020	223	<p><u>Enrolment withdrawals:</u></p> <p>September 2018: 250</p> <p>September 2019: 235</p> <p>September 2020: 223</p> <p>5% decrease on 2019</p> <p><u>Programme area breakdown:</u></p> <p>78 from Te Toki Pakohe</p>
Programme Start Year	Enrolment Withdrawn											
2017	189											
2018	250											
2019	235											
2020	223											

TOPIC	STATUS REPORT	COMMENTARY
Complaints & Misconduct	Complaints	
	Complaints received this period (22 September - 2 November 2020)	2
	Complaints yet to be resolved (excluding those received this period)	0
	Complaints resolved/closed during report period	1
	Student Misconduct (Non-academic)	
	Student Misconduct matters reported in this period (22 September - 2 November 2020)	3
Ongoing student misconduct investigations	0	
Student misconduct investigations resolved/closed during report period	3	
		<ul style="list-style-type: none">• 1 complaint regarding allegation of dissatisfaction of resources, tutor delivery- <i>resolved</i>• 1 external complaint regarding refund of fees due to course dissatisfaction – <i>in-progress</i>• 2 x allegation of serious student misconduct related to breach of Student Charter (1 x <i>resolved formally</i> and 1 x <i>referred to police</i>)• 1 allegation of student misconduct regarding several students breaching Student Charter – <i>resolved informally</i>



Te Kaupapa: Common Seal Usage

1. PURPOSE:

Function:	For Information
Nā:	Brian Johnston, Finance Manager
Te rā:	23 November 2020
Purpose:	<p>The purpose of this paper is:</p> <p>To provide the Board with a report on the use of the NMIT Common Seal for the period 1 October 2020 to 31 October 2020.</p>
Recommendation(s):	<p>It is recommended that the NMIT Board resolve to:</p> <ol style="list-style-type: none"> 1. Receive this report for their information.

2. EXECUTIVE SUMMARY

Below details the use of the Common Seal for the abovementioned reporting period.

Date	Document	Summary of Document	Document Signatory
14/10/20	Invoice to Hubei Polytechnic University	Invoice for share of tuition fees for In China programme delivery	Wayne Jackson
14/10/20	Invoice to Zhejiang University	Invoice for share of tuition fees for In China programme delivery	Wayne Jackson
14/10/20	Invoice to Ningxia Wine School	Invoice for MAM & NZCEL tuition fees	Wayne Jackson
20/10/20	Invoice to Hubei Polytechnic University	Amended invoice for share of tuition fees for In China programme delivery	Wayne Jackson
20/10/20	Invoice to Zhejiang University	Amended invoice for share of tuition fees for In China programme delivery	Wayne Jackson
23/10/20	Invoice to Guangdong Engineering Polytechnic	Invoice for share of tuition fees for In China programme delivery	Wayne Jackson



Te Kaupapa: SANITI Report

1. PURPOSE:

Function:	For Information
Nā:	Cornelius Prinsloo, SANITI President
Te rā:	23 November 2020
Purpose:	<p>The purpose of this paper is:</p> <p>To provide the Board with with an update on what SANITI is doing on campus in relation to the Service Level Agreement.</p>

Recommendation(s):	It is recommended that the NMIT Board resolve to:
	1. Receive the update from SANITI.

1. Schedule Reporting:

a. Schedule B (Part One) – Independent Advocacy and Support Services

- 2020 surveys revealed that 95% of student's survey were aware of the SANITI, over 85% of students are aware of SANITI independent advocacy and support services, with 95% of students who had accessed being either very satisfied or satisfied with the service. Students approaching SANITI for support get seen or contacted within one day 95% of the time. 654 student advocacies processed in the first semester of 2020 (not including the hardship fund distributions).
- Advocacy Service is being flooded with new issues and concerns, low level resolution focus applied. We are seeing a big impact from Studylink stress.
- SANITI advocates support Marlborough, and Woodbourne students, and visits have been ongoing.
- Platform to service online and offsite being established and work hours changed to meet this need.

b. Schedule B (Part Two) – Programme Representation

- Scheduled meeting 14th October on Nelson Campus, and 20th October in Marlborough completed. This concludes rep meetings but ongoing contact via fb page.
- "Hello SANITI" Facebook and email being adapted to service students outside of "regular" hours. Emphasis being placed on trying to be reached when needed.
- Programme Representatives policy and procedures will adjust as NZIST directive are developed.

c. Schedule B (Part Three) – Representation on NMIT Committees

- President and Student Representatives are active on committees including Health, Safety and Wellbeing, Academic Committee, Learning and Teaching, Better online Working group, Ethics Committee, Quality Committee (combined), Program Approval Committee and Industry Advisory boards.
- New President to be appointed by 30th November as C Prinsloo graduates.

d. Schedule C – Sports, Recreation and Cultural Activities

- “Welcome Back” day, which coincided with Stephen Town visit was a huge success with lines reaching A block.
- SANITI have been running additional activities in conjunction with NMIT, as part of an International Wellbeing programme, including a BBQ for the English Language team and their students

e. Schedule D – Employment Information

- By August 2020, 707 students registered for the employment information service during 2020 despite COVID-19 lockdown.
- Employment Seminars continuing this year on all campuses including Base Woodbourne, as well as online.
- Careers services being continually developed to meet the current need of students.

f. Schedule E – Operational Management

- Meetings with CE and the Executive set up and held as needed.
- Meetings with Head of Learner Services held fortnightly
- Meetings with Curriculum Directors’ held when appropriate

g. Schedule F – International Activities

- International activities held included Potluck dinners on Nelson campus, a social lunch on Marlborough campus, Pelorus Trip, Abel Tasman Boat trip and social evenings.
- The International activities are designed to allow students to see the region and experience more of the New Zealand culture.

2. Additional Information

SANITI hosted a group of 11 Student Leaders from other ITP’s in order to enable them to establish independent student voice models at their own institutes. The aim of this day was to provide training and education to groups who currently do not have a SLA with the institute and do not have the resourcing that SANITI does. In light of Te Pūkenga’s drive to put learners at the centre we made the decision to help them gather as much feedback as possible, whilst also empowering individual groups of students.

The day was a big success and we are now assisting in drafting up roles and responsibilities before assisting these leaders in finding out what their students need.



Te Kaupapa: TTAF Enrolments Update

1. PURPOSE:

Function:	For Information
Nā:	Wayne Jackson, Chief Executive
Te rā:	06 November 2020
Purpose:	The purpose of this paper is: To provide the Board with an update on TTAF Enrolments as requested at the last meeting.
Recommendation(s):	It is recommended that the NMIT Board resolve to: 1. Note the TTAF Enrolments update.

2. EXECUTIVE SUMMARY

Some queries were raised in regards to the TTAF enrolment numbers at the October board meeting.

TTAF Enrolments Across the Sector

There has been some comparative data collated across the NZIST network of subsidiaries, by MIT. This data was specifically looking at EFTS numbers in Semester 2 and growth across the Institutes between Semester 2 in 2019 and again in 2020.

Table 1

Institute	EFTS Semester 2 2019	EFTS Semester 2 2020	Variance	% Variance
OTAGO	128.9	290.9	162.0	125.6%
NMIT	116.0	130.6	14.6	12.6%
ARA	160.4	198.9	38.5	24.0%
MIT	133.7	273.7	140.0	104.7%
SIT	208.6	322.4	113.8	54.6%
WINTEC	122.1	207.2	85.1	69.7%
UNITEC	563.4	788.1	224.6	39.9%
WITT	114.7	156.7	42.0	36.7%
NORTHTEC	301.0	259.4	-41.6	-13.8%
NZOP	312.3	445.6	133.3	42.7%
TPP	11.9	28.7	16.8	141.6%
UCOL	145.2	174.7	29.5	20.3%
W & W	148.1	207.0	58.9	39.8%
EIT	194.9	236.9	42.0	21.5%
TOI OHO	251.6	271.9	20.3	8.1%
TOTAL	2912.8	3992.7	1079.9	37.1%

The data in Table 1 indicates that growth in TTAF enrolments is being seen across most of the subsidiaries and that there is good take up in Semester 2 for these courses.

- * It is worth noting that the data in Table 1, for all of the subsidiaries excluding NMIT, is static as of September 2020. NMIT numbers reflect enrolment data up until the end of October 2020.

Table 2 – TTAF Funded Programmes Available at NMIT

NZSCED	Qualification Title	MOE Qualification Code	Credits	Level	2019 EFTS (July to Dec)	2020 EFTS (July to Dec)	
030308	National Certificate in Mechanical Engineering	NC1262	303	4	1.4175	1.0076	
040311	National Certificate in Carpentry	NC5224	294	4	7.0156	2.8011	
030308	National Certificate in Engineering - Fabrication	NC5327	274	4	1.9513	1.3404	
030308	Diploma in Aquaculture (Fish Farming and Fishery Management)	NE4776	240	5	4.1369	1.4276	
050112	Skills (Level 3) with optional strands in Specialist	NZ2215	45	3	0	0	
040303	New Zealand Diploma in Construction (Level 6) with strands in	NZ2420	240	6	0	0	
090511	New Zealand Certificate in Health and Wellbeing (Level 3) with	NZ2470	70	3	11.594	0	
039999	New Zealand Diploma in Engineering (Level 6) with strand in	NZ2612	240	6	10.287	5.028	
050301	New Zealand Certificate in Horticulture Production (Level 4)	NZ2676	90	4	7.4382	9.7484	
050301	New Zealand Certificate in Horticulture (General) (Level 3)	NZ2677	60	3	9.2739	27.8592	
030701	New Zealand Certificate in Mechanical Engineering (Trade) (Level 3)	NZ2714	280	4	0.5028	2.5666	
030701	New Zealand Certificate in Mechanical Engineering (Level 3)	NZ2715	120	3	11.1904	13.4865	
030711	New Zealand Certificate in Engineering Fabrication (Trade) (Level 3)	NZ2719	270	4	0.5018	1.04	
030307	New Zealand Certificate in Cellar Operations (Level 3)	NZ2722	60	3	0.1116	2.3259	
030307	New Zealand Certificate in Cellar Operations (Level 4)	NZ2723	120	4	1.125	3.9441	
040311	New Zealand Certificate in Carpentry (Level 4)	NZ2738	320	4	9.974	18.8486	
090511	New Zealand Certificate in Health and Wellbeing (Advanced)	NZ2779	70	4	0	0	
040399	New Zealand Certificate in Construction Trade Skills with strands in	NZ2834	120	3	12.879	7.88	
031705	New Zealand Certificate in Fishing Vessel Crewing (Level 3)	NZ2891	75	3	0	0	
031705	New Zealand Diploma in Fishing Vessel Operations (Level 6)	NZ2893	245	6	5.7692	3.5699	
030503	New Zealand Certificate in Heavy Automotive Engineering (Level 4)	NZ3118	240	4	1.858	2.5736	
030308	New Zealand Certificate in Aquaculture (Level 4) with strands in	NZ3134	70	4	0	0	
030308	New Zealand Certificate in Aquaculture (Level 3) with strand in	NZ3135	50	3	0	0	
030503	New Zealand Certificate in Light Automotive Engineering (Level 4)	NZ3450	200	4	9.8886	15.1442	
030599	New Zealand Certificate in Automotive Electrical Engineering	NZ3460	190	4	2.2773	3.4731	
030503	New Zealand Certificate in Automotive Engineering (Level 3)	NZ3097	120	3	6.7695	6.5483	Approved for apprentice but not pre-trade
					115.9616	130.6131	

Enrolments in TTAF Qualifications at NMIT

NMIT only holds approval and accreditation for certain programmes/qualifications that are eligible for TTAF Funding. There are a small number of programmes that are on the TTAF list that NMIT does hold approval and accreditation for, but no longer delivers as the demand has not been evident. If a demand is evident in Te Taihupo then NMIT would be able to review the programmes and apply for re-accreditation from NZQA. NMIT reviews the delivery of programmes of study on an annual basis in regards to past and forecast enrolments. Over the past two years, some programmes have been “mothballed” and some have been added, depending on demand and industry needs, none of these are on the TTAF list.

At present a strategy review is being undertaken and the future direction of NMIT is being identified. This direction will be based on data gathered from across industry and community in Te Taihupo.



Te Kaupapa: Review of Application to Enrolment Conversions (including reasons for decline/withdrawal)

1. PURPOSE:

Function:	For Information
Nā:	Brian Johnston, Finance Manager
Te rā:	23 November 2020
Purpose:	<p>The purpose of this paper is:</p> <p>To provide a response to the Board with regard to student application to enrolment conversions, as well as the reasons for declined and withdrawn applications (for domestic applications 2020 and 2019).</p>

2020 Domestic Applications

Application to Enrolments										
Programme Area	All Apps.	Declined Apps.	Withdrawn Apps.	Active Apps.	Application to Enrolment %	All Enrols.	Cancelled Enrols.	Withdrawn Enrols.	Active Enrols.	% Apps. vs Enrols.
⊕ Applied Business & English Language	777	36	151	5	75.29%	585	70	31	484	62.29%
⊕ Aviation	373	13	54	2	81.50%	304	24	1	279	74.80%
⊕ Digital Technologies, Arts & Media	1,339	47	216	6	79.91%	1,070	246	33	791	59.07%
⊕ Engineering & Construction	773	32	74	11	84.86%	656	38	13	605	78.27%
⊕ Health & Fitness	415	48	62	0	73.49%	305	46	3	256	61.69%
⊕ Hospitality, Service Sectors & Pathways	1,156	42	178	16	79.58%	920	216	35	669	57.87%
⊕ Maritime, AVT & Conservation	1,372	41	252	63	74.05%	1,016	169	3	844	61.52%
⊕ Primary Industries	749	6	112	8	83.18%	623	100	12	511	68.22%
⊕ Social Sciences	909	38	115	0	83.17%	756	98	20	638	70.19%
⊕ Te Toki Pakohe	691	9	74	20	85.09%	588	105	79	404	58.47%
Total	8,554	312	1,288	131	79.76%	6,823	1,112	230	5,481	64.08%

Reasons	Applications Declined	Applications Withdrawn	Total
*No Reason Captured		1	1
Academic Reason		1	1
Accessibility/disability		1	1
Alternative institute		36	36
Alternative NMIT programme/course		319	319
Course/programme cancelled	28	46	74
Course/programme full	21		21
Deferred study (following intake/other)		138	138
Did not meet requirements	64		64
Employment		38	38
Imprisoned		1	1
Institute decision	19	173	192
No longer wishes to study	3	452	455
Not suitable	23		23
Personal		66	66
Recognition of academic credit		1	1
Unable to contact	154		154
Total	312	1273	1585

2019 Domestic Applications

Application to Enrolments										
Programme Area	All Apps.	Declined Apps.	Withdrawn Apps.	Active Apps.	Application to Enrolment %	All Enrols.	Cancelled Enrols.	Withdrawn Enrols.	Active Enrols.	% Apps. vs Enrols.
Applied Business & English Language	796	58	107	0	79.27%	631	86	37	508	63.82%
Aviation	345	4	58	0	82.03%	283	5	1	277	80.29%
Digital Technologies, Arts & Media	1,317	50	230	0	78.74%	1,037	146	41	850	64.54%
Engineering & Construction	781	21	65	0	88.99%	695	56	18	621	79.51%
Health & Fitness	389	46	63	0	71.98%	280	29	30	221	56.81%
Hospitality, Service Sectors & Pathways	1,175	52	183	0	80.00%	940	180	39	721	61.36%
Maritime, AVT & Conservation	1,443	42	280	0	77.69%	1,121	80	4	1,037	71.86%
Primary Industries	514	6	47	0	89.69%	461	47	12	402	78.21%
Social Sciences	1,001	35	143	0	82.22%	823	114	28	681	68.03%
Te Toki Pakohe	558	5	87	0	83.51%	466	84	65	317	56.81%
Total	8,319	319	1,263	0	80.98%	6,737	827	275	5,635	67.74%

Reasons	Applications Declined	Applications Withdrawn	Total
Academic Reason	3	1	4
Alternative institute		52	52
Alternative NMIT programme/course	1	342	343
Course/programme cancelled	16	30	46
Course/programme full	22	1	23
Deferred study (following intake/other)		128	128
Did not meet requirements	64	2	66
Employment		56	56
Institute decision	10	165	175
No longer wishes to study		351	351
Not suitable	36		36
Personal		97	97
Recognition of academic credit		1	1
Unable to contact	167	1	168
Total	319	1227	1546

1. PURPOSE:

2. EXECUTIVE SUMMARY

11 March 2020
8 April 2020
30 April 2020
22-23 April 2020
6 May 2020
3 June 2020
23-26 June 2020
1 July 2020
2 September 2020
7 October 2020
28-29 October 2020

A summary of the main points for each meeting is available on request to: board.secretary@nmit.ac.nz

Nelson Marlborough Institute of Technology Limited Board Calendar | 2020

	J	F	M	A	M	J	J	A	S	O	N	D
1. Meeting Schedule												
NMIT Board meeting		20.02	27.03	3.04	18.05	29.06		17.08		12.10	23.11	
Audit & Risk Committee meeting			27.03		18.05	29.06		17.08	21.09	05.10 12.10	23.11	
Remuneration & Appointments Committee meeting					20.05	10.06		12.08	16.09	13.10 27.10		
Annual General Meeting												
2. Strategy												
Planning and adoption							X	X	X			
Investment Plan		X			X			X			X	
Performance review		X	X		X	X	X	X	X	X	X	
Deep dive strategic thought piece			X			X				X		
2. Budget (Annual)												
Development (approval of key assumptions)								X				
Adoption										X		
Review/monitor (Forecast Review)		X	X		X	X		X		X	X	
3. Risk and Compliance												
Review of risk management systems		X										
Review of major risks		X	X		X	X		X		X	X	
Review of regulatory compliance			X			X					X	
Insurance report											X	
Director certificates for D&O insurance and fees		X										
4. Policy framework												
Corporate governance code of practice			X									
Committee terms of reference			X									
Major policy review												
Risk management											X	
Delegated authorities						X						
Health, Safety and Wellbeing Policy			X									

	J	F	M	A	M	J	J	A	S	O	N	D
5. Board review												
Composition/succession											X	
Evaluation of performance											X	
Remuneration												
Review											X	
Shareholder recommendation											X	
Board sub-committee composition/succession											X	
6. Governance issues												
Audit report			X									
Shareholder communications	X			X			X			X		
Community communications		X						X				
Stakeholder Engagement		X	X			X		X		X	X	
7. Regulatory compliance												
Half-year report and reviewed financial statements								X				
Annual report to shareholders			X									
Statement of Corporate Intent												
Draft SCI									X			
Final SCI											X	
8. Financial and operational issues												
Financial performance		X	X		X	X		X		X	X	
Overall operations report		X	X		X	X		X		X	X	
Significant project report		X	X		X	X		X		X	X	
Significant business development report		X	X		X	X		X		X	X	
Capital requirements		X	X		X	X		X		X	X	
9. Health and Safety												
Health and safety tours (1)		X	X			X		X		X		X

Nelson Marlborough Institute of Technology Limited Board Calendar | 2021

	J	F	M	A	M	J	J	A	S	O	N	D
1. Meeting Schedule												
NMIT Board meeting		1.02	15.03		17.05	28.06		16.8		11.10	22.11	
Audit and Risk Committee meeting			5.03		7.05	18.06				1.10	12.11	
Remuneration and Appointments Committee meeting					17.05							

NMIT Acronyms *[May 2020]*

ACE	Adult and Community Education
ADP	Academic Development Proposal
AMFM	Annual Maximum Fee Movement
ALNAT	Adult Literacy and Numeracy Assessment Tool
ASM	Academic Staff Member
ATEM	Association of Tertiary Education Management Inc.
AUT	Auckland University of Technology
BAM	Bachelor of Arts and Media
BAppSocSci	Bachelor of Applied Social Science
BCOM	Bachelor of Commerce
BCT	Business & Computer Studies
BIT	Bachelor of Information Technology
BMETS	Basic Mechanical Engineering Training Skills
BN	Bachelor of Nursing
BUA	Beijing University of Agriculture
BVA	Bachelor of Visual Arts
CA and ACA	Chartered Accountant and Associate Chartered Accountant
CAA	Civil Aviation Authority
CAANZ	Chartered Accountants Association of New Zealand
CAM	Capital Asset Management
CAP	Competence Assessment (Nursing)
CAU	China Agricultural University
CC	Cross Credit
CD	Curriculum Director
CEA	Collective Employment Agreement
CM	Curriculum Manager
CoVE	Centre of Vocational Excellence
CT	Credit Transfer
CTLT	Certificate in Tertiary Learning and Teaching
CTS	Core Transferable Skills
CVP	Certificate in Vineyard Practice
DAS	Directory of Assessment Standards (NZQA)
DTLT	Diploma in Tertiary Learning and Teaching

EAP	Employee Assistance Programme
ED CEE	Executive Director – Customer Experience and Excellence
ED FCB	Executive Director – Finance, Compliance and Business Intelligence
ED LID	Executive Director – Learning Innovation and Delivery
ED M	Executive Director – Māori
ED SES	Executive Director – Strategy, Enterprise and Sustainability
EEdO	Equal Education Opportunities
EEO	Equal Employment Opportunities
EER	External Evaluation and Review
EFTS	Equivalent Full-Time Student
ELP	English Language Programme
Eol	Expression of Interest
EPI	Education Performance Indicator
ESOL	English for Speakers of Other Languages
ESP	Employment Scholarship Programme
FTE	Full Time Equivalent
GC	Global Campus
GSE	Group Study Exchange
GTW	Ground Training Wing (at Woodbourne Air Force Base)
HITO	Hairdressing Industry Training Organisation
HR	Human Resources
IEA	Individual Employment Agreement
ITO	Industry Training Organisation
ITPNZ	Institutes of Technology and Polytechnics of New Zealand
ITPQ	Institutes of Technology and Polytechnics Quality
ITPs	Institutes of Technology and Polytechnics
KEQ	Key Evaluation Question
KPI	Key Performance Indicator
LIIT	Learning Innovation and Insights Team

LLC	Library Learning Centre
LLN	Literacy, Language and Numeracy
MDC	Marlborough District Council
ML	Marlborough
MoA	Memorandum of Agreement
MoE	Ministry of Education
MoP	Mix of Provision
MoU	Memorandum of Understanding
MROQ	Mandatory Review of Qualifications
NAMS	New Zealand Asset Management Support
NCC	Nelson City Council
NCEA	National Certificate of Educational Achievement
NEET	Not in Employment, Education or Training (Youth)
NMIT	Nelson Marlborough Institute of Technology
NQF	National Qualifications Framework
NRDA	Nelson Regional Development Agency
NZDB	NZ Diploma in Business 120 credits L5 (new qualification 2017)
NZCALNE	New Zealand Certificate in Adult Literacy and Numeracy Education
NZCATT	New Zealand Certificate in Adult Tertiary Teaching
NZDip Bus	NZ Diploma in Business 240 Credits L6 (old qualification)
NZIM	New Zealand Institute of Management (Part of old NZDipBus)
NZIST	NZ Institute of Skills and Technology
NZQA	New Zealand Qualification Authority
NZQF	New Zealand Qualifications Framework
NZTE	New Zealand Trade and Enterprise
OAG	Office of the Auditor General
OCP	Organisational Counselling Programmes (Student Counselling Service)
OTEPs	Other Tertiary Education Providers
PAC	Programme Approval Committee

G:\AcadTeam\House Style\Acronyms (3 columns).docx

[illegible]

Frequently used Academic Definitions

Word or phrase	Meaning	Definition
Academic Committees		<p>A standing committee of the Academic Board responsible for maintaining academic standards for designated programmes and courses.</p> <p>There are two Academic Committees:</p> <ul style="list-style-type: none"> Academic Committee - serving the needs of all Curriculum Areas for results approvals, Moderation Plan approval, award approvals, decisions on exclusion, special assessment results etc. Recognition of Academic Credit (RAC) Committee – considering applications from students for Cross Credits and RPLs.
CMR	Consent and Moderation Requirements	<p>This is an NZQA document that outlines the requirements for achieving ‘consent to assess against standards’ and the ongoing moderation expectations. CMRs are developed by standard-setting bodies (SSBs).</p> <p>Before assessing learners against unit standards NMIT has to be granted consent to assess against those standards.</p> <p>NMIT already has consent to assess against a large number of unit standards. If however a new / revised programme requires unit standards that we do not have consent to assess against, we would have to prepare and submit an application to NZQA.</p>
Credit		<p>A numerical value assigned to unit standards, courses and programmes of study that reflects the estimated student time/effort required to meet the assessment requirements. In most cases, one credit represents approximately ten hours of student learning time (inclusive of scheduled class contact, assessment time, work experience or internships, other directed time and independent/self-directed study). A credit value of 120 is generally equivalent to one year of full time study and 1.0 ECTS.</p>
CT	Credit Transfer	<p>Internal Credit Transfer: Credit for the same course already earned in another qualification from NMIT</p> <p>External Credit Transfer: Credit for the same course already earned in another qualification from another institution</p>

CC	Cross Credit	The granting of academic credit towards a qualification delivered by NMIT, from a similar course already completed as part of another approved qualification.
DAS	Directory of Assessment Standards	The Directory of Assessment Standards (DAS) lists all quality assured unit and achievement standards, known collectively as 'assessment standards'.
ebs	Unit Instances (UIs)	The Student Management System used at NMIT to establish student study contracts, report to TEC and to generate academic records. The specifications of all NMIT's approved programmes of study. Holds all the general information about a programme of study, but not the details that will change with each year or Semester the course is offered
	Unit Instance Occurrences (UIOs)	The details that will change with each year or Semester the course is offered (e.g. dates, fees, venues, etc).
EFTS	Equivalent Full Time Student	One EFTS is 1.0 Equivalent Fulltime Student.
EER	External Evaluation and Review	A periodic evaluation of NMIT, by NZQA, to provide a statement of confidence (judgement) about the organisation's educational performance and capability in self-assessment.
EPIs	Educational Performance Indicators	The TEC has published information on the educational performance of tertiary education organisations based on agreed educational performance indicators: <ul style="list-style-type: none"> • successful course completion • student retention • qualification completion, and • student progression.
ILP	Individual Learning Plan	An Individual Learning Plan essentially belongs to the student. It identifies a student's learning goals, personal goals, timescales, resources and any support required to meet those goals.
ITP	Institute of Technology and Polytechnic	
MoE	Ministry of Education	

NZQA	New Zealand Qualifications Authority	<p>New Zealand Qualifications Authority.</p> <p>Key aspects of the NZQA role are to:</p> <ul style="list-style-type: none"> • develop, register and support the New Zealand Qualifications Framework • manage the external assessment of secondary school students and moderate secondary schools' internal assessment activities and processes • quality assure non-university tertiary education organisations and their courses, and moderate assessment activities and processes for national qualifications for NZQA-owned unit standards • maintain effective liaison with overseas certifying and validating bodies in order to recognise overseas educational and vocational qualifications in New Zealand, and to achieve recognition of New Zealand educational and vocational qualifications overseas • act as a standard-setting body
NZQF	New Zealand Qualifications Framework	A list of all quality assured qualifications in New Zealand. The framework is the definitive source for accurate and current information on each qualification.
PAC	Programme Approval Committee	A standing committee of the NMIT Academic Board responsible for evaluating and recommending approval of academic developments.
Programme Regulations - including Course Descriptors		<p>The Programme Regulations describe the formal rules of the Programme and its constituent courses. Programme Regulations are the legally binding, contractual obligations of staff and enrolled students. They are used by academic staff to guide delivery of the Programme and its courses.</p> <p>Course Descriptors indicate teaching hours, hours of total student learning, course aims, learning outcomes, unit standards (if included), assessment methods, learning and teaching approaches, requirements for successful completion of the course.</p> <p><i>Approved Programme Regulations and Course Descriptors are not altered, and are used by academic and administrative staff to guide delivery of the programme and its courses.</i></p>
PLATO	Programme of Learning and Teaching Observations	<p>The Programme is an important and integral part of NMIT's Quality Assurance System.</p> <p>It is designed to ensure maximum effectiveness of curriculum delivery by encouraging the sharing of good practice within NMIT. The Programme</p>

		encourages discussion within programme teams and across NMIT on improving teaching and learning.
QMS	Quality Management System	<p>A system of clearly defined institutional structures, processes, responsibilities and resources used to manage quality improvement.</p> <p>Accordingly, the QMS includes all aspects of NMIT operations, all work areas and all geographic locations.</p>
RAC	Recognition of Academic Credit	<p>The process for formally recognising relevant experience and/or study that has been achieved prior to completion of a qualification offered by NMIT, as academic credit for a course or courses at NMIT. Includes: Cross Credits, Credit Transfers and RPLs</p>
RPL	Recognition of Prior Learning	<p>A process that makes use of evaluation of evidence of academic achievement and/or work/life experience to assess relevant learning.</p>
Records Management		<p>The effective and efficient operation of NMIT's record keeping systems, including implementing the use of the electronic document management system across the institute.</p>
SA	Self-assessment	<p>The ongoing processes NMIT uses to gain evidence of its own effectiveness in providing quality education.</p>
SAC Funding	Student Achievement Component (SAC) funding	<p>The Government's contribution to the direct costs of teaching, learning, and other costs driven by learner numbers.</p> <p>SAC funding comprises two elements:</p> <ol style="list-style-type: none"> 1. The programme element, which relates to the types of programmes or courses approved for funding in NMIT's Investment Plan, is based on the SAC funding categories (A, B C etc) 2. The volume element, which relates to the number of valid enrolments in those programmes or courses.
SAR	Self-assessment Report	<p>Self-assessment should be continuous, culminating in formal annual review of the previous year, recorded in a Self-assessment Report (SAR).</p>
SDR	Single Data Return	<p>Data items that are specifically required by the Ministry of Education (MOE) and the Tertiary Education Commission (TEC) for funding, monitoring performance against Investment Plans, publishing performance information, as well as statistical reporting purposes.</p>

		<p>All students for which a valid enrolment has been made in ebs are required to be reported, regardless of the level of study or the funding source.</p> <p>Information is required on student characteristics, course enrolment details, course and qualification completions, course details, and actual EFTS on a monthly basis. Further information on EFTS forecasts is required as part of the validation process.</p> <p>Submitted three times a year (April, August and December).</p>
SMS	Student Management System	How NMIT manages all its student data. Currently using ebs
Student Feedback <ul style="list-style-type: none"> • First Impressions • Course / Tutor • Learner Experience • Graduate Destination 		<p>Student surveys are a vital tool for conducting systematic, evidence based, inquiries that are an integral part of NMIT's Self-Assessment process - not just for specific programmes but also for business support areas.</p> <p>It also provides evidence that improvements are actually occurring.</p> <p>First Impressions – within first 4 – 8 weeks of the programme</p> <p>Course / Tutor – scheduled, at suitable time, by Programme Area</p> <p>Learner Experience – within last 2-4 weeks of the programme</p> <p>Graduate Destination – conducted 6 months following Graduation</p>
TANZ	Tertiary Accord of New Zealand	<p>A network of ITPs - comprising:</p> <ul style="list-style-type: none"> • NorthTec • Toi Ohomai • Universal College of Learning (UCOL) • EIT • NMIT • Ara Institute of Canterbury • Otago Polytechnic
TEC	Tertiary Education Commission	Responsible for funding tertiary education in New Zealand
3v6		New course or programme change approval form



To consider and if thought fit, to pass the following resolutions:

Resolved:

1. *That members of the public and press be excluded from the remainder of the meeting and that the NMIT Board move In-committee.*
2. *That the Chief Executive be permitted to remain at the meeting, after the public has been excluded, because of their knowledge in relation to specific agenda items. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because they have assisted in the preparation of such matters.*

Resolutions will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (**LGOIMA**) and the particular interests protected by section 9 of the Official Information Act 1982 which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public.

The general subject of each matter to be considered while the public is excluded, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of LGOIMA for the passing of the resolution are as follows:

General subject of each matter considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
Minutes from public excluded part of previous meeting on 12 October 2020	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
<ul style="list-style-type: none"> - Risk - Strategy - Performance Reporting - Items for Information 	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).