



NMIT COUNCIL MEETING OPEN AGENDA

THURSDAY, 3 OCTOBER 2019

Time: 9.00am – 2.00pm

Venue: NMIT Nelson Campus, Mahitahi Colab Boardroom

ITEM	TOPIC
Administrative	
1.	Apologies
2.	Register of Interests and Conflicts of Interests
3.	Confirmation of Minutes of meeting held 15 August 2019
4.	Action Items
Safety, Health & Wellbeing	
5.	Safety, Health & Wellbeing Report
Items for Approval	
6.	2020 Council & Audit Committee work-plan
Performance Reporting	
7.	Chief Executive's Report
8.	EFTS and Financial Reporting as at 31 August 2019
For Information	
9.	SANITI Report
10.	TEC Advice to ITP Councils (September 2019)
11.	Acronyms & Frequently used Academic Definitions

PART II: IN COMMITTEE

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

That members of the public and the press be excluded from the following part of the proceedings of this meeting namely:

- In Committee Administrative Items
- Education (Vocational Education and Training Reform) Amendment Bill
- Tikanga Statement of Commitment
- Strategy Progress Report
- 2019 Gallup Employee Engagement Survey
- Legislative Compliance
- Key Educational Performance Indicators
- Chief Executive’s Report
- NMIT Risk Register
- Common Seal usage report

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

<i>General subject each matter to be considered</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Grounds under section resolution (sec 48(1) of the Local Government Official Information And Meetings Act 1987)</i>
<i>Sector Issues Financial Matters</i>		<i>Commercial sensitivity</i>

MEETING TIMETABLE

Time:	9.30am – 10.30am	Open Council meeting discussions
	10.30am – 12.00pm	In Committee Council discussions
	12.00pm – 12.30pm	Lunch with Executive Team
	12.30pm – 2.00pm	In Committee Council discussions continue
	2.00pm	Conclusion of meeting



COUNCIL MEMBER REGISTER OF INTERESTS	
Daryl Wehner	<ul style="list-style-type: none"> • Port Nelson Ltd: Chief Financial Officer • Chartered Accountants Australia and New Zealand: Member • Tasman Bay Stevedoring Co. Ltd: Director
Paul Steere	<ul style="list-style-type: none"> • Nelson Airport Ltd: Chair & Director • The NZ King Salmon Group: Director • Kaynemaile Ltd: Director • Alan Scott Wines: Board Member • Seafood Research Strategic Advisory Committee (advising the Board of Seafood Innovations Ltd): Member • New Zealand King Salmon Exports Limited: Director • New Zealand King Salmon USA Incorporated: Director • Aquaculture Advisory Group South Pacific Committee Suva and Nouméa: Member
Gabrielle Hervey	<ul style="list-style-type: none"> • Suter Art Gallery Trust Board: Deputy Chair • Cecil Woods Nominees Ltd • Nelson Golf Club: Board Member • New Zealand International Affairs Institute (Nelson branch): Secretary • Regional Growth Fund: Advisor <p>Possible Conflicts of Interest:</p> <ul style="list-style-type: none"> • Suter Art Gallery – Some NMIT art students work on projects and exhibitions • New Zealand International Affairs Institute (Nelson branch) at times rent NMIT meeting space
Charles Newton	<ul style="list-style-type: none"> • Education consultant
Tracy Johnston	<ul style="list-style-type: none"> • TRC Tourism: Consultant • Dayvinleigh Limited: Co-owner • Wine Marlborough: Board member • Wine and Food Festival Committee: Chair • Bike Walk Marlborough Trust: Chair • Institute of Directors: Nelson/Marlborough Committee <p>Possible Conflict of Interest</p> <ul style="list-style-type: none"> • Personally acquainted with the current Chair of TEC
Win Greenaway	<ul style="list-style-type: none"> • Tauhara Middle Lands Trust: Chief Executive

As at 23 September 2019



Des Ashton	<ul style="list-style-type: none"> • Ashton Technologies Ltd (Aviation, Defence, Engineering and Business Consultant): Director • NZ Aeronautical Trusts Ltd: Director <p>Possible Conflicts of Interest:</p> <ul style="list-style-type: none"> • Next door neighbour and friend on Staff at NMIT • Some Ashton Technologies clients have potential training business interests with NMIT – will declare these individually if they arise
Cornelius Prinsloo	<ul style="list-style-type: none"> • Student Association of Nelson-Marlborough Institute of Technology Incorporated (SANITI): Student President <p>Possible Conflicts of Interest</p> <ul style="list-style-type: none"> • Some SANITI events are co-funded by NMIT • Close relationship with previous SANITI President Rachel Boyack, Chair of Labour Party’s Policy Council

COUNCIL OBSERVER REGISTER OF INTERESTS	
Emma Thompson	<ul style="list-style-type: none"> • Publik Ltd: Managing Director • Tasman Bays Heritage Trust: Interim Chairperson • Salisbury School: Chairperson <p>Possible Conflicts of Interest:</p> <ul style="list-style-type: none"> • Some Publik Ltd clients such as Master Joiners Nelson Marlborough, Port Nelson and Brook Sanctuary have interests with NMIT – will declare these individually if they arise • Some Salisbury School students attend NMIT

EXECUTIVE TEAM REGISTER OF INTERESTS	
Andrew Luke	<ul style="list-style-type: none"> • Te Runanga O Ngāti Rārua: Trustee • Sustainable Seas National Science Challenge: Kahui Māori Member
Carole Crawford	<ul style="list-style-type: none"> • Singer Solutions Ltd: Director
Grant Kerr	<ul style="list-style-type: none"> • None
Liam Sloan	<ul style="list-style-type: none"> • INNOVATE Charitable Trust: Trustee
Sue Smart	<ul style="list-style-type: none"> • None
Vicki Bryson	<ul style="list-style-type: none"> • None

As at 23 September 2019



**UNCONFIRMED MINUTES OF NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY
COUNCIL MEETING HELD AT NMIT MARLBOROUGH CAMPUS ON 15 AUGUST 2019,
COMMENCING AT 10.00AM.**

PRESENT

D Wehner (Chair), G Hervey, C Newton, T Johnston, P Steere, D Ashton, W Greenaway, C Prinsloo

IN ATTENDANCE

L Sloan (Chief Executive), J Edgar (Council Secretary), E Thompson (Observer)

1. APOLOGIES

Nil

2. REGISTER OF INTERESTS AND CONFLICTS OF INTERESTS

No changes advised or conflicts noted.

3. CONFIRMATION OF MINUTES OF MEETING HELD ON 27 JUNE 2019

A summary of the Gallup Engagement Survey outcomes and will be reported to the next meeting.

An evaluation of the efficacy of the China partnerships will be undertaken as part of the budget setting process which will be reported separately to the 3 October meeting. It is anticipated that, after feedback from the Council, the final budget will be signed off at the November meeting.

Resolved: That the Minutes of the meeting held on 27 June 2019, as circulated and read by members, be confirmed.

4. ACTION ITEMS

Council noted the action item list.

5. SAFETY, HEALTH & WELLBEING REPORT

No notifiable incidents.

Some concerns have been raised around the potential of violence towards teaching staff from upset students. Noted that there have been no actual threats, but teaching staff consider that there is a potential risk. Strategies are being put in place to support staff to better manage this risk and these will be reported back to the October meeting. It was noted that the perceptual risk of violence is exacerbated by recent attacks in Christchurch.

The potential modification of maritime safety equipment was noted and an update on the procedures in place to mitigate this was requested.

Staff are currently working with Police on lockdown procedures and will incorporate Active Shooter procedure into Emergency Procedures.

ChemWatch software implementation has been delayed, but this poses no risk.

Safe Driving and Fleet Management policy implementation has also been delayed, but there is similarly no risk to NMIT as a consequence of this.

Council received the Safety, Health & Wellbeing Report.

6. STUDENT CHARTER

Minor changes noted.

Resolved: That the Council approve the Student Charter.

Resolved: That the Open Meeting be suspended and the Council move to the In Committee meeting.

The Open Committee meeting resumed at 1.42pm.

7. CHIEF EXECUTIVE'S REPORT

The Information Evening and Chamber of Commerce BA5 hosted by NMIT were both well attended with a lot of interest in micro-credentials. The first micro-credential (Introduction to Artificial Intelligence for Society and Business) has been approved by NZQA. NMIT is the first ITP to have a micro-credential approved since the trial phase.

The accomplishments of students was noted. Consideration will be given as to how to acknowledge their achievements.

Noted that the EFTS are not tracking to budget for the TANZ eCampus. The Board is currently reviewing the business strategy.

Council received the Chief Executive's Report for the period 22 June to 7 August 2019.

8. EFTS AND FINANCIAL UPDATE AS AT 30 JUNE 2019

A year-end deficit of \$1 million is forecast, slightly better than the initial forecast deficit of \$1.3 million reported to the June meeting. As previously noted, this is driven primarily by a decline in international numbers, a reduction in Youth Guarantee funding, and some contracts underperforming.

Maritime, Digital and Media, and Nursing have the highest losses, however, English and Applied Business are mitigating some of these.

Council received the EFTS and Financial Update report to 30 June 2019.

9. SANITI REPORT

Focusing on business as usual and reassuring students following the RoVE announcement.

The Kowhai Lounge is being re-designed to be a more interactive, relaxed student-centric space.

Students at the Marlborough Campus are very hard to engage with due to the nature of the hours of studies and location of the campus. SANITI are continuing to consider ways to engage with Marlborough students.

Some capex is required to enhance the feel and look of some buildings to add life to the Nelson Campus in particular the K Block (Applied Business) which is fairly rundown. Cornelius has been meeting with G Kerr to respond to feedback.

It was noted that a Marlborough strategy is underway to consider how best to stimulate the students and campus. BCITO are going to relocate from Picton to be on-site, however this doesn't bring more learners on-site.

Council received the SANITI report.

10. INWARD CORRESPONDENCE

Council received the inward correspondence for their information.

IN COMMITTEE

Resolved: That members of the public and press be excluded from the following part of the proceedings of this meeting, namely:

- In Committee Administrative Items
- Gillian Dudgeon, Deputy Chief Executive, Delivery, TEC
- Collaboration Opportunities with Ara
- Tikanga Statement of Commitment
- Mahitahi Post-Implementation Review
- Key Educational Performance Indicators
- Chief Executive's Report
- NMIT Risk Register

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

<i>General subject matter to be considered</i>	<i>Reason for passing this resolution in relation to each other</i>	<i>Grounds under Section resolution (sec.48(1)) of the Local Government Official Information and Meetings Act 1987</i>
<i>Financial & Sector Matters</i>	<i>Commercial sensitivity</i>	

Resolved: That Council move out of 'In Committee'

There being no further business, the meeting closed at 2.40pm

Confirmed: _____ Dated: 3 October 2019



ACTION ITEMS FROM OPEN NMIT COUNCIL MEETING – 15 AUGUST 2019

Chair: Daryl Wehner

ACTION ITEMS

ACTION ITEMS FROM 15 AUGUST 2019 MEETING

	TASK	RESPONSIBLE	DEADLINE	STATUS UPDATE
1.	Report back on Engagement Survey implementation plans	L Sloan	3 October	Completed – Refer to agenda Item 7 on In Committee agenda.
2.	Report back on financial analysis of China Partnerships	V Bryson	7 November	Deferred response until 7 November Council meeting to align with budget process timeline.
3.	Outline SH&W procedures being put in place to manage the potential risk of student violence towards teaching staff.	G Kerr	3 October	<p>Quick reference flip-charts placed around Campus give instructions for dealing with aggression, summarised as:</p> <ul style="list-style-type: none"> • Remove yourself from danger if you can • Get help (Police, Campus Services, Operator, After Hours Security) • Report incident <p>In addition, there is information on de-escalation techniques available to staff on the intranet, the ability to issue trespass notices and withdraw students from course following the Student Misconduct Procedure.</p>
4.	Outline SH&W procedures in place to reduce tampering of maritime safety equipment.	G Kerr	3 October	On being notified of an incident, Maritime Curriculum Manager contacted NMIT H&S advisor and arranged for a site visit along with the tutors and technician who are most familiar with the

				<p>lifeboat. He also met with the team leader of port security to discuss options and raised an incident on Assura.</p> <p>Port security was advised that this has been an ongoing problem for some time and that the security measures already in place were not deterring all from climbing and jumping from the lifeboat.</p> <p>Port security has the Curriculum Manager's contact number and if required have been told to call with the option of calling the police if required.</p> <p>Several measures to restrict public access to the site were already in place however it was decided that the following additional measures would be taken:</p> <ul style="list-style-type: none"> • More warning signage has been put in place. • Access ladders have had guards fitted. • Removal of a maintenance ladder giving access to the top of the davit. <p>There have been no further reports of incidents since the additional measures were put in place however with the coming warmer weather this may change.</p>
--	--	--	--	--



REPORT TO NMIT COUNCIL | 3 OCTOBER 2019

ITEM 5

SAFETY, HEALTH AND WELLBEING REPORT: JULY - AUGUST 2019

GRANT KERR: EXECUTIVE DIRECTOR – STRATEGY, ENTERPRISE & SUSTAINABILITY

PURPOSE

To update Council on safety, health and wellbeing (SHW) performance for the current reporting period.

EXECUTIVE SUMMARY

Council receives the safety, health and wellbeing report at each meeting. The reports provide a dashboard and commentary analysis on lead and lag indicators. Key points to note are:

- There were no notifiable events or serious near misses reported during this period.
- There were two injuries and two medical conditions requiring medical treatment. See Event Summary and Findings section for more details.
- The 2019 event investigation completion rate is showing an improving trend with investigations completed for 87% compared to 71% at 30 June.
- The following trends are comparing to the previous year:
 - There was a significant decrease in the number of incidents reported in July and August this year; 29 compared to 49. Last year there were several incidents during the Adventure Tourism skiing field trip and this year there were no incidents.
 - The year to date incidents are also lower this year at 133 compared to 172 last year. Medical treatment was sought for 9 of the incidents this year and at the same time last year there were 18 that required medical treatment.
 - Although the reduction in medical treatment injuries is positive, the decrease in near miss reporting may indicate an issue with underreporting. NMIT will use the H&S Committee forum to identify barriers to logging incidents. With health and safety reporting in Power BI, incident reporting levels will be reviewed at Performance Panels. In addition, we will utilise the Knowledge Base and News articles on Polly to increase awareness of logging incidents in Assura.
- Key Performance Indicators
 - The number of health and safety audits and safety, health and wellbeing walks are tracking on target.
 - No areas of concern have been identified from the area inspections completed.
- Critical Risks
 - A programme to improve the level of assurance for managing critical risks will be incorporated into the Health and Safety Work Plan for 2020.

RECOMMENDATION

That Council members receive this report for their information.

APPENDIX

- a) [Safety, Health and Wellbeing Report for July to August 2019](#)

KEY PERFORMANCE INDICATORS

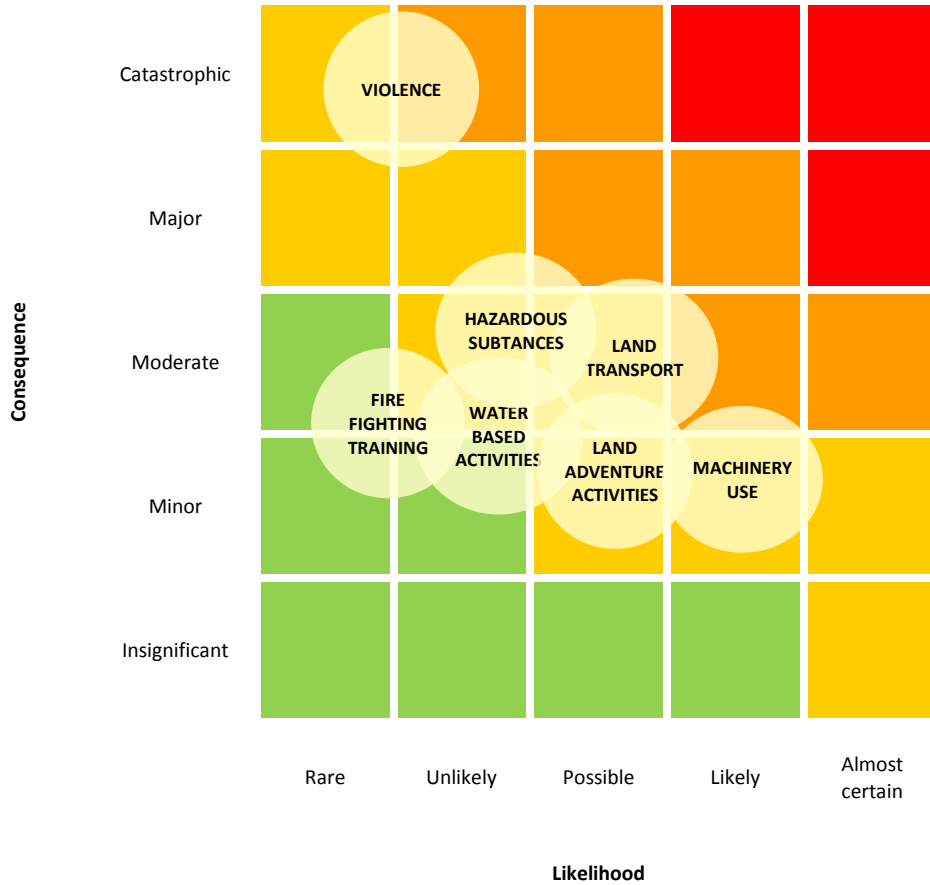
The next section is a progress update **as at 31 August** on key safety, health and wellbeing performance measures for NMIT for the third quarter (**1 July to 30 September 2019**). The actual measures will be included in the next report when September figures are available.

H&S FRAMEWORK	KEY PERFORMANCE INDICATOR	COMMENTS
1. Hazard & Risk management	New work risks have been eliminated or minimised by implementing control measures	Of the 16 unsafe conditions reported in July and August, all have an action plan to eliminate or minimise the work risk with four actions still to be implemented.
	Planned area inspections completed (<i>starting July, 15 per quarter</i>)	Action plan to be developed by 30 September to improve the number of area inspections being completed.
2. H&S Event management	Notifiable events are notified to WorkSafe as soon as possible after becoming aware of the event.	No notifiable events
	H&S events are investigated within 2 weeks of being reported (near misses, accidents, pain & discomfort)	48% of investigations were completed within 2 weeks.
3. Training	New NMIT team members have completed a H&S induction	Tracking at 51%. With a number of managers being away for several weeks it was identified that managers need to assign someone responsibility to complete new staff inductions in their absence.
4. Emergency Management	Fire drills at Nelson, Marlborough and Woodbourne were conducted within the last six months	All three campuses are compliant.
5. Working with other organisations	Regular maintenance type contractors working on Nelson Campus are registered on SiteWise prequalification or other accredited system	60% of regular maintenance contractors on Nelson Campus during July and August are registered with SiteWise.
	Quarterly H&S meetings held with key Stakeholders partners on Campus	Next meeting scheduled for 24 September 2019.
6. Wellbeing initiatives and support	Wellbeing activities/initiatives available to staff to access as per wellbeing calendar (<i>February to November, 1 per month</i>)	There were 4 activities in July and August and 3 are planned for September.
	Wellbeing activities/initiatives available to students as per annual SANITI calendar	SANITI had a target of 10 activities for July and August and delivered 13.
7. Worker and Student participation	Monthly H&S committee meetings held (<i>May to December</i>)	Meetings held on 8 August and 5 September and another scheduled for 26 September.
	H&S Representative coverage across NMIT	10 of 12 work groups have H&S Representatives.
8. Monitoring, and Continuous Improvement	Planned internal Audits completed (<i>one per quarter</i>)	Health and safety audit for Nelson Health Laboratory on scheduled for 25 September.
9. Governance and Leadership	Institute of Directors' 'diagnostic questions' discussed at SHW Leadership meetings (<i>starting June</i>)	Agenda for meeting on 19 September includes three questions to discuss.
	Planned safety walks completed (<i>Q2&4 – 4 per quarter, Q3 – 8 per quarter</i>)	3 safety walks completed in August and another 5 planned for September so on track to achieve.

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






LEAD INDICATORS

RISK PROFILE



SUMMARY OF CRITICAL RISKS

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.	●	Nothing new to report
Land transport	Vehicle fleet, including buses, vans, cars, trailers. Risk of vehicle / vehicle and person / vehicle collision in car parks used by students and team members	Safe Driving and Fleet Management Policy, Driver Approval form (including licence details) required to drive an NMIT vehicle (passenger licence to drive bus), car park permit system on Nelson campus, speed limit and judder bars. Voluntary driver assessments available to staff.	●	Nothing new to report.

Risk	Description	Management Overview	Level of assurance	Issues/Comments
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. On completion of new extraction systems in Nelson Engineering workshop another exposure monitoring report to be commissioned to gauge effectiveness of changes made in Building Barn, Engineering, Automotive and Art & Media workshops.		Nothing new to report.
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 twisted knee when leg got caught between boat console and seat during fast boat rescue exercise on Kura vessel – see Event Learning and Improvement for more details.
Land Adventure activities	Rock climbing, off track tramping, skiing, scrub clearing.	SOPs used and externally audited for high risk activities. Risk assessments and Intentions forms completed prior to activity. Call care used for overnight activities. Smartrak GPS satellite devices are available for emergency response for remote activities.		Nothing new to report.
Fire fighting training	Advanced firefighting including use of Breathing Apparatus and controlled fires in specialist facility.	Medical examination required prior to training. Regular audit of fire training facility. Competent trainers. Regular equipment inspections.		Nothing new to report.
Violence	Potential for active shooter on campus or in the community.	Lockdown procedures being developed and incorporate Active Shooter procedure into Emergency Procedures flipchart.		Lockdown procedure being updated. Scheduling staff information sessions late October. Training and lockdown exercise to follow.

Key:  High  Satisfactory  Low

AUDITS AND INSPECTIONS

Type	Jul	Aug	YTD	YTD (last year)
Area Inspection	0	0	5	10
Audit - External	0	0	0	1
Audit - Internal	0	0	2	1
Emergency Drills	0	0	3	4
SHW Walks	0	3	7	11
Site Inspection	0	0	0	2
Total	0	3	17	29

SAFETY OBSERVATIONS







Type	Jul	Aug	YTD	YTD (last year)
Safe Practice	0	0	1	5
Unsafe Practice	4	24	74	91
Unsafe Conditions	3	14	36	47
Suggestion	1	8	22	17
Total	8	46	133	160

CONTRACTOR SAFETY MANAGEMENT

Type	Jul	Aug	YTD	Contractor monitoring findings
Inductions*	29	21	184	No contractor monitoring to report for this period.
Worker sign ins*	145	141	1,305	
No. of workers*	53	43	219	
No. of organisations*	25	24	71	
Permit to work issued	2	0	14	
Task Analysis reviewed	4	0	27	

* Nelson Campus only

HEALTH AND SAFETY WORK PLAN UPDATE

Objective	WorkSafe Focus*	Status	Comments
1. Enhance reporting to NMIT Council	Leadership		New format report has been completed. Will modify accordingly when changes are required.
2. Implement Chemwatch (inventory database for managing chemicals and Safety Data Sheets)	Risk Management		Software purchased. Additional research being done to determine feasibility of Single Sign On (SSO) in September. Also in September plan to implement for one programme area as a trial before implementing across NMIT.
3. Increasing the number of H&S representatives (HSR) across NMIT to 26 and make sure they attend HSR training	Employee Engagement		HSR training dates will be researched in September.
4. Implement health and safety self-assessment tool for managers	Leadership		Manager Health and Safety checklist being developed to be finalised in September.
5. Implement trial with Aviation (Woodbourne) for a student portal to log Events and Safety Observations in Assura	Employee Engagement		Due to several staff changes in the Aviation Engineering team, and focus to prioritise resources on SMS Audit, this project is being postponed until 2020. No risk to NMIT as students are still able to complete paper forms to log events and safety observations which is then inputted into Assura by tutors.
6. Increase the number of contractors accredited under SiteWise prequalification by 50%	Leadership		Currently 48 NMIT contractors are registered with SiteWise. However, work is required to make sure existing contractors maintain accreditation.

(currently 30)			
----------------	--	--	--

Key: ● Achieved ● In progress – on track ● At risk of not achieving ● Not started

* Leadership, Risk Management and Employee Engagement are the three key elements WorkSafe have identified for effective health and safety in NZ. For more information see Nicole Rosie, WorkSafe Chief Executive [presentation](#) at the 2018 Safeguard National Health and Safety Conference.

LEADERSHIP AND ENGAGEMENT

Action	Findings/outcomes/ issues raised
SHW Walks	<p>Aquaculture, H Block – Good facilities however some areas were cramped and would benefit from more storage. Exit light being ordered for the Web lab to assist during an evacuation as there is no windows in this room.</p> <p>Digital Technologies and Arts & Media, G Block – only issue was cables on level 3 Tutor office creating a trip hazards. Action with Curriculum Manager to investigate.</p> <p>A Block science labs, clinical practice unit and fitness area in B Block – staff demonstrated their passion for NMIT and how they have the students' wellbeing at heart. Fitness courses could benefit from updated equipment and better spaces.</p>
H&S Committee	Kathryn Hattersley, H&S representative chaired the meeting in the absence of H&S Advisor. H&S Committee members want more training on Assura, the health and safety software system used by NMIT. Future meetings will include training on some aspect of Assura. Reminder that chemical inventory review is due and members can get on the Library distribution list for Safeguard magazine.

ACTIONS FROM PREVIOUS REPORTS

MEETING DATE	TASK	RESPONSIBLE	DUE DATE	STATUS
21/02/2019	Safe Driving and Fleet Management Policy	Acting Campus Services Manager	August 2019	Complete - updated policy, approved and available to view on website and staff intranet.
27/06/2019	Annual review of chemical inventories	Department HSNO key users	August 2019	In progress – 8 of 20 chemical inventories have been completed for 2019. Will follow to get all reviews completed by 30 September.
15/08/2019	The process (Assura) needs to be modified to enable the hiring manager to be able to update indicating induction not required.	H&S Advisor	September 2019	Resolved – Assura has the capability to allow hiring managers to indicate when induction is not required
15/08/2019	Investigation into incident where team member caught arm on the sharp point of offcut when clearing out offcuts from drop zone.	Curriculum Manager	16 August	Investigation in progress.
15/08/2019	Investigation into incident where Contractor reversed truck across pedestrian path as student leaving building to go onto path.	Curriculum Manager	16 August	Complete - Additional signage, gates and barriers have been installed and temporary road developed for contractor access away from pedestrian walkway.

LAG INDICATORS

DASHBOARD

Events

#Reported

29 (49)

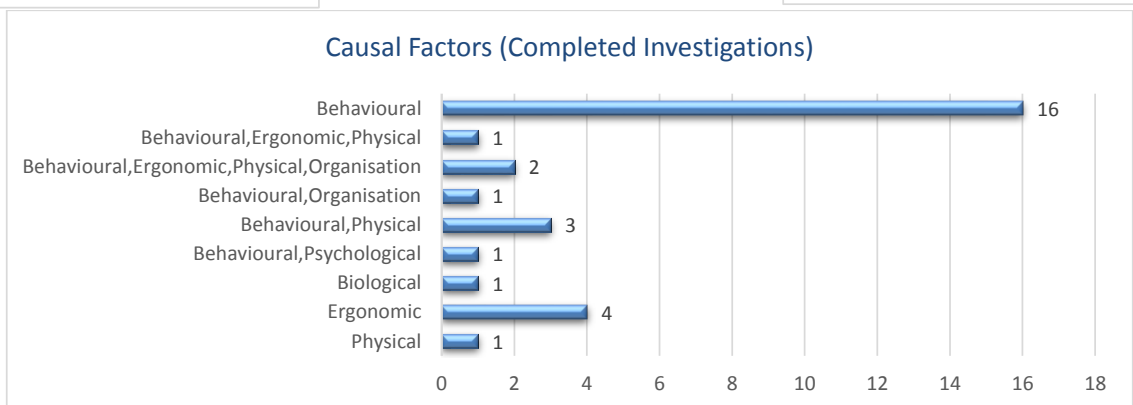
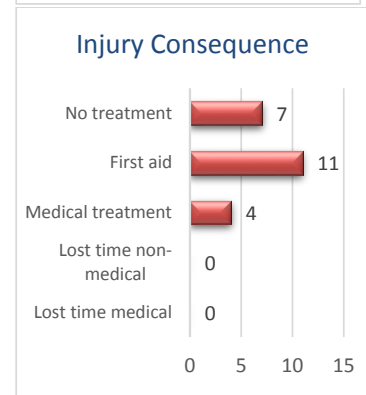
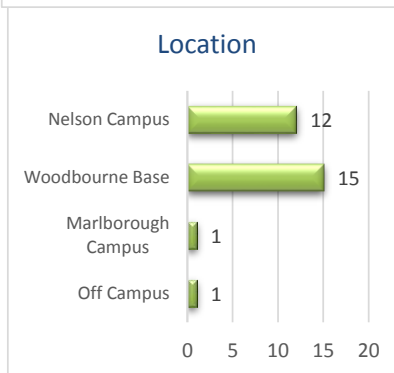
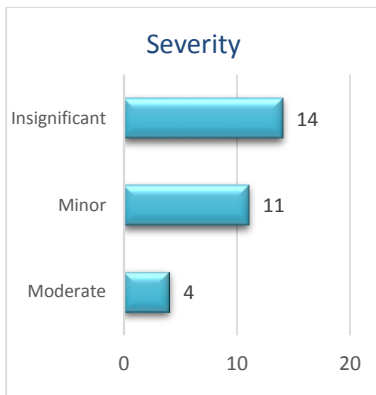
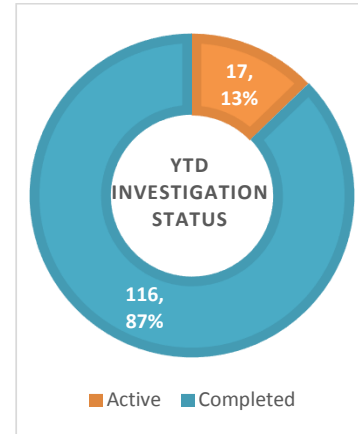
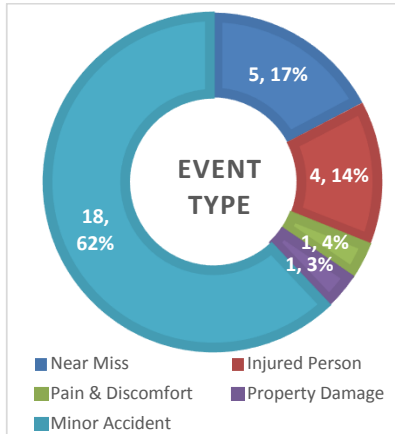
#Investigated

30 (49)

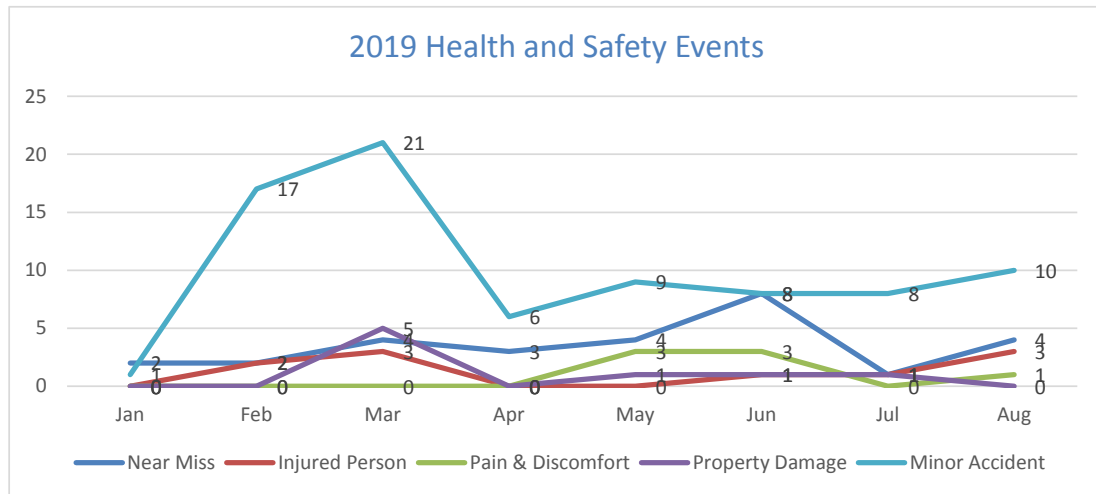
#Notifiable

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
Student (pregnant) fell, hit head, was initially unconscious. Ambulance called and student taken to Nelson hospital A&E.	<p>Main contributing factors were:</p> <ul style="list-style-type: none"> Sensitivity to hot temperature due to advanced stage of pregnancy <p>Recommendations:</p> <ul style="list-style-type: none"> No further action taken. 	●
Student fainted and became unconscious. Ambulance called and student to Nelson hospital A&E. The student’s mother was notified. Student now fully recovered.	<p>Main contributing factors were:</p> <ul style="list-style-type: none"> Medical condition unrelated to NMIT activities <p>Recommendations:</p> <ul style="list-style-type: none"> No further action taken. 	●
Student fell on stairs and hurt left knee. Taken to Nelson hospital A&E and confirmed no broken bones.	<p>Main contributing factors were:</p> <ul style="list-style-type: none"> Weather – raining Stairs slippery <p>Recommendations:</p> <ul style="list-style-type: none"> Non-slip mat purchased for door entrance Wet floor signage to be used on rainy days 	●
While in Kura vessel during Fast Rescue Boat course, team member’s knee twisted when leg got caught between boat seat and console. Only minor discomfort at the time but has gradually got worse over time so sought treatment from doctor and physiotherapist.	Investigation and recommendations to be completed by 2 October.	●

Key: ● High ● Satisfactory ● Low



REPORT TO NMIT COUNCIL | 3 OCTOBER 2019

ITEM 6

2020 COUNCIL & AUDIT COMMITTEE WORK-PLAN

DARYL WEHNER: COUNCIL CHAIR

PURPOSE

For Council to agree, or otherwise, the 2020 work-plan for the Council and Audit Committee.

CONTEXT

The 2020 Council and Audit Committee work-plan has been drafted in consultation with the Council Chair, Audit Committee Chair, Chief Executive and Executive Director – Finance, Compliance & Business Intelligence.

It was agreed to set out the full year’s work schedule, while acknowledging this may be revised given the Reform of Vocational Education and the impact on Council from 1 April 2020.

SUMMARY

The proposed work-plan for 2020 mirrors previous years, and aligns dates with key institute deadlines such as the annual report. Timing of such deadlines have been checked with Audit New Zealand to ensure adherence to their work schedule.

ALIGNMENT TO NMIT’S PRIMARY STRATEGIC OBJECTIVES

Strategic Priorities	Y / N	Comments
Standing out educationally	Y	By delivering NMIT’s work-plan, it ensures NMIT is constantly reviewing and reporting against its strategy.
Exceptional vocational opportunities	Y	
Motivated and clever teams	Y	
Active collaboration	Y	
Financial fitness	Y	
Gearing up for the future	Y	

RECOMMENDATION

That the Council approve the 2020 Council and Audit Committee work-plan.

APPENDIX

- a) [2020 Council and Audit Committee work-plan](#)

Council Open Agenda - 3 October 2019 - Items for Approval

DRAFT Annual Calendar for Council and Audit Committee - 2020								
	February	March	April	May	June	August	October	November
Meetings 2020	Thursday 20	Friday 27	TBC	Thursday 14	Thursday 25	Thursday 13	Thursday 1	Thursday 5
	10.00am Marlborough Campus	Audit 8.00am Council 9.30am Nelson Campus	Strategic Planning Workshop (Location to be confirmed)	9.30am Nelson Campus	Audit 8.00am Council 9.30am Nelson Campus	10.00am Marlborough Campus	Audit 8.00am Council 9.30am Nelson Campus	10.00am Marlborough Campus
Strategic Review/Investment Plan	Review			Review		Review		Revise & Review
Annual Budget	Draft Yr End						Audit Cttee review & recommendation to Council for approval	
CEO Performance Agreement				Complete CEO Appraisal				
Council Review of Appointments	Review					Review		
Council Performance Review (SAR)	Complete			Revise and Review (SAR)				Governance Skills Audit
Annual Report	Draft report to Council for information	Audit Cttee review & recommendation to Council & sign-off		Printed copy to all members of Council				
Council Member Induction	Undertake							
Stakeholder Engagement	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC
Health & Safety walk-about	Undertake	Undertake	Undertake	Undertake	Undertake	Undertake	Undertake	Undertake
Health & Safety Policy					Review			
Audit New Zealand Management Report					Audit Committee receive report and note actions		Audit Cttee update on actions taken	
Audit New Zealand 2020 Audit Arrangement					Audit Cttee to discuss and develop 3 year Audit Plan with Auditors		Audit Cttee recommendation re fees and approval by Council	
Legislative Compliance		Report to Council			Report to Council			Report to Council
Academic Board Statute Approval								Council to approve
TEC					Chair & CEO meeting with NMIT Council			Investment Manager
NB: Other key dates: Nelson Semester 1 Mihi Whakatau - Mon 24 Feb; Nelson Semester 2 Mihi Whakatau - Mon 20 July; Marlborough Semester 1 Mihi Whakatau - Thurs 27 Feb; Marlborough Semester 2 Mihi Whakatau - Thurs 23 July 2020 provisional Graduation dates: Te Toki Pakohe - 5 December; Marlborough - 10 December; Nelson - 15 December								



NMIT

Information Paper

Nā: Liam Sloan, Chief Executive
Ki a: NMIT Council
Te Kaupapa: Chief Executive's Report (Open)
Te Kaituhi: Liam Sloan
Te rā: 3 October 2019

1. PURPOSE:

- 1.1 To provide Council with a high level update on NMIT Chief Executive business for the period 8 August – 19 September 2019.

2. POINTS OF INFORMATION:

2.1 Team NMIT Engagement Activities

Our second 'Engage with Team NMIT' event took place in September providing team members with an opportunity to network, share good practice and take some time out to mix and mingle. The event was very well attended and with positive feedback received it is very much anticipated this new format will continue to be implemented into 2020.

2.2 External Stakeholder Engagements

2.2.1 Tertiary Education Strategy (TES)

Minister Hipkins has released details of the Governments priorities addressed in a draft TES which includes five strategic objectives:

1. Putting learners and their families at the centre of education
2. Better access to education
3. Quality teaching and leadership
4. Future-focused learning priorities
5. Forming a trusted and sustainable public education system.

A number of public huis will take place across the county over to coming weeks and one will be hosted on Thursday 26 September in our Mahitahi Colab at 17.30-20.00.

2.2.2 NZIST Workgroups

The NZIST Establishment Board is calling for nominations for workgroups to run over the next 6 months. The projects will cover: Student journey map; Employer and community engagement model; Education products and services; Work-based learning development; a new academic architecture for NZIST; Online arrangements; and International education.

Following an internal call for volunteers, NMIT have nominated a number of team members to be considered for participating.

2.2.3 Artificial Intelligence Institute

The Top of the South is set to benefit from Provincial Growth Fund (PGF) support of a \$3.4m loan that includes the establishment of an Artificial Intelligence Institute.

“The proposal is a mix of commercial activity, with a strong education focus involving the Nelson-Marlborough Institute of Technology, and over time, the Institute will expand into different sectors and across the country.”

Discussions are underway with the founders of the AI Institute in relation to accommodation requirements and collaboration possibilities.

2.3 Micro-credentials

We were the first Institute of Technology and Polytechnic (ITP) to launch a micro-credential since the New Zealand Qualifications Authority (NZQA) micro-credential pilot project in 2018. The micro-credential has also been approved for funding by the Tertiary Education Commission (TEC).

The Introduction to Artificial Intelligence (AI) for Society and Business (Level 5) is designed to challenge a student's preconceived thoughts on AI. Students will learn about the potential of this emerging technology and develop the confidence to embark on their own AI development project.

2.4 Applications and Enrolments to date

Application and Enrolment Statistics with Conversion Rate as of 1 September 2019

Domestic	Applications Received	Volume Percentage	Enrolment Accepted/Ready	Conversion Rate
2018	8,195		5,169	63%
2019	7,547	-8%	5,059	67%
International	Applications Received	Volume Percentage	Enrolment Accepted/Ready	Conversion Rate
2018	3,768		882	23%
2019	5,652	50%	857	15%

2.5 Media Monitoring

This report shows the overall graph with the number of stories that included NMIT, published between 31 July to 12 September 2019. The link to the report is below:

<https://app2.cision.com/report?id=3d098e86-0cab-45ab-b5e5-2e002f854f09>

3. RECOMMENDATION

That the Council receives the Chief Executive's report for their information.

Liam Sloan

19 September 2019



REPORT TO NMIT COUNCIL | 3 OCTOBER 2019
ITEM 8

EFTS AND FINANCIAL UPDATES AS AT 31 AUGUST 2019

VICKI BRYSON: EXECUTIVE DIRECTOR – FINANCE, COMPLIANCE AND BUSINESS INTELLIGENCE

PURPOSE

To provide Council with an EFTS and Financial update as at 31 August 2019.

CONTEXT

Council receives financial and EFTS reports at each meeting. The reports provide a dashboard and commentary analysis on budget and Mix of Provision status at NMIT.

SUMMARY

NMIT’s August year-to-date surplus is \$8.9m, \$0.5m unfavourable to budget. Revenues are lower than budget due to a combination of lower TEC funded and Youth Guarantee EFTS, a different EFTS mix, and timing of In China revenues. The lower than budgeted revenues are only partly offset by lower operating & staffing costs.

NMIT is forecasting a deficit of \$1m for the full year.

ALIGNMENT TO NMIT’S PRIMARY STRATEGIC OBJECTIVES

Strategic Priorities	Y / N	Comments
Standing out educationally		
Exceptional vocational opportunities		
Motivated and clever teams		
Active collaboration		
Financial fitness	Y	
Gearing up for the future		

RECOMMENDATION

That the Council receives the EFTS and Financial Updates as at 31 August 2019.

APPENDIX

- a) [EFTS Reporting 31 August 2019](#)
- b) [Financial Reporting and Analysis for Period Ending 31 August 2019](#)
- c) [Investments](#)



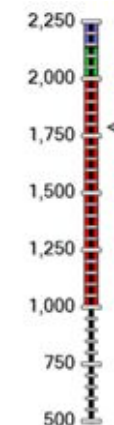
Nelson & Marlborough Institute of Technology

EFTS Reporting 31 August 2019



EFTS Reporting

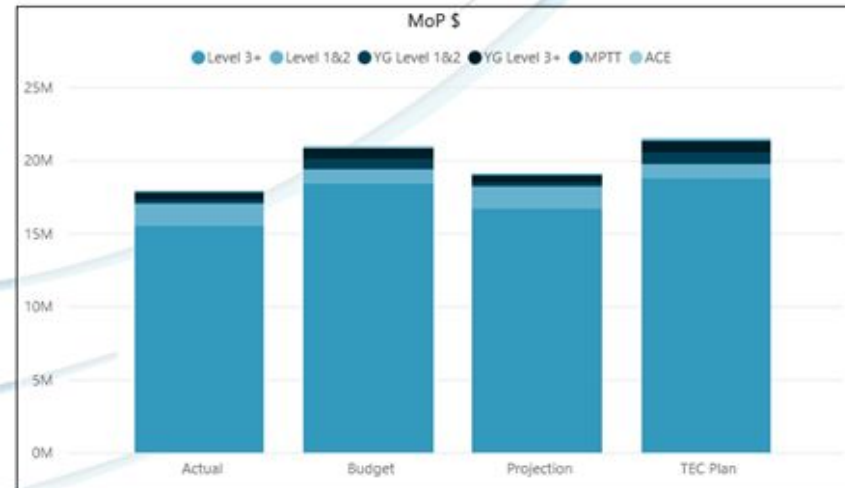
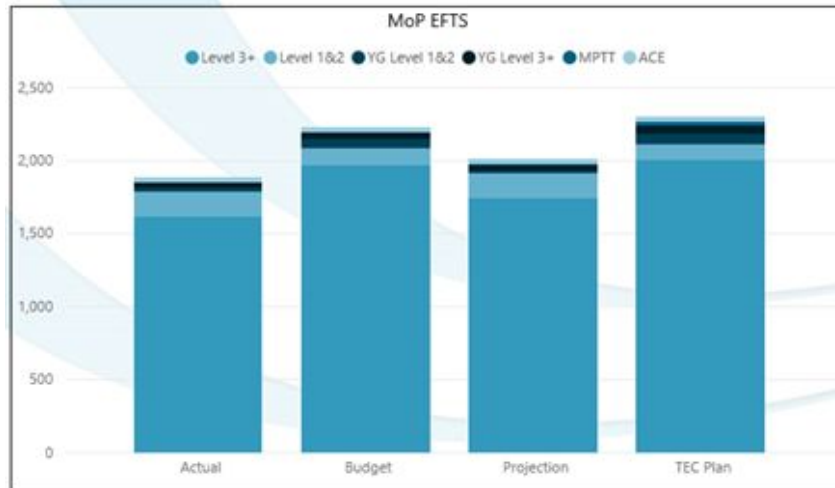
NMIT EFTS @ 02-Sep-2019 (EA & EW Status)											
Valuetype	SAC	INT.	CHINA	ITO	YG	STAR	Other	DPP	MPTT	ACE	Total EFTS
▶ 2019 Actual	1,787.85	454.56	264.75	16.58	56.75	43.22	86.92	0.00	5.12	30.47	2,745.60
2019 Budget	2,082.08	439.45	272.05	16.60	115.92	51.50	55.75	0.00	0.00	35.00	3,067.73
2019 Projected	1,913.21	456.24	264.79	24.09	54.50	44.88	91.15	0.00	5.12	35.75	2,889.05
2019 Plan	2,109.16	439.45	272.05	16.60	125.51	51.50	55.75	0.00	28.90	35.00	3,133.30
% EFTS Variances											
Actual[YTD] to Budget[FY]	(294.23)	15.11	(7.31)	(0.02)	(59.18)	(8.28)	31.17	0.00	5.12	(4.53)	(322.14)
% Actual[YTD] / Budget[FY]	85.9%	103.4%	97.3%	99.9%	49.0%	83.9%	155.9%	0%	0%	87.1%	89.5%
Actual[YTD] to Projection[FY]	(125.36)	(1.68)	(0.04)	(7.51)	2.25	(1.65)	(4.22)	0.00	0.00	(5.27)	(143.45)
% Actual[YTD] / Projection[FY]	93.4%	99.6%	100.0%	68.8%	104.1%	96.3%	95.4%	0%	100%	85.3%	95.0%



Programme Area EFTS incl. of distributed JV progs.															
Value Type	Applied Business	Maritime	Primary Industries	Aviation	Engineering & Construction	International Curriculum Dean	Arts, Media & Digital Technologies	Social Sciences	Tertiary Pathways	Hospitality & Service Sectors	Health & Fitness	Te Toki Pakohe	Learning, Innovation & Delivery	Total	
▶ 2019 Actual YTD	387.31	151.97	292.89	116.36	223.98	264.75	321.64	274.39	186.91	110.62	233.45	175.15	3.93	2,743.35	
2019 Budget FY	417.00	209.40	299.00	118.34	261.85	272.05	432.29	311.04	171.08	151.50	270.31	149.26	4.61	3,067.73	
2019 Projected FY	414.60	170.50	335.94	115.96	248.21	264.79	334.46	279.40	190.96	117.36	233.09	176.96	4.58	2,886.80	
2019 Plan FY	417.00	209.40	327.90	118.34	261.85	272.05	432.29	351.42	160.73	151.50	270.31	155.90	4.61	3,133.30	
% EFTS Variances															
Actual[YTD] to Budget[FY]	(29.69)	(57.43)	(6.11)	(1.98)	(37.87)	(7.31)	(110.64)	(36.66)	15.82	(40.88)	(36.85)	25.89	(0.68)	(322.14)	
% Actual[YTD] / Budget[FY]	92.9%	72.6%	98.0%	98.3%	85.5%	97.3%	74.4%	88.2%	109.2%	73.0%	86.4%	117.3%	85.3%	89.5%	
Actual[YTD] to Projection[FY]	(27.29)	(18.52)	(43.05)	0.40	(24.23)	(0.04)	(12.82)	(5.01)	(4.05)	(6.74)	0.36	(1.81)	(0.65)	(143.45)	
% Actual[YTD] / Projection[FY]	93.4%	89.1%	87.2%	100.3%	90.2%	100.0%	100.0%	98.2%	97.3%	94.3%	100.2%	99.0%	85.3%	95.0%	



EFTS Reporting – Mix of Provision



EFTS	Level 3+	Level 1&2	YG Level 1&2	YG Level 3+	MPTT	ACE	Total
Actual	1,618.69	169.16	27.75	33.62	5.12	30.47	1,884.82
Budget	1,968.15	113.93	67.67	48.25	0.00	35.00	2,233.01
Projection	1,739.25	173.96	22.20	36.00	5.12	35.75	2,012.27
TEC Plan	2,003.61	105.55	77.26	48.25	28.90	35.00	2,298.57

\$	Level 3+	Level 1&2	YG Level 1&2	YG Level 3+	MPTT	ACE	Total
Actual	15,580,125	1,456,710	307,575	480,812	20,478	135,422	17,981,121
Budget	18,400,528	1,039,168	730,876	689,975	0	155,540	21,016,087
Projection	16,740,892	1,514,705	239,760	514,800	20,480	158,851	19,189,488
TEC Plan	18,805,685	954,635	834,436	689,975	115,600	155,540	21,555,871

	Level 3+	Level 1&2	YG Level 1&2	YG Level 3+	MPTT	ACE	Total
Act vs. Bud	-349.46	55.23	-39.92	-14.63	5.12	-4.53	-348.19
Act vs. Bud %	82.2%	148.5%	41.0%	69.7%	Infinity	87.1%	84.4%
Act vs. Proj	-120.55	-4.80	5.55	-2.38	0.00	-5.27	-127.46
Act vs. Proj %	93.1%	97.2%	125.0%	93.4%	100.0%	85.3%	93.7%
Act vs. Pln	-304.92	63.61	-49.51	-14.63	-23.78	-4.53	-413.75
Act vs. Pln %	80.8%	160.3%	35.9%	69.7%	17.7%	87.1%	82.0%
Proj vs. Pln	-264.36	68.42	-55.06	-12.25	-23.78	0.74	-286.30
Proj vs. Pln %	86.8%	164.8%	28.7%	74.6%	17.7%	102.1%	87.5%

	Level 3+	Level 1&2	YG Level 1&2	YG Level 3+	MPTT	ACE	Total
Act vs. Bud \$	-2,820,404	417,542	-423,301	-209,163	20,478	-20,118	-3,034,966
Act vs. Bud \$ %	84.7%	140.2%	42.1%	69.7%	Infinity	87.1%	85.6%
Act vs. Proj \$	-1,160,768	-57,996	67,815	-33,988	-2	-23,429	-1,208,367
Act vs. Proj \$ %	93.1%	96.2%	120.3%	93.4%	100.0%	85.3%	93.7%
Act vs. Pln \$	-3,225,561	502,075	-526,861	-209,163	-95,122	-20,118	-3,574,750
Act vs. Pln \$ %	82.8%	152.6%	36.9%	69.7%	17.7%	87.1%	83.4%
Proj vs. Pln \$	-2,064,793	560,070	-594,676	-175,175	-95,120	3,311	-2,366,383
Proj vs. Pln \$ %	89.0%	158.7%	26.7%	74.6%	17.7%	102.1%	89.0%



Nelson & Marlborough Institute of Technology

Financial Reporting & Analysis For Period Ending 31 August 2019

Vicki Bryson: Executive Director of Finance, Business Intelligence and Compliance

NMIT Executive Summary





NMIT Financial Operating Statement

For the period ending 31 August 2019

Category Description (\$000's)	Year to Date				Full Year		
	Actual	Budget	\$ Variance	%+(-)Variance	Budget	2018	2017
Income							
TEC Funding	17,631	18,713	(1,082)	(6)%	20,010	19,423	18,073
Youth Guarantee	786	1,397	(611)	(44)%	1,524	819	1,530
ITO	119	168	(48)	(29)%	185	207	225
Star & Trades Academy	392	423	(31)	(7)%	564	467	460
Student Fees - Domestic	6,635	7,753	(1,118)	(14)%	8,197	7,286	7,161
Student Fees - International	7,077	6,071	1,006	17%	6,879	7,289	8,187
Interest & Dividends	441	467	(25)	(5)%	700	661	743
Other Income	3,199	4,022	(824)	(20)%	4,897	5,117	5,350
Total Income	36,280	39,014	(2,734)	(7)%	42,956	41,269	41,729
Expenditure							
Class Resources	1,377	1,562	184	12%	2,121	2,232	2,341
International Commissions	1,650	1,916	266	14%	2,174	1,623	1,854
Curriculum Support	25	52	27	51%	74	58	54
Information Technology	921	915	(6)	(1)%	1,363	1,185	1,192
HR & Training	372	468	96	20%	661	606	762
Marketing & Promotions	285	434	150	34%	639	562	841
Admin & Support	1,029	1,334	306	23%	1,958	2,836	2,861
Facilities	1,512	1,471	(42)	(3)%	2,070	4,857	3,203
Interest Expense	-	-	-	0%	-	0	4
Depreciation, Amortisation & Impairment	3,192	2,667	(526)	(20)%	4,000	4,636	4,170
JV/TANZ Costs	1,908	2,267	359	16%	2,929	1,876	1,798
Total Opex Expenses	12,272	13,086	814	6%	17,989	20,471	19,081
Academic Pay	7,819	8,819	1,000	11%	13,310	12,809	13,224
Support Staff Pay	7,237	7,646	409	5%	11,515	10,829	11,274
Total Staffing Costs	15,056	16,466	1,409	9%	24,825	23,638	24,498
Total Expenditure	27,328	29,552	2,224	8%	42,814	44,109	43,579
Contribution	8,952	9,462	(510)	(5)%	143	(2,841)	(1,850)
Contribution %	25%	24%			0%	(7)%	(4)%

YTD contribution \$ is unfavourable to budget, although contribution % is on budget. All income streams, except for international student fees are unfavourable to budget. The unfavourable revenue variance is only partly offset by favourable YTD opex and pays.



Income : variance explanation

Category Description (\$000's)	Year to Date				Full Year		
	Actual	Budget	\$ Variance	%+(-)Variance	Budget	2018	2017
Income							
TEC Funding	17,631	18,713	(1,082)	(6)%	20,010	19,423	18,073
Youth Guarantee	786	1,397	(611)	(44)%	1,524	819	1,530
ITO	119	168	(48)	(29)%	185	207	225
Star & Trades Academy	392	423	(31)	(7)%	564	467	460
Student Fees - Domestic	6,635	7,753	(1,118)	(14)%	8,197	7,286	7,161
Student Fees - International	7,077	6,071	1,006	17%	6,879	7,289	8,187
Interest & Dividends	441	467	(25)	(5)%	700	661	743
Other Income	3,199	4,022	(824)	(20)%	4,897	5,117	5,350
Total Income	36,280	39,014	(2,734)	(7)%	42,956	41,269	41,729

Income variance has improved during the month but is still 7% unfavourable to budget overall.

- x TEC funding is unfavourable to budget due to significantly lower (140.1) EFTS in Level 3 and above programmes including Bachelor of Nursing (40.5 EFTS/\$0.5m), BCom (33.1 EFTS/\$0.2m), Dip A&M (30 EFTS/\$0.2m).
- x Youth Guarantee funding is unfavourable to budget, due to lower EFTS (approx. half the number budgeted).
- x ITO fees are unfavourable to budget due to lower than budgeted EFTS for Competenz & MITO apprentices.
- x Star & Trades Academy revenue is unfavourable to budget with fewer EFTS in trimester 2. Revenue is forecast to be under budget for the full year, despite new contracts for delivery of courses for West Coast Trades Academy.
- x Domestic student fees are unfavourable to budget, with lower fees from both self-funded courses (China project mentoring fees) & TEC funded courses (due to a combination of lower EFTS overall & different EFTS mix).
- ✓ International fees are favourable to budget due to significantly higher YTD EFTS which, excluding In China delivery, are 66 ahead of YTD budget. The new Masters in Applied Management has delivered significantly higher than expected enrolments.
- x Interest & dividend income is unfavourable to budget due to lower (and declining) interest rates. A \$20k unbudgeted dividend was received from TANZ eCampus Ltd.
- x Other income remains below YTD budget, largely due to a change in the allocation of revenues for In China delivery in late 2018 that has resulted in a difference in the timing of revenues between actual and budget (\$0.8m). It is expected that this variance will reduce in October 2019 when the new intakes occur.

Operating Expenditure - variance explanation

Category Description (\$000's)	Year to Date				Full Year		
	Actual	Budget	\$ Variance	%+(-)Variance	Budget	2018	2017
Expenditure							
Class Resources	1,377	1,562	184	12%	2,121	2,232	2,341
International Commissions	1,650	1,916	266	14%	2,174	1,623	1,854
Curriculum Support	25	52	27	51%	74	58	54
Information Technology	921	915	(6)	(1)%	1,363	1,185	1,192
HR & Training	372	468	96	20%	661	606	762
Marketing & Promotions	285	434	150	34%	639	562	841
Admin & Support	1,029	1,334	306	23%	1,958	2,836	2,861
Facilities	1,512	1,471	(42)	(3)%	2,070	4,857	3,203
Interest Expense	-	-	-	0%	-	0	4
Depreciation, Amortisation & Impairment	3,192	2,667	(526)	(20)%	4,000	4,636	4,170
JV/TANZ Costs	1,908	2,267	359	16%	2,929	1,876	1,798
Total Opex Expenses	12,272	13,086	814	6%	17,989	20,471	19,081

Opex variance reduced during the month but remains favourable to budget (6% overall), partly offsetting the unfavourable revenue variance.

Significant variances include:

- ✓ Savings in Class Resources, particularly lower course travel & accommodation costs due to lower YG EFTS (i.e. reduced travel allowance payments) and lower clinical experience costs due to lower Nursing EFTS. Moderation costs are currently lower than budget but this variance is expected to reduce by year end.
- ✓ Lower International Commissions due the change in China income timing as referred to in the Income section. This variance is forecast to reduce by year end.
- ✓ Favourable variance in Curriculum Support costs due to the timing of research costs. Full year expenditure is expected to be in line with full year budget.
- x Small unfavourable variance in Information Technology with unbudgeted licence fees for Bachelor of Computer Generated Imagery & Diploma in Nautical Science.
- ✓ Favourable variance in HR & Training due to savings in professional memberships and timing of staff professional development expenditure.
- ✓ Favourable variance in Marketing & Promotions expenditure due to the timing of marketing activities. This variance is forecast to reduce by year end, with only a small favourable variance expected due to savings in international marketing costs.



Operating Expenditure - variance explanation cont'd

Category Description (\$000's)	Year to Date				Full Year		
	Actual	Budget	\$ Variance	%+(-)Variance	Budget	2018	2017
Expenditure							
Class Resources	1,377	1,562	184	12%	2,121	2,232	2,341
International Commissions	1,650	1,916	266	14%	2,174	1,623	1,854
Curriculum Support	25	52	27	51%	74	58	54
Information Technology	921	915	(6)	(1)%	1,363	1,185	1,192
HR & Training	372	468	96	20%	661	606	762
Marketing & Promotions	285	434	150	34%	639	562	841
Admin & Support	1,029	1,334	306	23%	1,958	2,836	2,861
Facilities	1,512	1,471	(42)	(3)%	2,070	4,857	3,203
Interest Expense	-	-	-	0%	-	0	4
Depreciation, Amortisation & Impairment	3,192	2,667	(526)	(20)%	4,000	4,636	4,170
JV/TANZ Costs	1,908	2,267	359	16%	2,929	1,876	1,798
Total Opex Expenses	12,272	13,086	814	6%	17,989	20,471	19,081

- ✓ Favourable variance in Admin & Support costs with lower expenditure in most expense categories (in particular consultants, photocopying/printing, travel & accommodation – admin, and purchases admin). These variances are partly offset by unfavourable expenditure on SANITI SLA (contra Other Revenue). This variance is forecast to reduce by two-thirds by year end, with full year savings expected in consultants, entertainment, legal fees, and bad debts.
- x Small unfavourable variance in Facilities costs overall with offsetting variances in various categories (lower repairs and maintenance costs due to delays in maintenance work, offset by higher expenditure on insurance, energy, cleaning, security, and loss on asset disposals). This variance is forecast to increase by year end.
- x Unfavourable Depreciation expense variance due to higher depreciation charges from 2018 buildings revaluation. Depreciation is forecast to be \$0.8m overspent for the year.
- ✓ Favourable variance in JV/TANZ costs due to lower eCampus & SUTI EFTS, partly offset by additional EFTS allocated to Seafood Training Services. Skills Update Training Limited are withdrawing from the joint venture contract with final delivery being completed in September. Delivery of some programmes has been transitioned back in-house. JV/TANZ costs are forecast to be favourable by \$0.6m for the full year.



Pays - variance explanation

Category Description (\$000's)	Year to Date				Full Year		
	Actual	Budget	\$ Variance	%+(-)Variance	Budget	2018	2017
Academic Pay	7,819	8,819	1,000	11%	13,310	12,809	13,224
Support Staff Pay	7,237	7,646	409	5%	11,515	10,829	11,274
Total Staffing Costs	15,056	16,466	1,409	9%	24,825	23,638	24,498

Academic pays

- ✓ Favourable by \$1.0m, due to reduced spend on contractors and part-time staff, particularly In China delivery, mentors for China project students, and Bachelor of Nursing (due to lower EFTS). Savings from vacant positions with delays in recruiting some academic positions (coordination, programme lead specialists).
- ✓ Full year academic pay is forecast to be \$1.4m favourable to budget.
 - The TEU collective agreement expired on 1 March 2019 and has now been settled. Payment of backpay to academic staff on IEA's to be paid in September.

Support staff pays

- ✓ Favourable to budget by \$0.4m, with savings from vacant positions due to delays in recruitment (business support coordinators, TOTSTA coordination, HR administration).
- ✓ Full year support staff pay is forecast to be \$0.5m favourable to budget.

YTD pays \$1.4m favourable to budget with savings from reductions in staff/contractors due to lower EFTS in some programmes, and delays in recruitment.



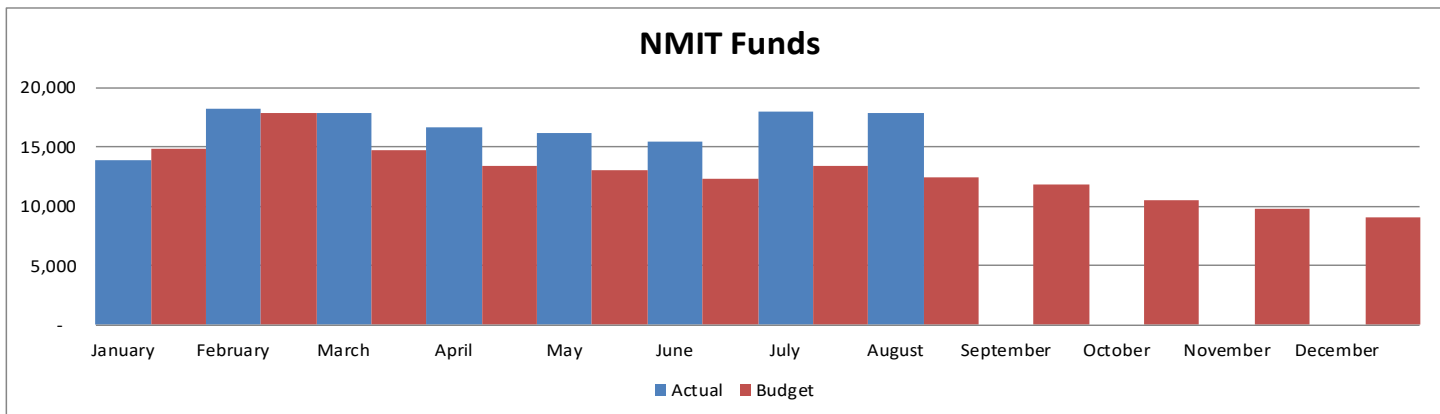
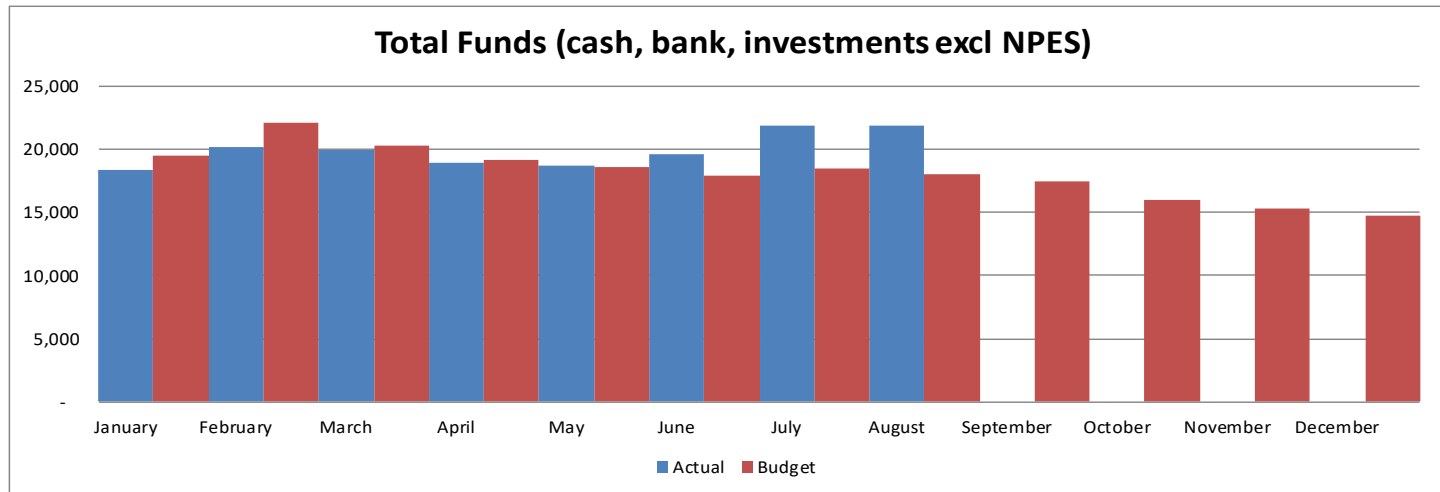
Capital Expenditure as at 31 August 2019

	2019 YTD Actual	2019 Original Budget	2018 Carry Forward	2019 Agreed Savings	2019 Revised Budget	Balance To Spend	%
Land	-	-	-	-	-	-	0%
Buildings	381	240	313	(195)	358	(24)	107%
Art	-	-	-	-	-	-	0%
Computers	533	1,335	164	(320)	1,178	645	45%
Programme Development	72	857	-	-	857	785	8%
Plant & Equipment	419	948	-	(199)	749	331	56%
Vehicles	192	97	-	-	97	(95)	198%
Books	37	121	-	(15)	106	69	35%
Work in progress movement	(64)	-	-	-	-	64	0%
Total	1,570	3,598	477	(729)	3,346	1,776	47%

- 47% of revised capex budget spent to date. Overspends in buildings and vehicles categories is due to release of costs in work in progress at December 2018.
- Budget carried forward from 2018 is for the Trades barn upgrade \$43k, Sports Turf remediation \$270k, and storage for Bachelor of Computer Generated Imagery \$164k.
- \$729k savings are to be made from the original 2019 capex budget.
- No additional capex approvals are being granted for 2019. All capex requirements must be met from existing approved budget via substitution if required.



Cash flow Graph



NMIT funds have remained steady at \$17.9m, and are now \$5.5m ahead of budget. The higher than budgeted level of NMIT funds is due to a combination of higher cash & investments and lower than budgeted student fees in advance (which is deducted from bank & investments in arriving at the NMIT funds balance).

NMIT Financial Statement of Position

As at 31 August 2019



	Institute Actual 31st August 2019 (\$000)	Budget 31st August 2019 (\$000)	Actual 31st August 2018 (\$000)
Assets			
Current assets			
Cash and cash equivalents	1,670	18,895	1,458
Debtors and other receivables	4,628	7,386	5,987
Investments	21,200	-	17,685
Prepayments	547	463	585
Total current assets	28,044	26,744	25,716
Non-current assets			
Investments	1,160	1,081	1,081
Property, plant and equipment	90,422	84,953	86,403
Intangible assets	2,201	3,891	2,376
Total non-current assets	93,783	89,925	89,861
Total assets	121,827	116,670	115,576
Liabilities			
Current liabilities			
Creditors & other payables	3,114	3,300	3,874
Revenue received in advance	4,793	6,139	3,799
Provisions	2,058	1,958	2,099
Other financial liabilities	1,658	1,348	1,256
Total current liabilities	11,623	12,744	11,027
Non-current liabilities			
Provisions	222	192	192
Total non-current liabilities	222	192	192
Total liabilities	11,845	12,936	11,219
Net assets	109,982	103,734	104,358
Equity			
Capital introduced	29,039	29,039	29,039
Accumulated funds	24,638	25,094	25,718
Revaluation reserves	53,450	46,745	46,745
Capital reserves	2,855	2,855	2,855
Total equity	109,982	103,734	104,358

- NMIT's net assets / total equity have increased to \$6.2m favourable to budget. Debtors are lower than budgeted and offset by higher than budgeted cash & investments. Non-current assets are favourable to budget due to the unbudgeted increase in value of land and buildings from the 2018 revaluation, partly offset by higher current year depreciation & lower YTD capex spend. Current liabilities are favourable due to lower student fees in advance.
- NMIT's working capital position remains strong.



NMIT Financial Statement of Cashflows For the period ending 31 August 2019

	Institute		
	Actual	Budget	Actual
	31st August 2019 (\$000)	31st August 2019 (\$000)	31st August 2018 (\$000)
Cash flows from operating activities			
Receipts from government grants	14,490	13,493	13,114
Receipts from tuition fees	11,725	12,670	10,952
Receipts from other income	4,717	5,676	4,682
Interest & Dividend income received	383	467	477
Payments to employees	(14,775)	(16,271)	(15,058)
Payments to suppliers	(8,498)	(9,797)	(11,066)
GST (net)	171	21	(120)
Net cash flows from operating activities	8,214	6,259	2,980
Cash flows from investing activities			
Purchase of property, plant and equipment	(1,449)	(2,017)	(2,254)
Purchase of intangible assets	(108)	(387)	(335)
Acquisition of investments	(7,100)	-	(581)
Net cash flows from investing activities	(8,657)	(2,403)	(3,169)
Net increase/(decrease) in cash and cash equivalents	(443)	3,856	(189)
Cash and cash equivalents at beginning of year	2,113	15,040	1,647
Closing cash and cash equivalents	1,670	18,895	1,458

- Net cash flows from operating activities are favourable to budget, with lower income being more than offset by lower expenditure.
- Net cash flows from investing are \$(6.3)m unfavourable, but this includes \$(7.1)m investment of funds in short-term deposits (unbudgeted). While cash and cash equivalents are \$(17.2)m unfavourable to budget, this is due to short term investments not being budgeted separately from cash. When YTD actual short term investments of \$21.2m are included, cash and cash equivalents are \$4m favourable to budget.



2019 Live Budget

Category Description	Year to Date			Full Year				
	Actual	Budget	% Achieved	Actual	Budget	% Achieved	Live Budget	% Achieved
Income								
TEC Funding	18,417	20,110		18,417	21,535		19,532	
Fees	13,712	13,824		13,712	15,076		14,573	
Interest	441	467		441	700		600	
Other Income	3,710	4,613		3,710	5,646		5,541	
Total Income	36,280	39,014		36,280	42,956		40,246	
Operating Expenditure								
Class Resources	1,377	1,562		1,377	2,121		1,913	
International Commissions	1,650	1,916		1,650	2,174		2,207	
Curriculum Support	25	52		25	74		73	
Information Technology	921	915		921	1,363		1,535	
HR & Training	372	468		372	661		621	
Marketing & Promotions	285	434		285	639		590	
Admin & Support	1,029	1,334		1,029	1,958		1,870	
Facilities (Site)	1,512	1,471		1,512	2,070		2,337	
JV/TANZ Costs	1,908	2,267		1,908	2,929		2,294	
Depreciation, Amortisation & Impairment	3,192	2,667		3,192	4,000		4,790	
Interest Expense	-	-		-	-		-	
Total Opex	12,272	13,086		12,272	17,989		18,230	
Academic Staff Costs	7,819	8,819		7,819	13,310		11,922	
Support Staff Costs	7,237	7,646		7,237	11,515		11,060	
Total Staffing Costs	15,056	16,466		15,056	24,825		22,982	
Total Expenditure	27,328	29,552		27,328	42,814		41,212	
Contribution	8,952	9,462		8,952	143		(966)	
Contribution %	25%	24%		25%	0%		(2)%	

Year end forecast deficit remains at \$(1.0)m compared to Budget surplus of \$0.1m. This is primarily due to a reduction in TEC funding of \$(2.0)m due to lower EFTS in eCampus, Youth Guarantee and programmes such as Bachelor of Nursing. Fee income is now forecast to be unfavourable to budget by \$(0.5)m, with lower fees in domestic SAC funded courses partly offset by higher international student fees. Full year Operating Expenses are forecast to be unfavourable to budget by \$0.2m, with savings in JV/TANZ costs offset by higher depreciation expense. Staffing Costs are forecast to be \$1.8m favourable to budget.



Nelson & Marlborough Institute of Technology

Investments



Investments as at 31 August 2019

a) Summary		<u>31 August 2019</u>			<u>31 July 2019</u>		<u>Change</u>	
Bank	Rating	Amount	Average Rate	Average Term	Amount	Average Rate	Value	Average Rate
ANZ	AA-	5,300,000	3.230%	183.67	5,700,000	3.271%	(400,000)	(0.04)%
BNZ	AA-	2,400,000	3.300%	197.00	2,400,000	3.300%	-	0.00%
SBS	BBB	13,300,000	3.328%	194.04	12,600,000	3.382%	700,000	(0.05)%
Westpac	AA-	200,000	3.160%	140.00	200,000	3.160%	-	0.00%
Total		\$21,200,000	3.299%	185.64	\$20,900,000	3.340%	\$300,000	(0.04)%
b) Other Cash not on deposit		\$ 1,669,723			\$ 2,028,017		(358,295)	
c) New Deposits during Month		\$ 3,300,000			\$ 4,450,000		(1,150,000)	
d) Deposits broken in month		\$ -			\$ -		-	
e) Due Repayment coming month		\$ 3,650,000			\$ 3,000,000		650,000	

August 2019

SANITI REPORT FOR COUNCIL

CORNELIUS PRINSLOO, STUDENT PRESIDENT

PRESIDENTIAL BLURB

Sadly not much interesting to report for August. It was a pretty uneventful business as usual while we waited for more information on 2020.

STRATEGIC GOAL ONE: EVENTS AND CAMPUS CULTURE

International events are the main area of interest for August, with a farm visit and Abel Tasman trip. This week the international students will head down to Kaikoura to see the seals and beautiful area of the South Island. We have a casual staff member assisting with these trips, who also managed the China Program this year.

Other events such as the pancake days, and nachos were also received well. We also had our last winter soup event.

As far as campus culture is concerned, Alison will be meeting with Grant to feed into the CAMPLAN progression and see how we can enable student spaces to be better utilized.

STRATEGIC GOAL TWO: SUPPORT, ADVOCACY, EMPLOYMENT

As always Advocacy is swamped with students in need, and the team have managed to resolve the majority of issues as low level as possible, with only two cases being escalated further. This is a continuously improving service and demand changes in requirements from student to student. Personally I have had the opportunity to sit on 4 misconduct panels in the last few months and got to experience first-hand what our advocates deal with.

Employment service is steadily running as we had hoped, with both demand and complimentary feedback streaming in.

Statistics have been collated and reported to S Smart and her team under SLA agreement.

STRATEGIC GOAL THREE: REPRESENTATION AND COLLABORATION

SANITI had its program reps Wine and Cheese night last week, with a number of students turning up to socialize and get to know one another. J Bytheway graced us with her company and got the opportunity to meet some of the reps and hear their journey as students from different areas and years. It was a very positive experience which we hope to repeat and hopefully have even more staff from NMIT present.

Our program representative numbers have increased and thanks to T Baigent, and K Woodward, who have now gotten us close to target (which will be hit with the last term intakes).

SANITI surveys have been collected in with over 300 returned surveys. Results will be available at the end of the month

OTHER SANITI BUSINESS

SGM will be taking place in October with 4 exec positions opening up



ITP Council operations to 1 April 2020 – Points to consider

These points respond to questions we have already received and some that have not yet been asked – our intention is to provide a framework for councils' decision-making over the coming months

RoVE Summary of Change Decisions sets the scene

<https://conversation.education.govt.nz/assets/RoVE/AoC/RoVE-Summary-of-Change-Decisions.pdf>

The RoVE summary sets out clearly the Government's intentions for the reform of vocational legislation, reflected in the draft legislation that Minister Hipkins has introduced into the House – the **Education (Vocational Education and Training Reform) Amendment Bill 2019**¹. The Bill includes the creation of the New Zealand Institute of Skills and Technology (NZIST), the workforce development councils (WDCs) and a new regulatory framework for vocational education and training. The present institutes of technology and polytechnics (ITPs) will become Crown entity subsidiaries under the Crown Entities Act 2004.

None of these changes can be put in place until the Bill is passed by parliament, and the Bill may be amended during its passage through the House, likely to take until March 2020.

The **Establishment Board** has been set up to ensure that the new NZIST is ready to begin work on day one, intended to be 1 April 2020. Barry Jordan, Chair of the Establishment Board, is meeting with all council Chairs to better understand the challenges and opportunities for the new NZIST, the resources and leadership it will need, and to facilitate a smooth transition from the councils to the subsidiary boards. In the meantime, it is "business as usual" for your ITP.

We want to help you maintain "business as usual" across the sector

Council retains its authority – decisions should be consistent with agreed plans

Your council retains its leadership role and its accountability until 31 March 2020. This means that you may take decisions that bind the incoming subsidiary board for the extent of the Transition Period, which ends on 31 December 2022 – *as long as* the decision is consistent with current policies, existing plans, and with decisions you have been taking over recent months.

¹ <http://legislation.govt.nz/bill/government/2019/0170/latest/LMS245704.html>

If, as a council, you have a decision that is unusual in any way – not included in the council work-plan, urgent, or one where you have been unable to undertake normal due diligence, please discuss it first with the TEC. *In the first instance, contact Sandra Ramsay, Manager Relationships (Investment): Sandra.Ramsay@tec.govt.nz 04 474 5610.*

Council composition: staff and student members, vacancies

Questions we've received include: Do we proceed to hold elections for the staff and student representatives? Do we develop the systems and procedures for staff and student elections?

These are decisions for each council. The compliance requirement is for you to provide a constitution to the Minister by 24 August 2019. The constitutional changes come into effect on 24 October 2019 and staff and student representatives can be full members of your council from that date. However, councils have 6 months from that date to implement staff and student representation, i.e. 24 April 2020, and this is after the proposed date of council dissolution on 1 April 2020.

The Minister's view remains that adding staff and students to the council as soon as possible would provide, at the very least, good governance experience for those representatives. Only the council can determine how keen staff and students at your ITP are to take their seats at the council table.

One factor to consider is whether your ITP is near the end or the beginning of the process – if elections are planned for 2020, it may not be worthwhile going ahead. But it is a matter for your council's judgement.

Should a vacancy arise on your council in the next few months, we encourage you to carry on without making any new appointments at this time. *To discuss any aspect of council membership, please contact Julia.Kennedy@tec.govt.nz 04 462 5213.*

Appointing or reappointing the Chief Executive

The terms of several Chief Executives expire later this year or in 2020. We would expect you to follow your usual rigorous processes to ensure you appoint the best candidate and, in making any appointment or reappointment, agree a term that expires on or before 31 December 2022.

As usual, you would need to gain the concurrence of the State Services Commission to the terms of the appointment (as required by the State Sector Act 1988). *Joan Foster is your contact at SSC about CE appointments: Joan.Foster@ssc.govt.nz 021 228 2466.*

A factor in your decision making should be "is the decision in the best interests of the NZIST"? If the proposed appointment or reappointment will extend beyond 2020, the Chair of the Establishment Board, Barry Jordan, would like to hear from you before you finalise the decision – or to discuss strategy: *Barry.Jordan@istestablishment.ac.nz 21 537 684.*

Negotiating collective employment agreements

As collective employment agreements typically apply for two or three years, a third to half of the ITP collective agreements could be renegotiated each year; your Chief Executive must consult with the State Services Commission in the renegotiation. *Charlie Busby is the SSC contact: Charlie.Busby@ssc.govt.nz 021 583 797.*

Government expectations on employment relations in the state sector should be considered in developing your institution's bargaining strategy. These expectations are published on the SSC's website here: <https://ssc.govt.nz/assets/Legacy/resources/government-expectations-apr-2018.pdf>

We recommend the renegotiation proceeds as usual. Legislation allows collective agreements of up to three years in duration, but you should not agree a term beyond the end of the transition period, 31 December 2022. Beware negotiating terms in the agreement that are inconsistent with general terms and conditions in the sector, or terms that could increase complexity of a future strategy and, for example, make it more difficult for the NZIST to harmonise conditions of employment across the present ITPs.

Staff, students and all assets transfer to the subsidiary as soon as it is created

The approach of creating subsidiaries is intended to provide continuity for learners and employers and a smooth transition for ITP staff. The intention is that all the rights, assets and liabilities of the ITP are “vested in” and transfer automatically across to its corresponding NZIST subsidiary with effect from 1 April 2020.

Every employee of the ITP becomes an employee of the corresponding NZIST subsidiary and retains their existing terms and conditions. Every student enrolled at the ITP is treated as having been enrolled at the corresponding NZIST subsidiary. Existing NZQA approvals, accreditations and consents are treated as though they were granted to the corresponding NZIST subsidiary. Any title transfer process from the Crown will continue uninterrupted to the NZIST subsidiary corresponding to your ITP.

Budget-setting 2020, investment plans and any restructuring plans continue as normal

This is the time of year when councils would normally consider plans for the coming year and the associated financial commitments. The year 2020 will be “business as usual” from this point of view and investment plans and funding that has been approved by the TEC will transfer automatically to the corresponding NZIST subsidiary.

In the context of falling enrolments, we expect that many of you have plans to curtail some programmes or to realign some support services. If you are in the process of doing so and, as part of good business practice, working to maintain your ITP’s financial viability, then any necessary redundancy should go ahead.

The test should always be –are you being consistent with current policies, existing plans, and decisions you have been taking over recent months? Business as usual in this context means following existing plans to maintain, or return to, a sustainable financial situation – even if it means some job losses.

Partnership arrangements remain in place

All existing partnership arrangements, including partnership with Iwi, transfer across to the subsidiary that takes the place of the ITP – in those terms it is business as usual too.

Renewing contracts and other agreements for equipment or services

Renewing existing contracts and entering into new ones: if the contract is in line with existing policies, plans and decision-making, go ahead but, if you wish to commit your institution beyond 31 December 2022, please discuss it first with the TEC. If you are uncertain whether you are acting in the best interests of the NZIST, you may need to discuss it first with the Establishment Unit. Murray Strong is the Unit’s Director: Murray.Strong@istestablishment.ac.nz 021 682 415

In the future, we anticipate that NZIST may be able to take advantage of group or “bulk buying power” across a range of areas, from information systems to training.

Final reporting as soon as possible after 31 March 2020

The final report of your ITP for the period 1 January 2020 to 31 March 2020 must be prepared and sent to the Minister as soon as practicable after the end of March and once the financial statements have been audited. The Minister will present it to the House in the same way he has for ITP annual reports.

If former council members are not available to sign out the statement of representation that accompanies the financial statements, the Minister can nominate a signatory.

Who confers degrees at the April Graduation?

Awarding degrees and other qualifications for any graduation ceremony after 31 March 2020 will be the role of the incoming Chair of each subsidiary board.

The new subsidiary boards will be appointed by the NZIST Council. As the Minister is able to appoint members ahead of 1 April 2020, it may be possible for the NZIST Council to arrange for the members of the subsidiary boards to be ready to take on their roles on day one, 1 April 2020. This would support the aim of a smooth transition from ITP Council to NZIST subsidiary board.

Some questions we cannot yet answer

We cannot answer some of the questions we've been asked – it will be several months before the Bill becomes law and it is subject to change during the parliamentary process. Some of those questions are decisions for the incoming NZIST council. These include the size and shape of the new regional divisions and membership of the subsidiary boards, which will replace the councils.

The Bill proposes that the subsidiary boards are smaller than the existing councils, with at least four but not more than six directors, and with at least half the directors resident in the region where the NZIST subsidiary operates. In making the appointments, we expect the new NZIST council to carefully balance the need to support the transition with the benefits of continuity as the change process unfolds.



NMIT Acronyms [Aug 2019]

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
Eoi	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)
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
PASM	Principal Academic Staff Member

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

PEAP	Post EER Action Plan
PBRF	Performance-Based Research Fund
PLATO	Programme of Learning and Teaching Observations
POD	People and Organisation Development
PoS	Programme of Study
PTE	Private Training Establishment
QMS	Quality Management System
RAC	Recognition of Academic Credit
REANNZ	Research and Education Advanced Network New Zealand Ltd.
RFP	Request for Proposal
RNZAF	Royal New Zealand Air Force
RoVE	Review of Vocational Education
RPL	Recognition of Prior Learning
RSG	Refugee Study Grant
SAC	Student Achievement Component
SANITI	Students Association of Nelson Marlborough Institute of Technology Inc
SAR	Self-Assessment Report
SASM	Senior Academic Staff Member
SDL	Staff Digital Literacy
SDR	Single Data Return
SHW	Safety, Health and Wellbeing
SIG	Special Interest Group

SME	Subject Matter Expert
SMS	Student Management System
SSB	Standard Setting Body
SSC	State Services Commission
SOG	Special Supplementary Grants
SSP	Sub-sector Provider
STAR	Secondary Tertiary Alignment Resource
STCW	Standards of Training and Certification of Watchkeepers
STEM	Science, Technology, Engineering and Mathematics
SUTI	Skills Update Training Institute
TAMU	Tertiary Advisory Monitoring Unit
TANZ	Tertiary Accord of New Zealand
TDC	Tasman District Council
TEC	Tertiary Education Commission
TEC/Skill NZ	Training Opportunities Programmes Funded by TEC/Skill NZ
TEI	Tertiary Education Institution
TEO	Tertiary Education Organisation
TEOC	Tertiary Education Organisation Component fund
TES	Tertiary Education Strategy
TEU	Tertiary Education Union
TIASA	Tertiary Institutes Allied Staff Association

TOTSTA	Top of the South Trades Academy
TroQ	Targeted Review of Qualifications
TTMU	Te Tiriti o Waitangi Monitoring Unit
TTP	Te Toki Pakohe
YG	Youth Guarantee

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 EFTS.</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	

<p>NZQA</p>	<p>New Zealand Qualifications Authority</p>	<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
<p>NZQF</p>	<p>New Zealand Qualifications Framework</p>	<p>A list of all quality assured qualifications in New Zealand. The framework is the definitive source for accurate and current information on each qualification.</p>
<p>PAC</p>	<p>Programme Approval Committee</p>	<p>A standing committee of the NMIT Academic Board responsible for evaluating and recommending approval of academic developments.</p>
<p>Programme Regulations - including Course Descriptors</p>		<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>
<p>PLATO</p>	<p>Programme of Learning and Teaching Observations</p>	<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	A system of clearly defined institutional structures, processes, responsibilities and resources used to manage quality improvement. Accordingly, the QMS includes all aspects of NMIT operations, all work areas and all geographic locations.
RAC	Recognition of Academic Credit	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
RPL	Recognition of Prior Learning	A process that makes use of evaluation of evidence of academic achievement and/or work/life experience to assess relevant learning.
Records Management		The effective and efficient operation of NMIT's record keeping systems, including implementing the use of the electronic document management system across the institute.
SA	Self-assessment	The ongoing processes NMIT uses to gain evidence of its own effectiveness in providing quality education.
SAC Funding	Student Achievement Component (SAC) funding	The Government's contribution to the direct costs of teaching, learning, and other costs driven by learner numbers. SAC funding comprises two elements: 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	Self-assessment should be continuous, culminating in formal annual review of the previous year, recorded in a Self-assessment Report (SAR).
SDR	Single Data Return	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>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
<p>Student Feedback</p> <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