NMIT COUNCIL MEETING OPEN AGENDA

THURSDAY, 4 OCTOBER 2018

Time: 10.00am – 11.00am
Venue: NMIT Nelson Campus, Room M306

ITEM	TOPIC
Administrative	
1.	Apologies
2.	Register of Interests and Conflicts of Interests
3.	Confirmation of Minutes of meeting held 9 August 2018
4.	Action items
5.	Council & Audit Committee work-plan for 2018
Safety, Health & Wellbeing	
6.	Safety, Health & Wellbeing Dashboard
7.	Minutes from the Safety, Health & Wellbeing Leadership Group meeting held 8 August 2018
Strategic	
8.	Te Ara Wai progress update
Items for Approval	
9.	2019 Council & Audit Committee meeting dates
Performance Reporting	
10.	Chief Executive's Report
11.	Key Educational Performance Indicators (including a set of Performance Panel notes)
12.	EFTS & Financial update as at 31 August 2018 & reforecast of 2018 budget
13.	Legislative Compliance Report
14.	Verbal report from Audit Committee meeting held 4 October 2018
For Information	
15.	SANITI Report

16.	Inward Correspondence a) ITP Roadmap 2020 project updates from TEC – 8 August 2018, 24 August 2018, 7 September 2018 b) Email received from Murray Leaning, Regional Marketing Manager, Mitre 10 Mega Nelson (12 September 2018)
17.	Academic Board Minutes – main points from the following meetings – 8 May 2018, 21 June 2018, 11 July 2018
18.	Media Monitoring Report
19.	Glossary & 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 Minutes & Matters Arising
- Discussions with TEC Deputy Chief Executive & TEC Investment Manager
- Aviation Engineering – Nelson location
- Strategic collaboration – Ara Institute of Canterbury
- 2019 Budget
- Marlborough campus strategic assessment
- CEO Priority Project progress report
- Chief Executive's Report
- NMIT Risk Register
- Complaints & Misconduct Report
- Group & Service Team Reports
- Draft 2019 Investment Plan
- eCampus Board papers

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(I) of the Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

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

MEETING TIMETABLE

Time:	9.30am – 10.00am	Mahitahi Colab blessing
	10.00am – 11.00am	Open Council meeting discussions
	11.00am – 12.00pm	In Committee Council discussions *(TEC joining from 11.00am)*
	12.00pm – 12.30pm	Lunch with TEC
	12.30pm – 2.00pm	In Committee Council discussions continue
	2.00pm	Conclusion of meeting

COUNCIL MEMBER REGISTER OF INTERESTS	
Daryl Wehner	• Port Nelson Ltd: Chief Financial Officer • Chartered Accountants Australia and New Zealand: Member • Tasman Bay Stevedoring Co. Ltd: Director
Paul Steere	• 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	• Suter Art Gallery Trust Board: Deputy Chair • Cecil Woods Nominees Ltd • Nelson Golf Club: Board Member • New Zealand International Affairs Institute (Nelson branch): Secretary **Possible Conflicts of Interest:** • Suter Art Gallery – Some NMIT art students work on projects and exhibitions • Wine Nelson has some contact with NMIT hospitality students • New Zealand International Affairs Institute (Nelson branch) at times rent NMIT meeting space
Charles Newton	• Education consultant
Tracy Johnston	• 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 **Possible Conflict of Interest** • Personally acquainted with the current Chair of TEC
Abbey Paterson	**Possible Conflict of Interest:** • A family member on Staff at NMIT

25 September 2018

Win Greenaway	• Economic Development Manager for Ngati Rarua • Blenheim Business Association: Board Member **Possible Conflicts of Interest:** • Chairperson of Ngati Rarua works for NMIT • A Trustee of Ngāti Rarua is an employee of NMIT
Des Ashton	• Ashton Technologies Ltd (Aviation, Defence, Engineering and Business Consultant): Director • NZ Aeronautical Trusts Ltd: Director **Possible Conflicts of Interest:** • 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

DIRECTORATE REGISTER OF INTERESTS	
Andrew Luke	• Te Runanga O Ngāti Rārua: Trustee • Sustainable Seas National Science Challenge: Kahui Māori Member
Carole Crawford	• Singer Solutions Ltd: Director
Grant Kerr	• INNOVATE Charitable Trust: Trustee
Liam Sloan	• INNOVATE Charitable Trust: Trustee
Vicki Bryson	• None

25 September 2018

UNCONFIRMED MINUTES OF NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY COUNCIL MEETING HELD AT NMIT NELSON CAMPUS ON 9 AUGUST 2018, COMMENCING AT 2.00PM.

PRESENT

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

IN ATTENDANCE

L Sloan (Chief Executive), V Bryson (Executive Director – Finance, Compliance and Business Intelligence), J Spencer (Minutes)

1. APOLOGIES

None

2. REGISTER OF INTERESTS AND CONFLICTS OF INTERESTS

T Johnston registered an interest as a Wine Marlborough Board member which is a tenant of the Marlborough Research Centre.

3. CONFIRMATION OF MINUTES OF MEETING HELD ON 14 JUNE 2018

Resolved: That the Minutes of the meeting held on 14 June 2018, as circulated and read by members, be confirmed.

4. ACTION ITEMS

Council noted action items.

5. COUNCIL WORK-PLAN FOR 2018

Council reviewed the 2018 work-plan. No amendments were made.

6. HEALTH AND SAFETY WORKFORCE DASHBOARD

Council received the health and safety workforce dashboard report.

P Steere noted the good quality of the report and advised Aaron Neighbours from InteSafety could be a useful contact for the Health and Safety Administrator to meet with.

L Sloan to provide more information on old machinery being phased out.

Council discussed the development of the Drug and Alcohol Policy, in particular pre-employment testing. A Paterson advised she had discussed the policy with the People and Organisation Development Manager but the method for consulting had not progressed and gaps in the policy were not addressed. She advised that in the proposed policy the current just cause reasons for testing were ambiguous and no support was provided for students in those situations.

L Sloan reported on the Safety, Health and Wellbeing Leadership Group meeting of 8 August. He said unions had advised there would be industrial action if NMIT did pre-employment testing. He asked what was the risk of not doing it, what is the reason NMIT wanted to do it

and why would NMIT increase costs when there had been no major incidents. NMIT was struggling to recruit talent in the current environment and testing could put more applicants off. There had also been unfavourable feedback from contract for services contractors to the requirement to pay for their own tests.

D Wehner asked the Chief Executive to respond to the feedback and information he had received and based on that, develop a policy for approval by Council.

7. MINUTES FROM THE SAFETY, HEALTH & WELLBEING LEADERSHIP GROUP MEETING HELD 14 JUNE 2018

Council received the Safety, Health and Wellbeing Leadership Group meeting minutes from 14 June 2018.

8. ASBESTOS MANAGEMENT POLICY

Resolved: That Council approves amendments to the Asbestos Management Policy.

9. CHIEF EXECUTIVE'S REPORT

Council received the report for its information.

L Sloan advised that the co-location project was behind time and over-budget but that NMIT would deliver on its overall capital expenditure budget for 2018.

10. KEY EDUCATIONAL PERFORMANCE INDICATORS

Council received the report.

11. EFTS & FINANCIAL UPDATE AS AT 30 APRIL 2018

Noted

12. LEGISLATIVE COMPLIANCE REPORT

Noted

13. TE ARA WAI PROGRESS UPDATE

Noted and will review further at next meeting with A Luke in attendance.

14. SANITI REPORT

Council received report.

A Paterson advised SANITI was due to start work on recruiting a new President. The team was looking at ways to better collect student feedback and would complete the project by the end of the year.

Council agreed to ask SANITI to progress the Container Bar project which NMIT would still own.

15. INWARD CORRESPONDENCE

Council received the inward correspondence for their information.

16. ACADEMIC BOARD MINUTES

Council noted the Academic Board minutes for their information.

17. MEDIA MONITORING REPORT

Council noted the media monitoring report for their information and asked about good news stories going out to media.

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 Minutes & Matters Arising
Marlborough Campus future strategy
Lease of Marlborough Campus to the Marlborough Research Centre
CEO Priority Project progress report
Chief Executive's Report
NMIT Risk Register
Complaints & Misconduct Report
Tribal Benchmarking Data 2017
Group & Service Team Reports
eCampus Board papers

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

Resolved: That Council move out of 'In Committee'

There being no further business, the meeting closed at 2.27pm

Confirmed: _____ Dated: 4 October 2018

ACTION ITEMS FROM OPEN NMIT COUNCIL MEETING – 9 AUGUST 2018

Chair: Daryl Wehner

ACTION ITEMS

ACTION ITEMS FROM 9 AUGUST 2018 MEETING

	TASK	RESPONSIBLE	DEADLINE
1.	Provide more information on "old machinery being phased out" (see Health and Safety Report)	L Sloan	Completed
2.	Draft Drug and Alcohol Policy for Council approval.	L Sloan	15 November
3.	A Luke to attend next Council meeting.	A Luke	4 October
4.	Progress container bar project	A Paterson	15 November

ACTION ITEMS FROM 10 MAY 2018 MEETING

1.	Review the draft Standing Orders to align to reflect Council's current practice.	D Wehner / A Cooke	15 November

Annual Calendar for Council and Audit Committee - 2018

	February	March	April	May	June	August	October	November
Meetings 2018	**Thurs 22 February**	**Thurs 22 March**	**Fri 20 April**	**Thurs 10 May**	**Thurs 14 June**	**Thurs 9 August**	**Thurs 4 October**	**Thurs 15 November**
	10.00am Marlborough Campus	**Audit 8.00am Council 9.30am Nelson Campus**	**Strategic Planning Workshop (Location to be confirmed)**	**10.00am Marlborough Campus**	**Audit 8.00am Council 9.30am Nelson Campus**	**9.30am Nelson Campus**	**Audit 8.00am Council 9.30am Nelson Campus**	**9.30am Nelson Campus**
Strategic Review/Investment Plan	Review		Review		Review		Revise & Review	
Annual Budget	Draft Yr End				Reforecast		Audit Cttee review & recommendation to Council	
CEO Performance Agreement			Complete CEO Appraisal					Review and prepare new agreement
Council Review of Appointments	Review					Review		Revise and Review
Council Performance Review (SAR)				Revise and Review (SAR)				
Performance Review of Directorate								Review
NMIT's Educational Performance Indicators (EPIs)	Review	Review	Review	Review (include a set of Performance Panel notes)	Review	Review	Review (include a set of Performance Panel notes)	Review
Annual Report	Council to review draft	Audit Cttee review & recommendation to Council		Printed copy to all members of Council				
Council Member Induction				Undertake				
Stakeholder Engagement				Mayor / CE Marlborough District Council	Chief Executive's of NRDA & NTCC		TEC Chief Executive & Investment Manager	Mayor / CE of NCC / TDC
Health & Safety walk-abouts	Undertake	Undertake	Undertake	Undertake	Undertake	Undertake	Undertake	Undertake
Health & Safety Policy					Review			
Audit/Financials							Agree new budget	
Audit New Zealand Management Report					Audit Committee receive report and agree actions		Audit Ctte report on actions taken	
Audit New Zealand 2018 Audit Arrangement					Audit Cttee recommendation re fees and approval by Council		Audit Cttee to discuss and develop Audit Plan with Auditors	
Internal Audit Programme							Audit Committee Review 3 year programme	
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 Powhiri - Mon 26 Feb; Nelson Semester 2 Powhiri - Mon 23 July; Marlborough Semester 1 Powhiri - Thurs 1 March; Marlborough Semester 2 Powhiri - Thurs 26 July
2018 Graduation dates: Te Toki Pakohe - 8 December; Marlborough - 13 December; Nelson - 18 December

HEALTH AND SAFETY WORKFORCE DASHBOARD

JULY TO AUGUST 2018

SUMMARY OF ALL CRITICAL RISKS

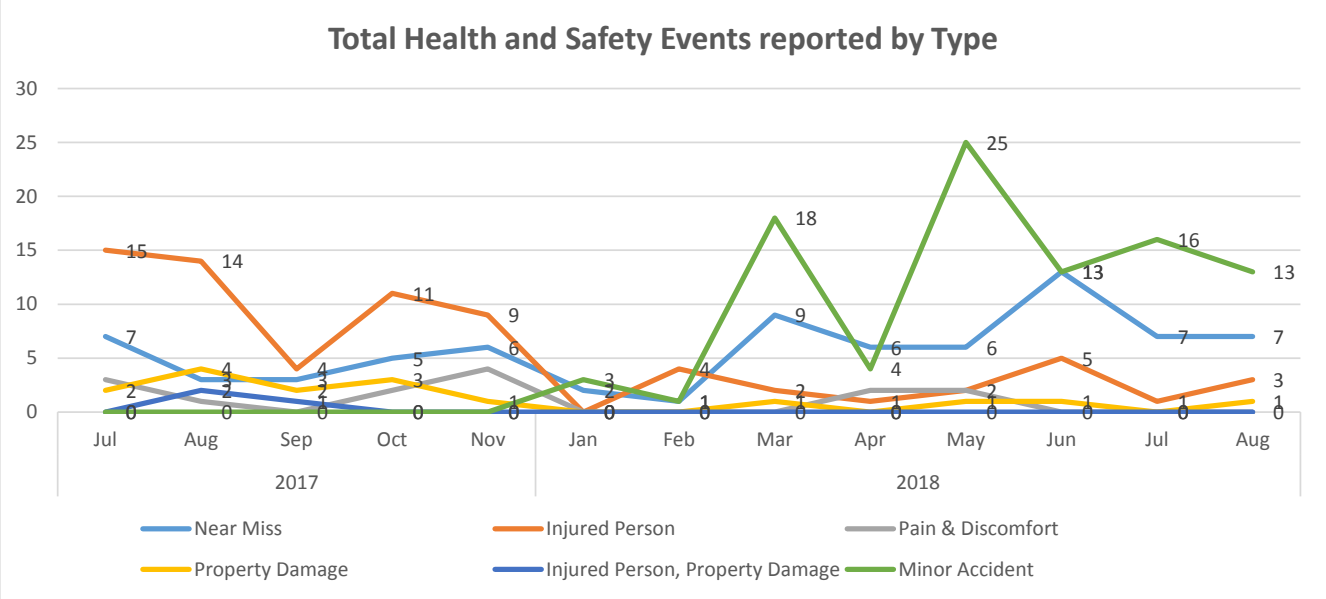
Risk	Description	Management Overview	*Level of assurance	Issues/Comments
Hazardous substance use	Use of multiple chemicals and compressed gasses for cleaning, maintenance, repair, laboratory, art, flares and contact with biohazards	Inventories reviewed annually and Safety Data Sheets (SDS) held and readily available.		All inventory reviews have been completed for 2018.
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.		Issues with staff failing to report vehicle damage or other incidents involving vehicles. In October campaign will run on intranet to encourage reporting; make it easier to report (by text); any unreported damage to be referred to managers to follow up with possible drivers.
Machinery use	See this report's drill down			
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.		Lifeboat SOPs have been laminated to be waterproof and is working well to protect documentation from water damage.
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.		Received confirmation NMIT passed the OutdoorsMark audit following resubmission of revised AVT documentation. The certification is valid for three years.
Fire fighting training	Advanced fire fighting including use of Breathing Apparatus and controlled fires in specialist facility.	Medical examination required prior to training. Annual audit of Fire training facility by H&S team. Competent trainers. Regular equipment inspections.		None

* High Satisfactory Low

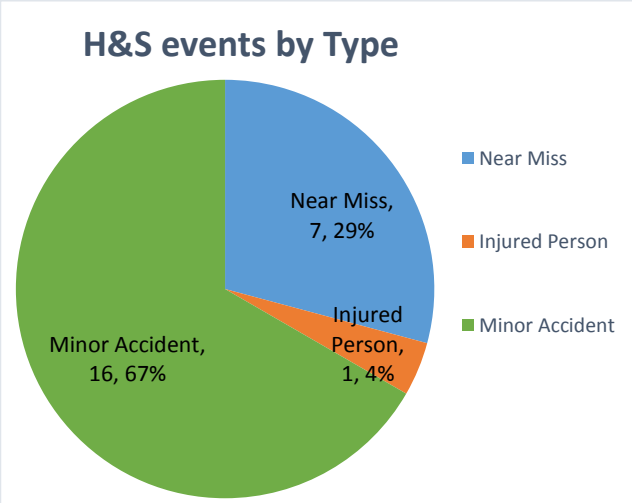
CRITICAL RISK DRILL DOWN: MACHINERY RISK

Description	Person exposed	Management Overview	Gaps/improvement/ progress	*Level of assurance	Incidents/issues/ events
There is a risk of entanglement, trapping, impact, contact, ejected projectile, noise, fumes, gasses and respirable airborne particulates. **We have machinery which produces metal vapours, carbon monoxide, carbon dioxide, formaldehyde fumes (from MDF), there are processes which generate noise in excess of 85db and respirable particles which could cause ill health.**	Students, Tutors, Technicians and any visitors to workshops	Workshops are subjected to safety audits and reports are produced which incorporate remedial actions. New machinery is being introduced which has up to date interlock guarding. Specialist consultants carried out exposure monitoring of all Nelson Campus Trade workshops in 2017 and arrangements being made for **monitoring to be undertaken in Woodbourne facility before the end of the 2018.** Use of PPE to be strictly controlled in line with the results of the consultant's report.	**With several new lathes purchased for Nelson Campus all their lathes now have interlock guarding. Three of Nelson's old lathes went to Woodbourne. They will have interlocks guards fitted before being commissioned for use.** **New dust extraction system was installed in Building Barn. New exhaust extract system being installed in Automotive will be commissioned for use in October. Mobile dust extraction unit in Arts area to be installed in October. New extraction system planned for Engineering workshop in 2019.** The report on exposure monitoring for Nelson workshops demonstrate that most areas fall below the NZ WES (Workplace Exposure Standard), the minor areas above the WES are being controlled by PPE. **Visitor sign in/out system was implemented for E block workshops at the beginning of 2018**.		**Incidents reported in 2018:** • **Student caught tip of finger in grinder.** • **Student sustained a small cut to his hand while drilling.** • **Student incorrectly tightened chuck and it fell off in use.** • **Work material not secured by student and flew off when pressure applied.**

SUMMARY OF HEALTH AND SAFETY EVENTS/INCIDENTS



JULY 2018



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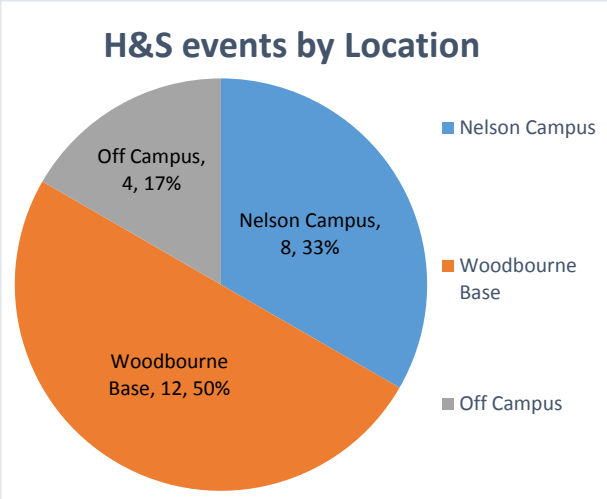
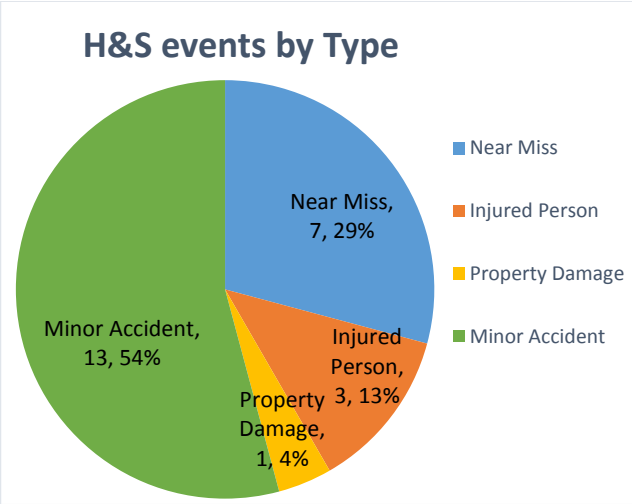


AUGUST 2018



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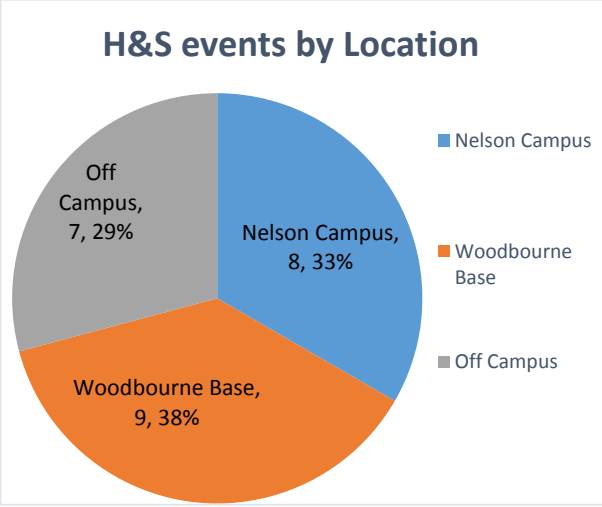


JULY 2018

Event Summary	Occurred This Period	YTD
Accident	**17**	**98**
Injuries	**17**	**95**
LTI (Medical)	0	1
LTI (Non Medical)	0	0
Non LTI (Medical)	1	13
Non LTI (First Aid)	10	41
Non LTI (Non Medical)	6	40
Property Damage	**0**	**3**
Environmental	**0**	**0**
Near Miss	7	44
Pain & Discomfort	0	4

AUGUST 2018

Event Summary	Occurred This Period	YTD
Accident	**17**	**115**
Injuries	**16**	**111**
LTI (Medical)	0	1
LTI (Non Medical)	0	0
Non LTI (Medical)	3	16
Non LTI (First Aid)	6	48
Non LTI (Non Medical)	7	47
Property Damage	**1**	**4**
Environmental	**0**	**0**
Near Miss	7	51
Pain & Discomfort	0	4

EVENT LEARNING AND IMPROVEMENT

Summary	Findings/Action taken	Level of assurance
Overview	Majority of injuries were of a minor nature, i.e. first aid provided or no treatment given. Only four injuries reported during a six week ski field trip by AVT students, with only one requiring further medical treatment. This is a good result. The requirement for snowboarders to wear helmets was successful in reducing the impact of injuries from falls.	
Student fell off paddleboard in waist deep water jarring knee on landing. Felt pain in knee but got back onto board and continued on with activity. Later went to A&E and on crutches for 3 weeks.	Main contributing factors were: • Lack of skill, kept leg straight when fell off board Recommendations: • No further action taken	
Student hurt knee when hit by slow moving vehicle in E Block carpark driveway. The vehicle was being driven by another student and was travelling into the carpark.	Main contributing factors were: • Misunderstanding between pedestrian and vehicle driver • No barriers between pedestrians and vehicles • Student using driveway to congregate during breaks Recommendations: • Both students spoken to • Students told not to congregate on driveway • Fix wall along driveway so that concrete blocks can't be used as seats • Further investigation being undertaken into a flexible traffic separator	
Student broke her wrist after attempting a small jump on her snowboard at ski field. Ski Patrol applied first aid at scene and was taken to Riccarton Medical Centre to get her wrist re-set and plastered.	Main contributing factors were: • Lack of skill • Attempting higher level of difficulty with jump Recommendations: • Help build more fundamental skills with students (landing) so they can safely attempt higher risk jumps • Banned jumps until practiced safe landings • More landing practice implemented following the incident • SOPs to be reviewed in October	
Student tripped over stand with wheels that holds up skeleton and hit knee on edge of table. As a precaution went to GP who recommended applying ice.	Main contributing factors were: • Student rushing and may have been distracted Recommendations: • Ice now readily available in laboratory freezer	
Near miss – Student walking to bluff face, slipped and slid down the ski slope approx. 150m before managing to stop slide. Dropped snow board during fall which then skidded down slope before lodging into a snow bank. Tutors assisted student to get down remainder of slope.	Main contributing factors were: • Not following instructions of tutor • Lacking confidence to move along track on snowboard Recommendations: • Debrief with all students, stressing importance of following instructions and ensuring snowboards secured with leash • SOPs to be reviewed in October	
Near miss – Member of public reported driver in a NMIT vehicle was dangerously overtaking other vehicles.	This incident is still being investigated to determine who was driving the vehicle	

LEADERSHIP AND ENGAGEMENT

Action	Findings/outcomes/ issues raised
Safety Walkabouts	1 completed – Hair, Beauty and Wellbeing (Nelson T Block)
H&S Committee meeting	Learning topics were: Safety Observations and a report on the Safeguard Conference 2018. Learner Services working with Saniti to look at how to support students with mental health issues. Asbestos Management Policy and Safety, Health and Wellbeing Policy were reviewed. Concern about the number of heaters being plugged into powerboards increasing the risk of electrical fires from overloading. WorkSafe recommendation is that heaters be plugged directly into wall sockets. Further investigation being undertaken prior to next winter to find out how widespread the issue is. Reminder that staff asking for standing desks should be directed to the workstation assessment procedure. The Emergency procedures signage was reviewed because the way to call for a first aider and defibrillator (AED) has changed with the implementation of the new phone system. Paper posters have been printed and attached to the existing signage until we receive the new signage.
NZ ShakeOut 2018	Preparations underway for staff and students to participate in NZ ShakeOut 2018, the national earthquake drill and tsunami hīkoi, taking place on Thursday 18 October 2018 at 9:30 am.

CONTRACTOR SAFETY MANAGEMENT

Contractor Inductions (Nelson Campus)	Number of contractors on-site (Nelson Campus)	Contractor Monitoring findings
58 inductions (July) **38 inductions** (August)	295 signed in/out by 90 contractors from 34 organisations (July) 271 signed in/out by 78 contractors from 32 organisations (August)	A contractor raised concerns about potential asbestos in stipple ceiling in area in A Block being renovated. NMIT able to confirm that ceiling had been tested in September 2016 for the Asbestos Management Survey and no asbestos was detected. A contractor, working alone, was observed operating a scissor lift without any barriers. NMIT team members put barriers in place and one acted as a "spotter" while the contractor completed the job. A team member raised concern that scaffolding erected on the east end of A Block was partially obscuring an emergency exit. On further investigation, scaffold needed to be placed where it was to provide safe access for contractors to undertake job. An evacuation did occur (false alarm) while scaffold was erected and only slightly impeded the evacuation. Lessons to be learnt, if situation arose again, do communications to team members to alert them they may need to choose an alternative means of escape and wardens could redirect people, if necessary.

Audits and Inspections (July)

Type	Created in Period	YTD
Area Inspection	0	2
Audit - External	0	0
Audit - Internal	0	1
Emergency Drills	1	4
Safety Walkabouts	1	9
Site Inspection	0	2
Total	**2**	**18**

Audits and Inspections (August)

Type	Created in Period	YTD
Area Inspection	2	4
Audit - External	1	1
Audit - Internal	0	1
Emergency Drills	0	4
Safety Walkabouts	0	9
Site Inspection	0	2
Total	**3**	**21**

The external audit in August is in regard to the OutdoorsMark audit of AVT Safety Management System documentation.

Safety Observations (July)

Type	Created in Period	YTD	YTD Target
Safe Practice	1	5	
Unsafe Practice	15	70	
Unsafe Conditions	10	40	
Suggestion	7	15	
Total	**41**	**130**	**107**

Safety Observations (August)

Type	Created in Period	YTD	YTD Target
Safe Practice	0	5	
Unsafe Practice	21	91	
Unsafe Conditions	8	48	
Suggestion	2	17	
Total	**31**	**161**	**123**

We are ahead of our 2018 target to achieve a 10% increase in reported safety observations.

MINUTES

Meeting Purpose: Safety, Health and Wellbeing Leadership Group

Date:	8 August 2018	**Location:**	CE Office
Chair:	Liam Sloan	**Minutes:**	Jude Spencer
Start Time:	4.00pm	**Finish Time:**	5.00pm

Attendees:	Liam Sloan, Des Ashton, Grant Kerr, Carole Crawford, Jackie Britz, Pam Graham, Justin Carter, Jude Spencer
Apologies:	Moonika Jaroslavskaja

Agenda Items	Who / When
1. Previous Meeting Minutes **Safety, Health and Wellbeing Leadership Group – 14 June 2018** • Minutes of 14 June 2018 meeting approved by group. • Pam is forming a team to organise involvement in Shake Out exercise. Justin and Jackie to ask teams for volunteers to join organising group. • Group reviewed examples of robbery/attack procedures. Pam to organise for information to be incorporated into NMIT flip charts. • Email changed in Snaphire to ensure managers are properly completing induction for new staff. • Pam reported the first lunch provided at the Health and Safety Committee meeting was well received. • Pam advised teams were continuing to work on hazard registers. **2. Health and Safety Committee Minutes – 6 June and 11 July 2018** • Minutes received by the group. • Discussed E Block evacuation timing. Pam and Suz currently reviewing all evacuation schemes which must be registered with Fire and Emergency New Zealand.	JB/JC 31 Aug PG
3. Health and safety committee memberships • Health and Safety Committee Terms of Reference is due for review in October. With structure changes, requirement for one representative for every 19 workers and the requirement for engagement with workers, the terms of reference would be reviewed in October once changes were in place. • Pam working on developing a more proactive focus for the committee. She said no measurement is done on effectiveness of individual members. The group recognised the need to allow reps to do their day jobs and discussed ways to make the committee membership more engaging for staff. • Liam to review the Health and Safety Manager role in relation to the Safety Health and Wellbeing Leadership Group.	LS 3 Oct
4. Safety, Health and Wellbeing Objectives and Targets 2018 • Pam advised six out of ten reps have completed training and now waiting for the remainder to become available to do their training.	

MINUTES

• Jackie advised annual leave outstanding is down and there is a third increase in EAP use. Fatigue, workloads, stress, mental wellbeing and conflict resolution were key issues which appeared to be contributing to the increase. • Group discussed promoting good news stories to counter some of the negative reports in the media. • Last all staff PD day will include Red Cross providing psychological first aid training.	
5. Safety, Health and Wellbeing Policy updates • The Health and Safety Committee will review the policy changes and then refer them to the Safety, Health and Wellbeing Leadership Group for approval at its next meeting.	
6. Drug and Alcohol Policy and Procedure Development • Jackie tabled a summary of testing costs. She advised her discussions with individuals had found an unfavourable view of pre-employment testing and noted the potential risk to attracting new contractors if it went ahead. • Jackie found that most people supported a high level policy which allowed for post-incident testing. She advised random testing was legally questionable. • Discussions have been held with SANITI but not students generally. • It was suggested money would be better spent training supervisors and managers to recognise issues. • Carole didn't think NMIT should be considering pre-employment testing. Pam supported justifiable cause testing and education. Grant supported pre-employment testing and random testing. Jackie advised that the resourcing required to implement testing would be a challenge. Justin supported more training for managers. • **Resolved:** Liam to report information back to Council and ask for recommendation on way forward.	LS Done
7. Any Other Business • Group supported accident investigation training for leaders. Pam to identify those interested. • Grant asked about lost time injury and near miss reporting. He suggested that the group looks at trend reporting at each meeting. Pam advised current reporting models were more forward-looking than focused on exception reporting. Meeting finished 5.24pm.	PG 31 Aug

NMIT

Information

Nā: Andrew Luke (Executive Director – Māori)

Ki a: NMIT Council

Te Kaupapa: Te Ara Wai progress update

Te Kaituhi: Andrew Luke

Te rā: 4 October 2018

1. PURPOSE:

1.1 To provide Council with a progress update on Te Ara Wai.

2. BACKGROUND/INTRODUCTION:

2.1 Work has been progressing for Te Ara Wai and gathering of tools that will assist in building Māori capability across NMIT. Due to timing meeting with the working group has been difficult however individuals from the group have been engaged at various times to discuss elements of the Te Ara Wai implementation plan.

3. POINTS OF INFORMATION:

3.1 A three phase approach is being considered to implement Te Ara Wai to meet the outcomes of the strategy with phase one deemed as a foundation phase building on the current Māori capability of NMIT. To this effect an overall outcome of phase one is NMIT fosters a positive environment for learning and NMIT staff feel confident working within Te Ao Māori. Therefore initiatives and or actions are developed that will support the capability building required to engage with Māori, and non-Māori learners, in a Māori culturally appropriate and safe way.

3.2 Phase two will look at NMIT building and maintaining relationships to identify opportunities for whānau, hapū, iwi and Māori in Te Tau Ihu to be productively involved in its decision making and associated activities. Also this will lead to NMIT processes and decision making is fully and effectively informed by Te Tau Ihu whānau, hapū, iwi and Māori perspectives. In essence this phase will be about exploring and extending Te Ao Māori / kaupapa Māori in to our work through the current, new and enhanced relationships NMIT has as well as in delivering to learners.

3.3 It is envisioned phase three is building trust, confidence and relevance in NMIT by embedding Te Tau Ihu whānau, hapū, iwi and Māori perspectives in to our work so that potential Māori learners are attracted to NMIT as a culturally safe place of learning. Then this would lead to Te Tau Ihu whānau, hapū, iwi and Māori entities seeing NMIT as being pivotal in enhancing their aspirations and development.

4. ACTIONS / FURTHER WORK PLANNED:

4.1 A timeline is to be confirmed for implementation of the three phases however due to the timing of the academic year and staff workloads implementation of phase one can begin prior to Christmas this year with more intense delivery in the earlier part of 2019.

4.2 Development of a template for reporting purposes to Council updating the progress of the implementation plan aligned to Te Ara Wai strategy outcomes.

5. TIMEFRAME:

5.1 Update for NMIT Council October meeting – week of 17 September;

5.2 Draft implementation plan 80% completed by 30 September;

5.3 From 1 October engage with Iwi on draft implementation plan for feedback for two week period;

5.4 Presentation to NMIT Council – 4 October;

5.5 Begin to engage staff on draft implementation plan after Iwi feedback - 23 October;

5.6 Update for NMIT Council November meeting – week of 29 October;

5.7 Collate feedback and finalise final draft of implementation plan to be presented to Directorate – week of 12 November;

5.8 Begin phase one implementation week of 26 November 2018.

6. CONCLUSION:

6.1 Staff are at differing levels of competency in te reo Māori, and it was the main aspect of Te Ara Wai to be implemented across NMIT. Phase one should be relatively straight forward for staff to progress through to then go on to phase two to extend the Māori capability building skills and knowledge that they have gained. Phase one is a foundational phase for Te Ara Wai and it's so that NMIT are comfortable, and confident, to begin to understand and 'walk' within a Māori paradigm that will benefit their work.

7. RECOMMENDATIONS:

That Council members:

a) Note this report for their information;

b) Note the updated timeframe above with a presentation scheduled for 4 October Council meeting.

Andrew Luke 21 September 2018

REPORT TO NMIT COUNCIL | 4 OCTOBER 2018
ITEM 9

2019 COUNCIL AND AUDIT COMMITTEE MEETING DATES

PREPARED BY LIAM SLOAN, CHIEF EXECUTIVE

PURPOSE

For Council to agree, or otherwise, the 2019 meeting dates for Audit Committee meetings and Council meetings.

RECOMMENDATION

For Council to approve the following meeting dates for 2019:

21 February (Thurs)	Council, Marlborough (10.00am)
28 March (Thurs)	**Audit Committee** (8.00am) and Council, Nelson (9.30am)
16 May (Thurs)	Council, Nelson (9.30am)
27 June (Thurs)	**Audit Committee** (8.00am) and Council, Nelson (9.30am)
15 August (Thurs)	Council, Marlborough (9.30am)
3 October (Thurs)	**Audit Committee** (8.00am) and Council, Nelson (9.30am)
7 November (Thurs)	Council, Marlborough (10.00am)

CONTEXT

Council agree to meet 8 times throughout the calendar year. At present, 7 meetings are 'formal' meetings, the remaining meeting is a strategic workshop (the date for the strategic workshop in 2019 is yet to be determined).

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: 4 October 2018

1. PURPOSE:

1.1 To provide Council with a high level update on NMIT Chief Executive business for the period 26 July – 25 September 2018.

1.2 This report should be read alongside the Priority Project Report prepared by the Chief Executive.

2. POINTS OF INFORMATION:

2.1 Global Campus Auckland – Graduation:

21 September saw our last ever graduation at Global Campus Auckland. A total of 70 graduands were presented with their post-graduate awards. One learners 91 year-old grandfather made the journey from Mauritius.

Two ceremonies were held on the day and they went relatively well. All students confirmed they had a great time and the student speaker was inspirational and complimentary of her NMIT experience.

2.2 Minister Hipkins visit – 6 September:

The Minister for Education made a 40-minute visit to NMIT.

We were given the opportunity to showcase a number of areas across NMIT:

1. Our investment in Maritime showing off our Bridge and Engine simulators
2. Our commitment to Bachelor Nursing. Providing a tour of our CPU and an opportunity to meet some students.
3. A guided tour of our Performance Panel concept and a demonstration of our data dashboard development.
4. An overview of our Capital Asset Management plan with a look at the Mahitahi Colab.

2.3 Te Tauihu 2077 Regional Growth Strategy

As a result of our strategic partnership with NRDA, we have been invited to sit on the Steering Group for the above strategy. Our Chair has been identified as an alternate member of the group.

The Steering Group is an interim governance group to oversee the strategic, financial oversight, decision-making and engagement activities for the development and implementation of Phase One of Te Tauihu 2077.

Phase one will include:

1. Developing a long-term regional growth strategy; and
2. Identifying, developing and prioritising investment cases so that we can invest in some priority projects as soon as possible.

2.4 Executive Director Strategy, Enterprise and Sustainability

Grant Kerr commenced employment on Monday 17 September. We had a Mihi Whakatau for him and a formal pōwhiri will follow in due course.

Grant is currently working through a number of priorities:

1. Nelson Aviation business case
2. Supporting Angela Sands with her projects (Marlborough / sports turf)
3. Supporting CE with the development of our strategy on a page
4. Exit from Global Campus Auckland.

2.5 International Education Strategy

In the last reporting period I reported on the draft changes to the strategy.

On 09 August the new International Education Strategy 2018-2030 was released. It is very similar to the June 2018 consultation draft. Other than a tougher line on immigration, it's also quite similar to the Jul 2017 consultation draft put out by the last Government.

Key Facts

- Goal 1 - key actions (delivering an excellent education experience) had the following main additions.
  - Ensure that the Code of Practice continues to evolve in line with the new Strategy
  - Undertake a longitudinal study tracking alumni outcomes.
- Goal 2 – key actions (achieving sustainable growth) had the following main additions.
  - Ensure the Export Education Levy is sustainable and fit for purpose.
  - Align providers' international student recruitment more closely with regional and national skills needs.
  - Encourage innovative initiatives, including non-traditional education provision.
  - Explore whether English language schools should be considered as a distinct sub-sector.
  - Explore the formation of a sector-wide association to act as a pan-educational advocate for international interests.

- Benchmark international education performance indicators against international competitors.

- Goal 3 – key actions (developing global citizens) had the following main additions.
  - Monitor the effectiveness of the Centres for Asia-Pacific Excellence.
  - Work with ERO to review how schools are addressing globalisation.
  - Promote international education as an academic discipline.

2.9 Micro-Credentials

NZQA have formally approved for micro-credentials to be developed and delivered. TEC have still to confirm that funding will be available for 2019. If funding is not available then micro-credentials will need to be funded by users (learners or employers).

Micro-credentials, can be from 5 to 40 credits (existing qualifications have a minimum threshold of 40 credits).

2.10 Enrolments to date:

Overall EFS of 2879 are currently 93% of our 2018 budget.

For 2019 and when compared to this time last year:

1. Enrolments are up by 11%,
2. Website engagement has increased by 51%
3. Applications have increased by 27% when compared

2.11 Professional Development

On 5 September we held yet another Professional Development day for all team members. Workshop sessions were facilitated covering Assessment and Moderation principles and practice as well as sessions on understanding Psychological First Aid.

2.12 Sino New Zealand partnership

In August we facilitated a six-week Professional Development programme for 16 Chinese Civil Engineering tutors. Our involvement on this programme is a result of our partnership with Wintec.

The Chief Executive will be attending the Annual Sino NZ Modern Vocational Education Symposium in October.

2.13 Networking – Te Tau Ihu Schools

The Engagement team has implemented a number of morning tea events across Te Tau Ihu. These networking events have supported the development of new relationships and has resulted in the introduction of two new Trades Academy pathways for 2019 delivery (combined Hair & Beauty and ICT).

2.14 Wins of the Week

In order to continue to recognise excellence and show our appreciation of team member's efforts I have developed a weekly article that features on POLLY.

Our wins of the week for 21 September:

- The first graduation of 2018 was bitter sweet. Today saw the final graduation ceremony held at Global Campus. It was great to end our era in Auckland on a high note. The team, past and present, of Global Campus have been magnificent. We wish all of them well in their future endeavors and thank them for their commitment, passion and dedication.
- Murray Leaning, Regional Marketing Manager of Mitre 10 Mega Nelson wrote to me applauding the assistance of Jenna and our Trades team who supported the Helping Hands campaign. Their efforts helped develop 'Kong the Donkey' which is now a proud feature in advertising campaigns across the country. Murray said "I can't speak highly enough of the work the team did. We displayed the Donkey, along with an NMIT banner, and a real Donkey on Saturday the 8th of September, as part of a major in store promotion". He also commented that "Your tutors and students have helped change the lives of families around the community, assisted community groups, and were an integral part of raising $142,000, with us, for the Rescue Helicopter Trust". Receiving this type of feedback from stakeholders is fantastic!
- It was great to formally welcome Grant Kerr our new Executive Director – Strategy, Enterprise and Sustainability into Team NMIT. Grant has now assumed line management responsibility for Jude, Suz, Stephen, Amanda and Angela Sands (our fixed-term project manager). A pōwhiri for Grant and Susan will be held at the Whakatu Marae early November.
- Team NMIT pulled out all of the stops once again. An enormous amount of work and focus has resulted in some of our data dashboards showing the best results for some time with outstanding results being reduced from 15% to 2% and all departments are meeting our A2E5 SLA
- In the September edition of the Wild Tomato magazine, there is an article on page 106 which focuses on a NMIT Masters of Applied Management student Samuel Woodward. It's a really interesting read and what makes it even better is the fact it was written by our very own Mary Woodward, Sam's mum, who is completing a Diploma in Writing. Another example of world and work ready graduates!

2.16 Te Wiki o Te Reo Maori

NMIT celebrated Te Wiki o Te Reo Māori in grand fashion. There was a jam packed week of activities. Holly Weir and her helpers did a fantastic job providing team members with opportunities to celebrate. There were two formal restaurant events at our Rata Room and our students did a brilliant job hosting a special dinner to celebrate Māori kai.

Team Waiata sessions hosted by Te Toki Pakohe are now business as usual.

2.17 BCITO Top of the South Apprentice of the Year

NMIT student, Thomas Ashley, a 4th year carpentry apprentice for Tasman homes was awarded the title of Master Builders BCITO Top of the South Apprentice of the Year. Earlier

this year he also won the New Zealand Certified Builder's regional apprenticeship competition and came third overall in New Zealand.

2.18 NMIT in Vietnam

NMIT and Garin College shared a table at the Education New Zealand student recruitment fairs in Ho Chi Minh City and Hanoi this month. Dozens of students and their parents found out about what NMIT has to offer with the NMIT Bachelor of IT and Master of Applied Management proving most popular.

Liam Sloan 26 September 2018

REPORT TO NMIT COUNCIL | 4 OCTOBER 2018
ITEM 11

KEY EDUCATIONAL PERFORMANCE INDICATORS

PREPARED BY JUSTIN CARTER, ACTING EXECUTIVE DIRECTOR – LEARNING INNOVATION AND DELIVERY

PURPOSE

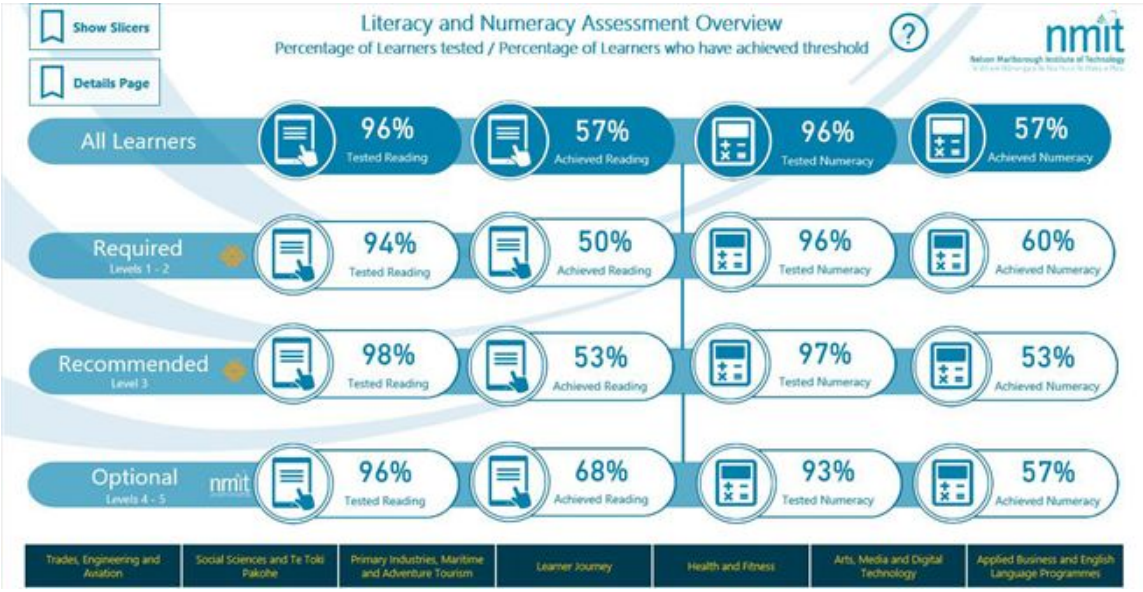
To provide an update on the progress against Key Educational Performance Indicators (KEPIs) including other Educational Performance Indicators (EPIs).

RECOMMENDATION

Council note the current performance levels and provides feedback on appropriateness and suitability of topics covered in relation to suitability for future reporting.

CONTEXT

As a standing agenda item at Council meetings, there is a commitment to review and scrutinise educational performance of NMIT. There are four Educational Performance Indicators (EPIs), course completion; qualification completion; retention and progression.

TOPIC	STATUS REPORT	COMMENTARY
Literacy and Numeracy Testing		▪ 1,698 learners have been assessed for the period 1 January to 18 September 2018 compared to 1,407 for the period to 20 July 2018. ▪ All programme areas green – all =/> 97%. Some examples: o Applied Business and English Language showing an area specific drop to 67% which reflects new cohorts starting and needing testing. ▪ Increase in retesting in both Literacy and Numeracy in last period. Will continue to see increase through remainder of Terms 3 and 4.

<table>
<tr><th>TOPIC</th><th>STATUS REPORT</th><th>COMMENTARY</th></tr>
<tr>
<td>‘At Risk’ Learners</td>
<td>
<table>
<tr><th>Department</th><th>At Risk Learners</th><th>Date of Performance Panel</th></tr>
<tr><td>Applied Business and English Language</td><td>20</td><td>4 September</td></tr>
<tr><td>Trades, Engineering and Aviation</td><td>26</td><td>7 August</td></tr>
<tr><td>Primary Industries, Maritime and Adventure Tourism</td><td>14</td><td>14 August</td></tr>
<tr><td>Arts, Media and Digital Technology</td><td>15</td><td>11 September</td></tr>
<tr><td>Health, Fitness and Social Sciences</td><td>11</td><td>28 August</td></tr>
<tr><td>Te Toki Pakohe</td><td>0</td><td>21 August</td></tr>
<tr><td>TOTAL</td><td>86</td><td></td></tr>
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‘At Risk’ learners are those identified as: requiring additional learning support, not meeting requirements of the course/programme including failure to progress, consecutive non-attendance, individual health situations, personal issues and behavioural concerns.

All at risk learners are being supported, monitored and managed appropriately.
</td>
<td>
▪ 86 learners identified as ‘at risk’ (compared to 167 last report).
▪ Currently trialling new functionality within On-Track+ that will enable tutors to toggle learners at risk within a number of categories and allow better management, mitigation, and early detection of issues.
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TOPIC	STATUS REPORT	COMMENTARY
Outstanding Course Results	**This Report:** **Last Report:** **OUTSTANDING COURSE RESULTS** | **Overdue Results 2017** | **Overdue Results 2018** | **Overdue Results 2017** | **Overdue Results 2018** **18/09/2018** | **18/09/2018** | **23/07/2018** | **23/07/2018** Applied Business and English Language | 0 | 240 | 0 | 610 Trades, Engineering and Aviation | 0 | 87 | 0 | 163 Primary Industries, Maritime and Adventure Tourism | 0 | 187 | 3 | 649 Arts, Media and Digital Technology | 0 | 23 | 0 | 426 Health and Fitness | 0 | 3 | 0 | 168 Social Sciences and Te Toki Pakohe | 0 | 20 | 0 | 512 **NMIT OVERVIEW** | **0** | **560** | **3** | **2535**	• Process improvements have now been trialled and have contributed to a significant reduction in overdue results since July. ▪ A significant improvement from 19% to 4%. ▪ Currently scoping Business Support Coordinator and Business Support Administrator tasks within JD's to further embed and improve BAU results processing cadence.

TOPIC	STATUS REPORT	COMMENTARY
		▪ Many 18 September outstanding results are now resolved. ▪ Process improvement work being undertaken in each area. ▪ Curriculum areas are anticipating minor disruption due to upcoming redistribution of a number of administrators as part of the Curriculum Manager restructure.

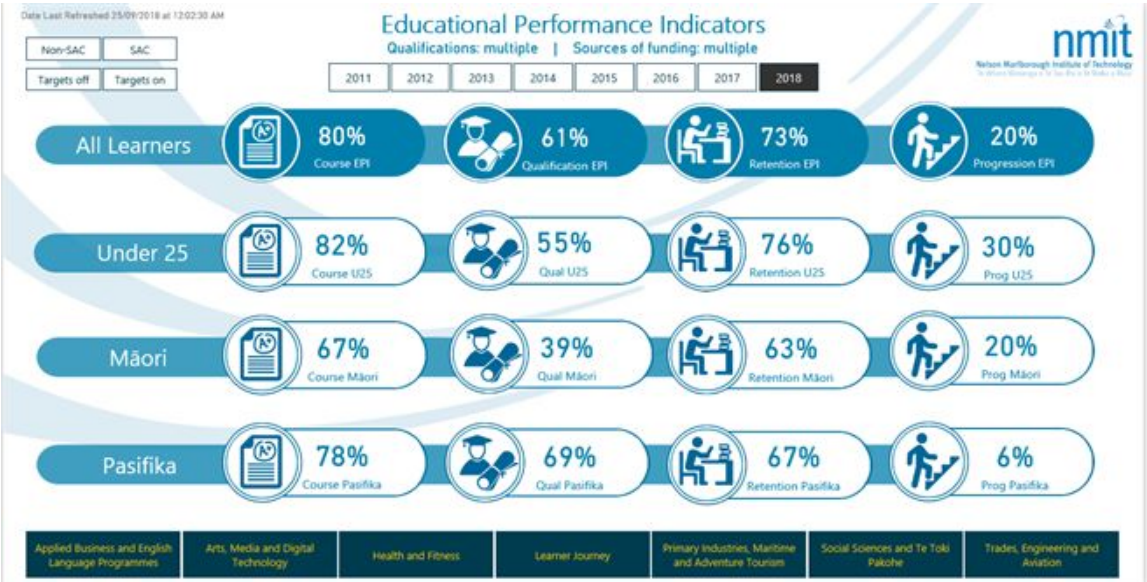
OUTSTANDING COURSE RESULTS OVER 90 DAYS	As at 18 September 2018	Commentary
Applied Business and English Language	3	1x PGDBE student initially asked for extension which was granted then changed mind and applied for refund. Currently going through complaints process. 2 students are Study Abroad.
Trades, Engineering and Aviation	1	Short Course – Artisan Cheese making (attendance only) – was on hold waiting for learner to provide ID. To be processed at next Results Committee.
Primary Industries, Maritime and Adventure Tourism	12	2x Maritime to Results Committee end of this week. 1x Marine Engineering failed second re-sit, has one more opportunity.
Arts, Media and Digital Technology	7	To be processed at Results Committee end of this week.
Health and Fitness	0	
Social Sciences and Te Toki Pakohe	0	
NMIT OVERVIEW	**23**	

TOPIC	STATUS REPORT	COMMENTARY
Attendance and Register Marking		▪ Learner attendance has dropped by 1% but is steady at 87% and therefore not a concern. ▪ Registers marked down 1% at 97% (98% last period). This isn't a concern and may explain a drop in attendance. ▪ Social Sciences and Te Toki Pakohe have moved up to 96% from 93% last report. ▪ Communication around attendance and registers is being reinforced through Curriculum Manager meetings.

Department	Registers Marked 18/09/2018	Learner Attendance 18/09/2018	Registers Marked 19/07/2018	Learner Attendance 19/07/2018
Applied Business and English Language	96%	90%	100%	90%
Trades, Engineering and Aviation	99%	86%	99%	87%
Primary Industries, Maritime and Adventure Tourism	95%	89%	95%	89%
Arts, Media and Digital Technology	99%	86%	99%	86%
Health and Fitness	97%	88%	100%	89%
Social Sciences and Te Toki Pakohe	96%	84%	93%	83%
OVERALL	**97%**	**87%**	**98%**	**88%**

Expectations for 2018: 100% registers marked and 85% attendance (may vary due to level and programme design).

TOPIC	STATUS REPORT	COMMENTARY
Programme Learning and Teaching Observations (PLATO) Update	**2018 results:** 36 completed to date (23 at last report). GRADE 1's (Outstanding) 22 GRADE 2's (Good) 12 GRADE 3's (Satisfactory) 2	▪ New appointment to role of Learning Facilitation Coach (0.2) has been valuable particularly to some of our new tutors. ▪ PLATO's continuing to be monitored and completed against agreed 2018 plans. ▪ Impact of new pedagogy, Problem Based Learning, will be monitored and reported on e.g. Merging Futures Project.

TOPIC	STATUS REPORT	COMMENTARY
EPI's and Course Retention	**2018**  	• Some concerns highlighted with mid-year Maori qualification completion at 39%. Curriculum areas are working to address and engaging Holly Weir and Andrew Luke where required. • Some Qualification EPI's are affected by trades students withdrawing from pre-trade programmes and enrolling on managed apprenticeships throughout Semester 1. • Good mid-year Course and Qualification EPI's for Pasifika learners.

TOPIC	STATUS REPORT	COMMENTARY
Stakeholder Voice	**First Impressions, Semester 1 2017/2018**	• First Impressions Survey undertaken within first 6 weeks of students beginning the programme. • Learner Impressions Survey undertaken within 6 weeks at the end of the semester for completing students. • Graduate Destination Survey undertaken within 12 months of completing NMIT programme • Response rate for surveys still below target, but has improved significantly from 2017 for First Impressions Survey • Graduate Destination Survey underway, but results not finalised. Response rate is already higher in 2018 than 2017.

Institute / Department / Curriculum Team	Overall Satisfaction (Target 95%)		Response Rate (Target 80%)	
Year	2017	2018	2017	2018
Institute Overall	95.4%	93.5%	61.0%	68.25%
Applied Business and English Language programmes	91%	91%	70.7%	66.7%
Arts, Media and Digital Technology	95%	97%	48.2%	59.8%
Health and Fitness	100%	98%	87.4%	82.3%
Primary Industries, Maritime and Adventure Tourism	99%	94%	46.4%	62.9%
Social Sciences and Te Toki Pakohe	93%	93%	37.1%	68.1%
Trades, Engineering and Aviation	99%	94%	76.1%	69.7%

Key:

RED = reduction from 2017

GREEN = improvement from 2017

YELLOW = no change from 2017

TOPIC	STATUS REPORT	COMMENTARY

Learner Experience, Semester 1, 2017/2018

Institute / Department / Curriculum Team	Overall Satisfaction (Target 95%)		Response Rate (Target 80%)	
Year	2017	2018	2017	2018
Institute Overall	93.9%	93.8%	50%	49%
Applied Business and English Language programmes	96%	93%	90%	45%
Arts, Media and Digital Technology	100%	93%	15%	44%
Health and Fitness	n/a	n/a	n/a	n/a
Primary Industries, Maritime and Adventure Tourism	96%	98%	46%	64%
Social Sciences and Te Toki Pakohe	60%	100%	19%	39%
Trades, Engineering and Aviation	100%	97%	32%	51%

Key:

RED = reduction from 2017

GREEN = improvement from 2017

YELLOW = no change from 2017

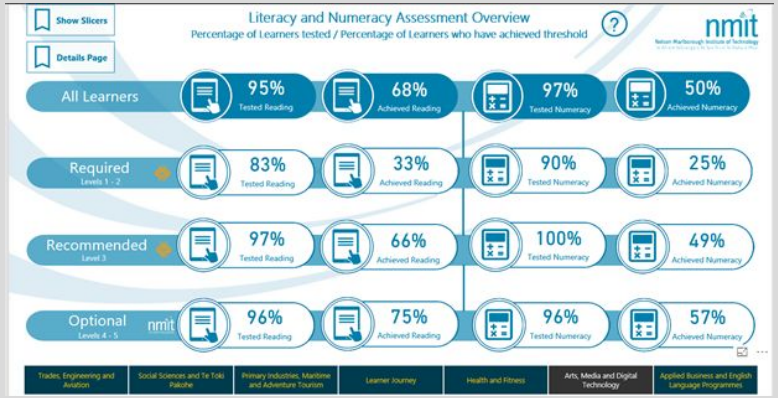
- Percentages for Course Evaluations include 'satisfactory' ratings. Summary sent to curriculum areas classed these as neutral and not included in favourable sum.
- Response rate target of 80% very high. Recent policy review suggested this be reduced to a more achievable target, but agreed to leave it high as 'aspirational'.
- Review of efficacy of Student Survey suite underway. Staff feedback being collected and analysed as Phase One. Liaison with Saniti underway for student feedback.

TOPIC	STATUS REPORT	COMMENTARY
	Course Evaluations, Semester 1, 2018	

	Overall Course Satisfaction (Target 95%)	Response Rate (Target 80%)
Year*	**2018**	**2018**
Institute Overall	92.4%	53.1%
Applied Business and English Language programmes	93.4%	63.8%
Arts, media and Digital Technology	91.2%	34.9%
Health and Fitness	91.5%	43.9%
Primary Industries, Maritime and Adventure Tourism	80.6%	63.6%
Social Sciences and Te Toki Pakohe	90.8%	45.6%
Trades, Engineering and Aviation	93.2%	56.0%

PERFORMANCE PANELS 2018

DATE: **TUESDAY 11 SEPTEMBER 2018**
DEPARTMENT: **ARTS, MEDIA AND DIGITAL TECHNOLOGY**
ATTENDEES: **VICKI BRYSON, STUART CAMPBELL, SHARON CASHMORE, SUSANNAH RODDICK, KAY VAN DYK, TRISHA KRISHNASARMY, PAULINE CARSON**

THEME	TOPIC	SOURCE	STATUS REPORT (REVIEWED DURING PANEL)	NOTES / ACTIONS (COMPLETED DURING PANEL)	ACTION STATUS
Student Performance	**Literacy and Numeracy Testing**	ALNAT Report Power Bi ALNAT	Justine Sharp, ALNAT Administrator, has been around the various programme areas and caught up with staff directly involved with ensuring reassessments are done and discussed a review of the L1-3 ALNAT assessments and reassessments that she has recently completed. L4-5 are due for reassessment. **NOW** is a great time to get these sorted before it gets later in the year and students get too busy with assignments, exams etc. Learner Services want to make sure these are being prioritised and to remind you they are available if you require any assistance. 	Most of ALNAT is on board, addressed at last team meetings. Levels 1 and 2 are at 83% - 1 in 6 haven't been tested.	Sharon SEPT: Goal for next meeting is for 100% testing

	Progress and 'At Risk' learners on-track to achieve their learning goal (discussion to include Maori/Pasifika learners)	Verbal report by programme area SEPTEMBER At Risk Learner Count Report	QW International student (Diploma L5) **Digital Technology**: 2 Post Graduate Diploma IT Security management students who were not totally honest with their work experience have meant that Hanif is having to offer extra teaching sessions as they do not have the knowledge they said they have. The have also come with a lot of personal issues. 3 BIT students issues with attendance. **Interior Design:** None **Arts + Design:** There are 2 international students at risk (1 BAM, 1 NZ Dip Arts and Design) – attendance and health issues. 5 BAM students have attendance and learning issues that makes them at risk. **Music:** At-risk – one level 5 student (health and family issues) and one level 4 student (health issues).	**MARCH:** Can a student's personal address be available on the details page and not just their NMIT address. There is a lot more steps and time to access documentation through ebs. To follow up with IT. SEPT: Stuart to check in with Hanif regarding extra time he is spending with PGITSM students here via special entry	
	Student and Staff Success Stories	Verbal Report	**Arts + Design: Natalia Chapman** (BAM 2017 graduate) - solo exhibition at The Suter te Aratoi o Whakatu August/Sept 2018 https://www.stuff.co.nz/national/106355736/hollywood-pooch-painter-asks-us-to-guess-that-face-in-celebthemed-show **Digital Technology:** Mark Caukill has been out visiting the school in Marlborough and had very positive feedback IT exceeded research expectations. Hanif was recognised for Best Poster Presentation award for research, presented in AUT Post Grad Research Symposium, Auckland. **Best Poster Presentation Award** 11 Sep 2018 **Deylami, H. (2018, August).** ***More than old wine in new bottles: A secure live virtual machine job migration framework for cloud systems integrity.*** Hanif Deylami, a tutor in the Digital Technology team, has won the the Best Poster Presentation Award at the 2018 Auckland University of Technology Postgraduate Research Symposium held in Auckland last month. The 2018 AUT Postgraduate Research Symposium provided an opportunity for postgraduate and doctoral research students to present their research in front of the university community and their peers. It included the Three Minute Thesis (3MT) Competition, Best Poster Presentation Award and Best Abstract Award. The Symposium was themed to reflect the different stages of the research journey for students through various workshops, seminars and networking opportunities. **Arts, Media and Digital Technology**	Natalia is to be used as a student success story for Marketing.	

	Attendance **Register completion** **Consecutive absences**	Power Bi	 Programme Area / Marked / Unmarked / Marked % Phillip Reay 6 0 100% Reza Khaleghparast 118 0 100% Sandra Dyke 75 0 100% Sarmya Clayton 141 0 100% Simon Hunter 25 0 100% Stefan Hanspach 76 0 100% Todd Cochrane 91 0 100% Vicki Charles 12 0 100% Samuel Atkins 160 1 99% Caroline Jones 75 1 99% Craig Nicoll 135 2 99% Sharon Cashmore 128 2 98% David Airehrour 154 4 97% Neil Benson 105 3 97% Kerry Sunderland 33 1 97% Vincent McMillan 25 1 96% Azhar Mohamed 164 7 96% Nick Burns 37 2 95% Bernard Goetz 36 2 95% Larisse Hall 29 8 78% No Tutor Allocated 0 15 0% **Total 3050 49 98%** Kay has contacted Facilities about the stats below, this has now been addressed.		

Programme Area	Marked	Unmarked	Marked %
Arts, Media and Digital Technology	**0**	**15**	**0%**
No Tutor Allocated	**0**	**15**	**0%**
02/08/2018 - A&M701 Visual Culture 5 (Research) (Learner Mged Learning) - Thursday from 09:00 to 12:00 (55980)	0	1	0%
02/08/2018 - AAD402 Introduction to Graphic Design (Learner Mged Learning) - Thursday from 09:00 to 12:00 (52112)	0	1	0%
06/09/2018 - A&M701 Visual Culture 5 (Research) (Learner Mged Learning) - Thursday from 09:00 to 12:00 (55980)	0	1	0%
06/09/2018 - AAD402 Introduction to Graphic Design (Learner Mged Learning) - Thursday from 09:00 to 12:00 (52112)	0	1	0%
09/08/2018 - A&M701 Visual Culture 5 (Research) (Learner Mged Learning) - Thursday from 09:00 to 12:00 (55980)	0	1	0%
09/08/2018 - AAD402 Introduction to Graphic Design (Learner Mged Learning) - Thursday from 09:00 to 12:00 (52112)	0	1	0%
16/08/2018 - A&M701 Visual Culture 5 (Research) (Learner Mged Learning) - Thursday from 09:00 to 12:00 (55980)	0	1	0%
16/08/2018 - AAD402 Introduction to Graphic Design (Learner Mged Learning) - Thursday from 09:00 to 12:00 (52112)	0	1	0%
23/08/2018 - A&M701 Visual Culture 5 (Research) (Learner Mged Learning) - Thursday from 09:00 to 12:00 (55980)	0	1	0%
23/08/2018 - AAD402 Introduction to Graphic Design (Learner Mged Learning) - Thursday from 09:00 to 12:00 (52112)	0	1	0%
26/04/2018 - PSM805 Auditing of IT Assets (Exam) - Thursday from 09:30 to 12:00 (57759)	0	1	0%
26/07/2018 - A&M701 Visual Culture 5 (Research) (Learner Mged Learning) - Thursday from 09:00 to 12:00 (55980)	0	1	0%
26/07/2018 - AAD402 Introduction to Graphic Design (Learner Mged Learning) - Thursday from 09:00 to 12:00 (52112)	0	1	0%
30/08/2018 - A&M701 Visual Culture 5 (Research) (Learner Mged Learning) - Thursday from 09:00 to 12:00 (55980)	0	1	0%
30/08/2018 - AAD402 Introduction to Graphic Design (Learner Mged Learning) - Thursday from 09:00 to 12:00 (52112)	0	1	0%
Total	**0**	**15**	**0%**

GC: David Airehrour's unmarked registers will be completed today.

Digital Technology: ACE tutor was completing them but saving them to be finished later.

MUSIC: Three L4 students and two L5 students have attendance issues. Pauline discussed Student Charter with L4 students on 4 Sept (discussion with L5 students still to do).

Educational Performance	**Learning and Teaching** **PLATO** **Learning Walks** **Developmental needs**	Verbal report	No PLATO since last panel meeting Arts and Media ASM and PASM's have been made aware of Learning Walks being part of their role.	**APRIL:** To see if there are any SASMs or PASMs that need PLATO training and to organise with Kate Ross. **APRIL:** To invite Kate to the next team meeting to discuss coaching opportunities.	SEPT: Stuart and Pauline to look at this. Learning Walk to be committed to at team meetings 12 Sept. PLATO spreadsheet to be made available to teams

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<tr><th>Proportion</th><th>Observer</th><th>Semester</th><th>Comments</th><th>Main camp</th><th>Department</th><th>Head of Departmer</th><th>Observation Date 2018</th><th>Complete</th><th>Data Analysis</th></tr>
<tr><td>0.5</td><td>John Denton</td><td>Semester 1</td><td>IT. Not observed for a while</td><td></td><td>Arts, Media and Digital Technology</td><td>John Denton</td><td>31-5-18</td><td></td><td></td></tr>
<tr><td></td><td>John Denton</td><td>Semester 1</td><td>Arts</td><td></td><td>Arts, Media and Digital Technology</td><td>John Denton</td><td></td><td></td><td></td></tr>
<tr><td>1</td><td>John Denton</td><td>Semester 1</td><td>IT. Not observed for a while</td><td></td><td>Arts, Media and Digital Technology</td><td>John Denton</td><td>23-5-18</td><td></td><td></td></tr>
<tr><td>0.8</td><td>John Denton</td><td>Semester 1</td><td>Music -missed 2017</td><td></td><td>Arts, Media and Digital Technology</td><td>John Denton</td><td></td><td></td><td></td></tr>
<tr><td>0.8</td><td>John Denton</td><td>Semester 1</td><td>Music -missed 2017</td><td></td><td>Arts, Media and Digital Technology</td><td>John Denton</td><td></td><td></td><td></td></tr>
<tr><td>0.8</td><td></td><td>Semester 2</td><td>Arts -lens based</td><td></td><td>Arts, Media and Digital Technology</td><td>John Denton</td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td>Semester 2</td><td>Interior Design</td><td></td><td>Arts, Media and Digital Technology</td><td>John Denton</td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td>Semester 2</td><td>Writing</td><td></td><td>Arts, Media and Digital Technology</td><td>John Denton</td><td></td><td></td><td></td></tr>
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<tr><td></td><td></td><td>Semester 2</td><td>Arts</td><td></td><td>Arts, Media and Digital Technology</td><td>John Denton</td><td></td><td></td><td></td></tr>
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<tr><td></td><td>John Denton</td><td>Semester 1</td><td>Arts</td><td></td><td>Arts, Media and Digital Technology</td><td>John Denton</td><td>6/05/2018</td><td></td><td></td></tr>
<tr><td></td><td>Kate Ross</td><td>Semester 1</td><td>Arts</td><td></td><td>Arts, Media and Digital Technology</td><td>John Denton</td><td>31/5/18</td><td></td><td></td></tr>
<tr><td></td><td></td><td>Semester 2</td><td>IT</td><td></td><td>Arts, Media and Digital Technology</td><td>John Denton</td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td>Semester 2</td><td>IT</td><td></td><td>Arts, Media and Digital Technology</td><td>John Denton</td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td>Semester 1</td><td>BA</td><td></td><td>Arts, Media and Digital Technology</td><td>John Denton</td><td>15-5-18</td><td></td><td></td></tr>
<tr><td></td><td></td><td>Semester</td><td></td><td></td><td>Arts, Media and Digital Technology</td><td>John Denton</td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td>Semester</td><td></td><td></td><td>Arts, Media and Digital Technology</td><td>John Denton</td><td></td><td></td><td></td></tr>
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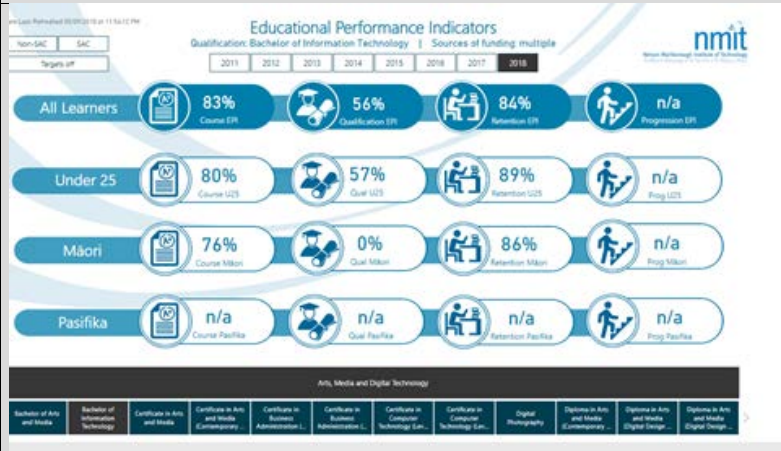
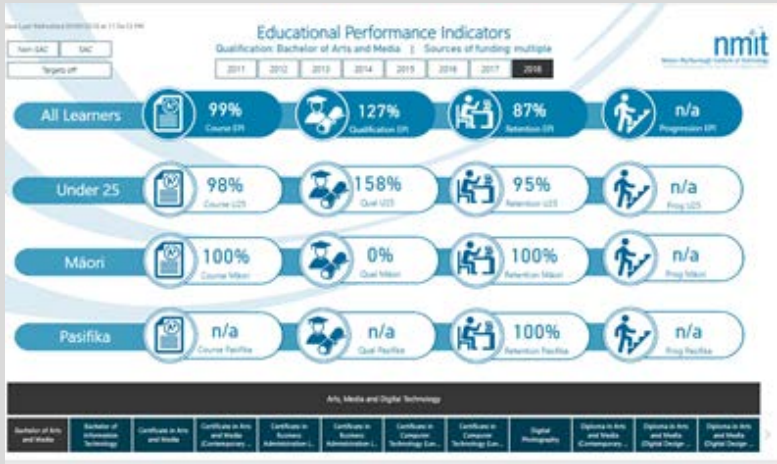
<td>EPIs

Course
Qual
Progression
Retention

Maori/Pasifika support and achievement</td>
<td>Power Bi</td>
<td>




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<td>Teams are required to drill down and understand why figures of 127% and 158% are in Power BI.</td>
<td>Pauline and team</td>
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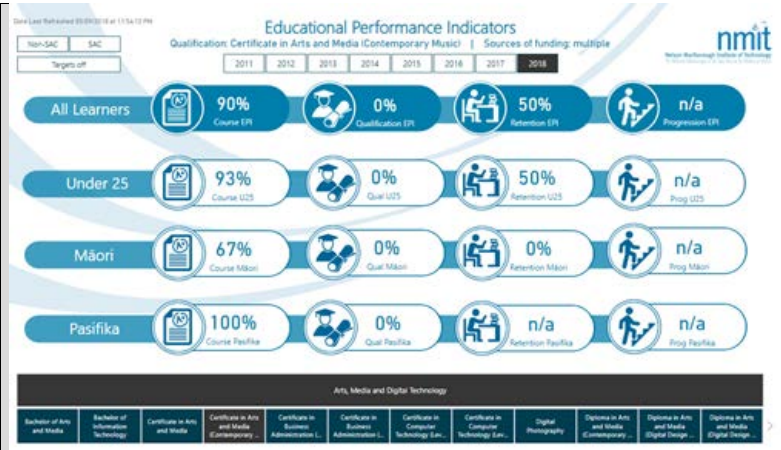
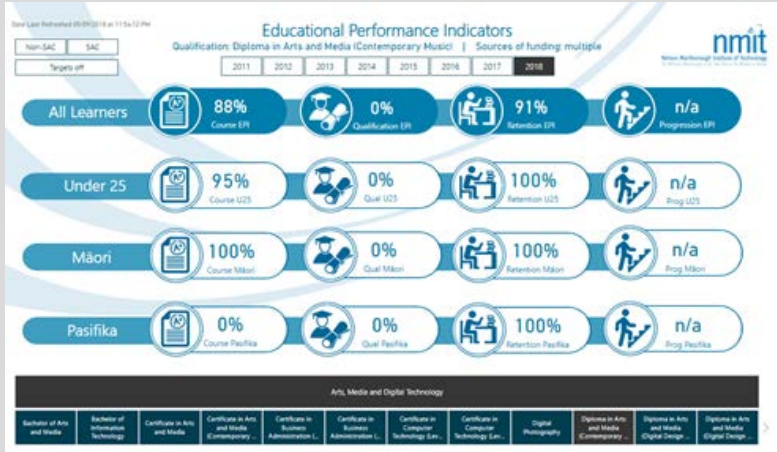
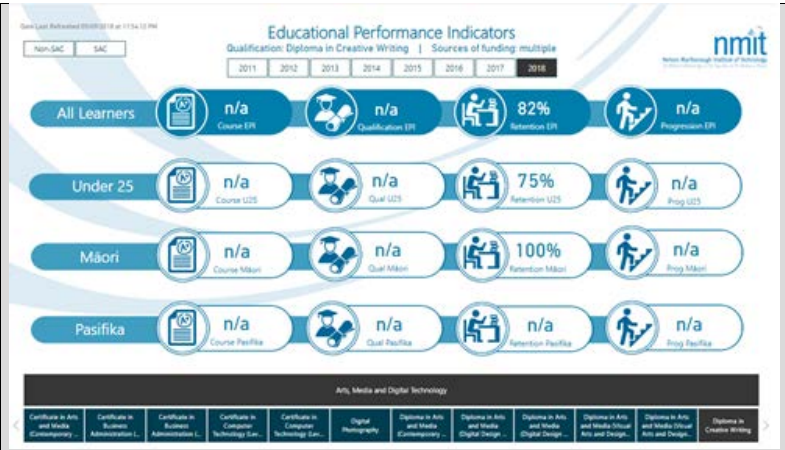

Educational Performance Indicators
Qualification: Certificate in Arts and Media (Contemporary Music) | Sources of funding: multiple
nmit
Non-SAC
SAC
Targets off
2011
2012
2013
2014
2015
2016
2017
2018
All Learners
90%
Course EPI
0%
Qualification EPI
50%
Retention EPI
n/a
Progression EPI
Under 25
93%
Course U25
0%
Qual U25
50%
Retention U25
n/a
Prog U25
Māori
67%
Course Māori
0%
Qual Māori
0%
Retention Māori
n/a
Prog Māori
Pasifika
100%
Course Pasifika
0%
Qual Pasifika
n/a
Retention Pasifika
n/a
Prog Pasifika
Arts, Media and Digital Technology

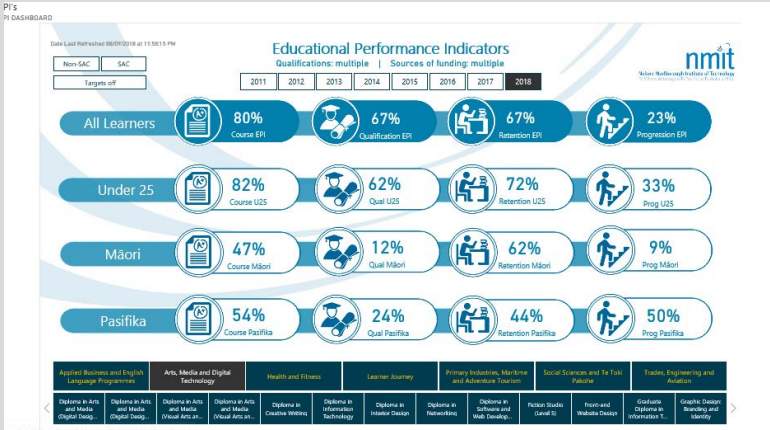

Educational Performance Indicators
Qualification: Diploma in Arts and Media (Contemporary Music) | Sources of funding: multiple
nmit
Non-SAC
SAC
Targets off
2011
2012
2013
2014
2015
2016
2017
2018
All Learners
88%
Course EPI
0%
Qualification EPI
91%
Retention EPI
n/a
Progression EPI
Under 25
95%
Course U25
0%
Qual U25
100%
Retention U25
n/a
Prog U25
Māori
100%
Course Māori
0%
Qual Māori
100%
Retention Māori
n/a
Prog Māori
Pasifika
0%
Course Pasifika
0%
Qual Pasifika
100%
Retention Pasifika
n/a
Prog Pasifika
Arts, Media and Digital Technology

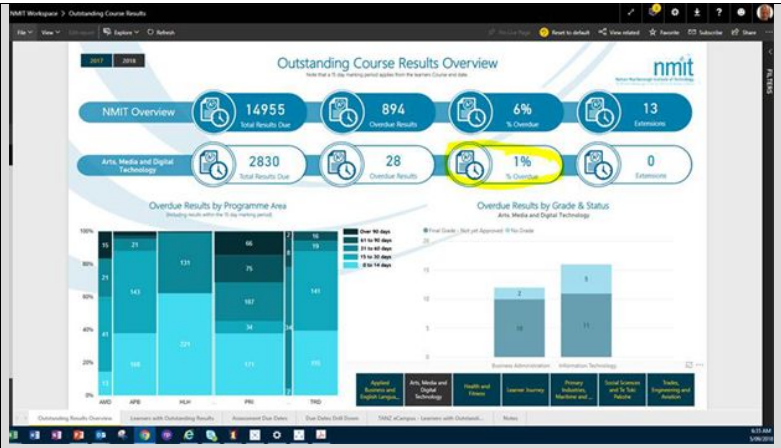

Educational Performance Indicators
Qualification: Diploma in Creative Writing | Sources of funding: multiple
Non-SAC
SAC
2011
2012
2013
2014
2015
2016
2017
2018
nmit
All Learners
n/a
Course EPI
n/a
Qualification EPI
82%
Retention EPI
n/a
Progression EPI
Under 25
n/a
Course U25
n/a
Qual U25
75%
Retention U25
n/a
Prog U25
Māori
n/a
Course Māori
n/a
Qual Māori
100%
Retention Māori
n/a
Prog Māori
Pasifika
n/a
Course Pasifika
n/a
Qual Pasifika
n/a
Retention Pasifika
n/a
Prog Pasifika
Arts, Media and Digital Technology

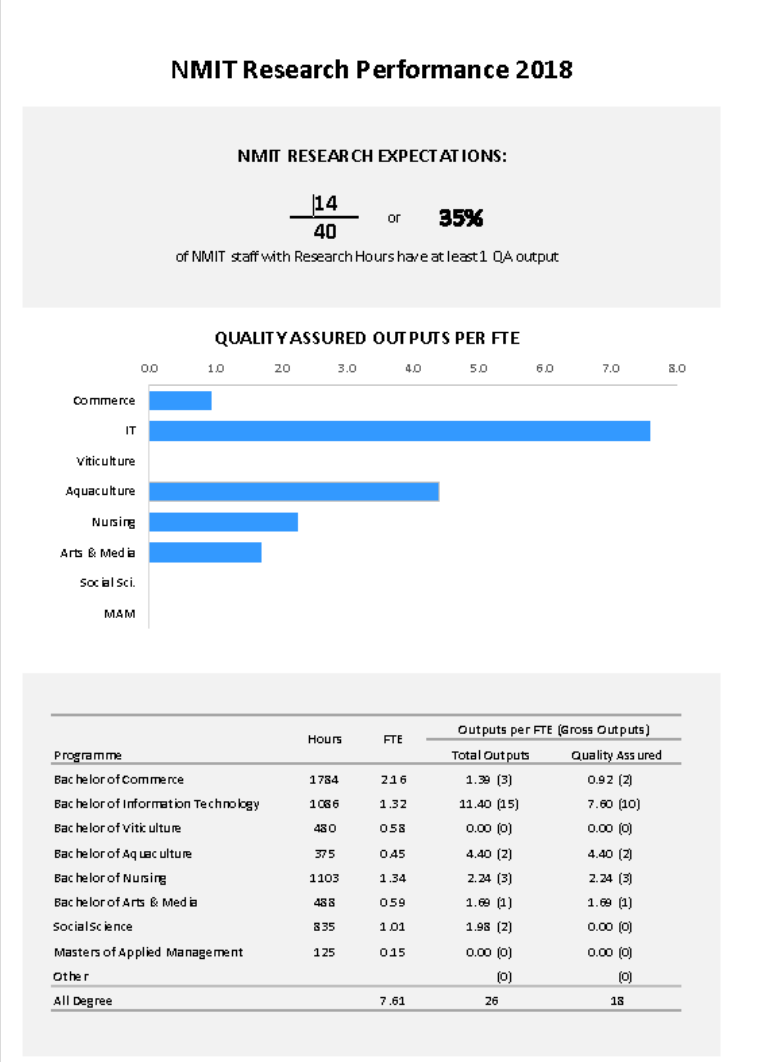
Course detail
nmit
Qualification Title
EFTS delivered
Successful EFTS
PA Course EPI
Report Year
2013
2014
2015
2016
2017
2018
Is Māori
Is Maori
Is Not Maori
Is Pasifika
Is Not Pasifika
Is Pasifika
Is Under 25
Is Not Under 25
Is Under 25
Source of Funding
01 - SAC Level 3 & above
02 - Full Fee Paying Foreign Students
25 - SAC Level 1&2 Competitive Process Funding
26 - SAC Level 1&2 Plan Process Funding
32 - SAC Level 3&4 Competitive Process Funding
27 - Under 25 Fees Free Standard plan process Level 1&2
03 - Domestic Full Fee Paying Students
NZQF level
1
2
3
4
5
6
7
Campus
eCampus
Global Campus Auckland
Intramural Offshore
Nelson
Off campus
Applied Business and English Language Programmes
Arts, Media and Digital Technology
Health and Fitness
Learner Journey
Primary Industries, Maritime and Adventure Tourism
Social Sciences and Te Toki Pakohe
Trades, Engineering and Aviation

Course detail
nmit
Qualification Title
EFTS delivered
Successful EFTS
PA Course EPI
Report Year
2013
2014
2015
2016
2017
2018
Is Māori
Is Maori
Is Not Maori
Is Pasifika
Is Not Pasifika
Is Pasifika
Is Under 25
Is Not Under 25
Is Under 25
Source of Funding
01 - SAC Level 3 & above
25 - SAC Level 1&2 Competitive Process Funding
02 - Full Fee Paying Foreign Students
26 - SAC Level 1&2 Plan Process Funding
32 - SAC Level 3&4 Competitive Process Funding
27 - Under 25 Fees Free Standard plan process Level 1&2
03 - Domestic Full Fee Paying Students
NZQF level
1
2
3
4
5
6
7
Campus
eCampus
Nelson
Off campus
Applied Business and English Language Programmes
Arts, Media and Digital Technology
Health and Fitness
Primary Industries, Maritime and Adventure Tourism
Social Sciences and Te Toki Pakohe
Trades, Engineering and Aviation

Interior Design:



	Outstanding Course Results	Power Bi	 90 days: **GC:** All final results have been processed in time for graduation 21/9.	**MAY:** To discuss being part of pilot re forecasting tools with Vicki.	
	Outstanding Awards	Power Bi	**2018** Programme Area / Count of Learners / Potential EFTS **Arts, Media and Digital Technology** 8 2.17 Front-end Website Design 4 0.67 New Zealand Certificate in Arts and Design 1 0.50 New Zealand Certificate in Computing (User Fundamentals) (Level 2) 2 0.67 New Zealand Certificate in Retail (Customer Service and Sales Support) (Level 2) 1 0.33 **Total** 8 2.17 Arts + Media – NZ Certificate has been processed (Eilish Gear) Front-end Website – need to check with Moonika.	SEPT: 5 outstanding Arts and Media awards to be awarded, 11 September COMPLETED	Moonika/A&M team
	Moderation (Internal and External) Progress	Annual Moderation Plan Verbal Report Master Moderation Tracking Sheet	**Digital Technology:** External moderation on track. Internal still being worked on **Arts + Media**: BAM external moderators are in place. Moderators are still required for NZ Cert and NZ Diploma external moderation of new courses. **Interior Design:** Possible new external moderator required. Kate Ross now internal moderator. AMDT team have had moderation sessions with Pauline, internal moderation is up to date, with new online material in Moodle.	**APRIL:** Adrienne to be invited to attend next coordinators meeting to discuss moderation.	

People	**Performance Conversations** **Gallup Survey**	Verbal report	Ongoing. Pauline had had two performance conversations focused on specific aspects of teaching and learning.		Stuart and Pauline to work together on PC going forward
	Research	Verbal report Monthly output reports			

Programme	Hours	FTE	Outputs per FTE (Gross Outputs)	
			Total Outputs	Quality Assured
Bachelor of Commerce	1784	2.16	1.39 (3)	0.92 (2)
Bachelor of Information Technology	1086	1.32	11.40 (15)	7.60 (10)
Bachelor of Viticulture	480	0.58	0.00 (0)	0.00 (0)
Bachelor of Aquaculture	375	0.45	4.40 (2)	4.40 (2)
Bachelor of Nursing	1103	1.34	2.24 (3)	2.24 (3)
Bachelor of Arts & Media	488	0.59	1.69 (1)	1.69 (1)
Social Science	835	1.01	1.98 (2)	0.00 (0)
Masters of Applied Management	125	0.15	0.00 (0)	0.00 (0)
Other			(0)	(0)
All Degree		7.61	26	18

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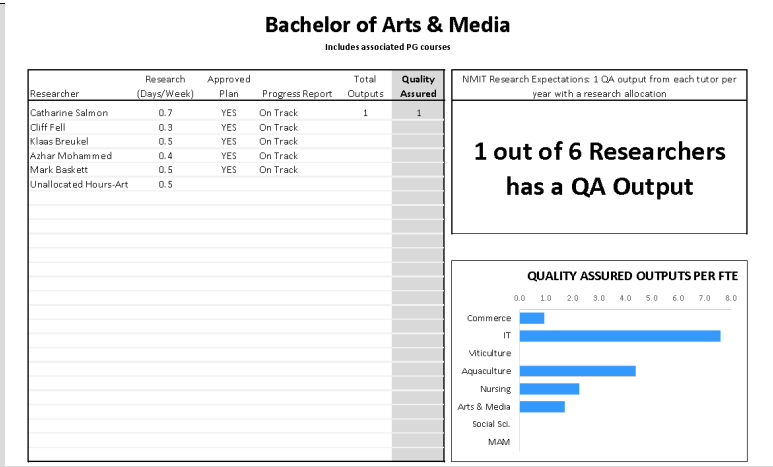


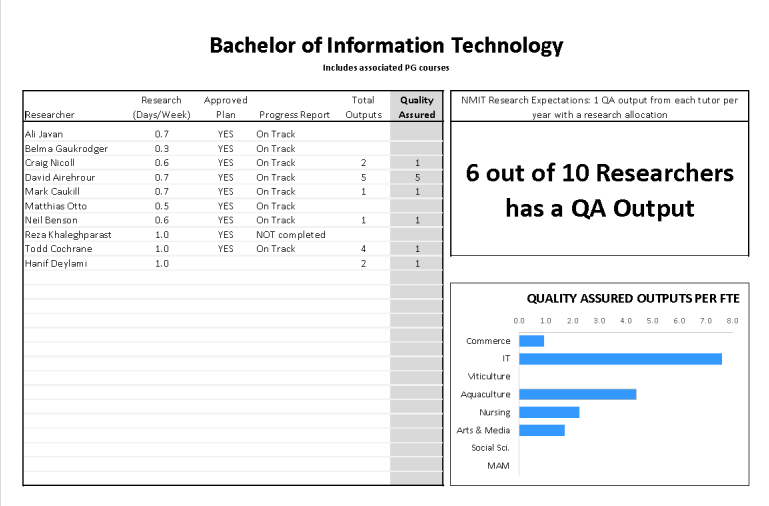
Bachelor of Arts & Media

Includes associated PG courses

Researcher	Research (Days/Week)	Approved Plan	Progress Report	Total Outputs	Quality Assured
Catharine Salmon	0.7	YES	On Track	1	1
Cliff Fell	0.3	YES	On Track		
Klaas Breukel	0.5	YES	On Track		
Azhar Mohammed	0.4	YES	On Track		
Mark Baskett	0.5	YES	On Track		
Unallocated Hours-Art	0.5				

NMIT Research Expectations: 1 QA output from each tutor per year with a research allocation

1 out of 6 Researchers has a QA Output



Bachelor of Information Technology

Includes associated PG courses

Researcher	Research (Days/Week)	Approved Plan	Progress Report	Total Outputs	Quality Assured
Ali Javan	0.7	YES	On Track		
Belma Gaukrodger	0.3	YES	On Track		
Craig Nicoll	0.6	YES	On Track	2	1
David Airehrour	0.7	YES	On Track	5	5
Mark Caukill	0.7	YES	On Track	1	1
Matthias Otto	0.5	YES	On Track		
Neil Benson	0.6	YES	On Track	1	1
Reza Khaleghparast	1.0	YES	NOT completed		
Todd Cochrane	1.0	YES	On Track	4	1
Hanif Deylami	1.0			2	1

NMIT Research Expectations: 1 QA output from each tutor per year with a research allocation

6 out of 10 Researchers has a QA Output

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<td>**Payroll**

Annual Leave Snaphire</td>
<td>Verbal report

Power Bi (under dev)</td>
<td>**Music:** Replacement vocal tutor inducted as NMIT staff member.</td>
<td>Susannah to discuss using of leave – be used up</td>
<td>SEPT: SR to discuss leave</td>
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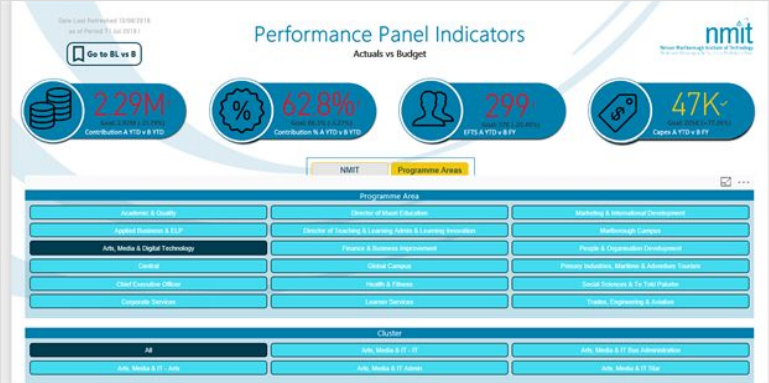
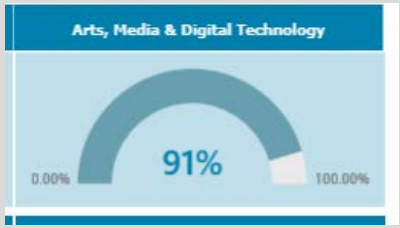
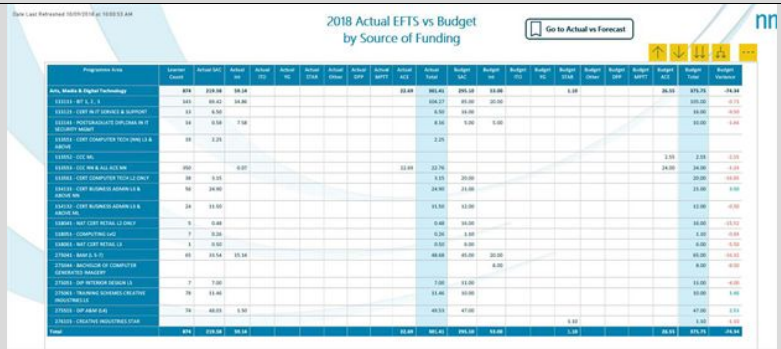
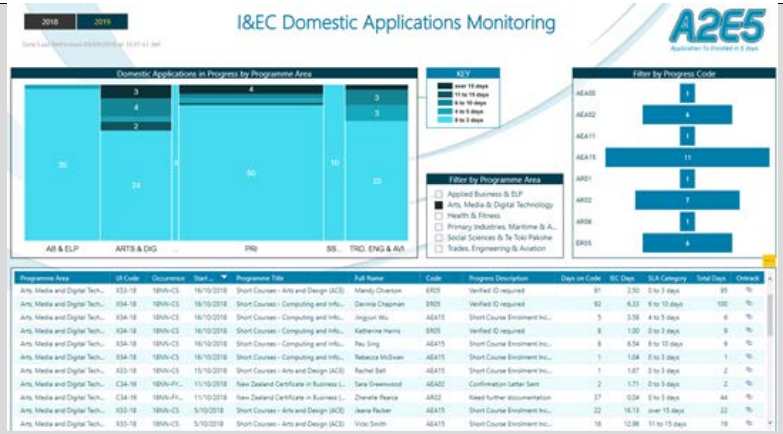
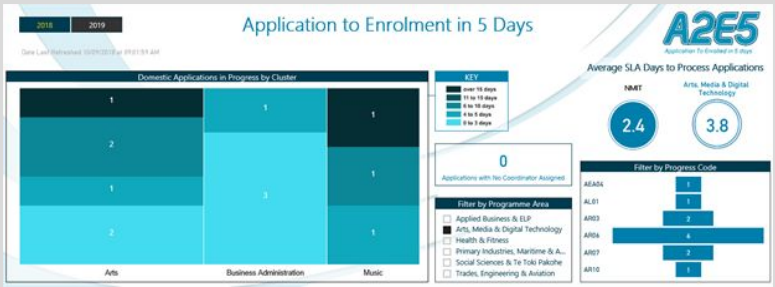
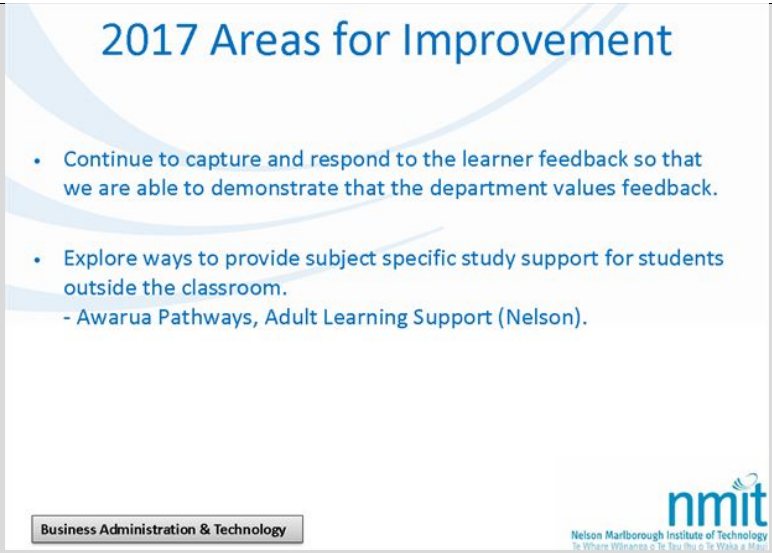
Financial & Business Performance	**Financial Performance**	Power Bi	**1. Operating YTD against budget? Updating live budget needs to happen regularly** **2. How going to be at year end? Meet budget?**  	SEPT: Stuart and Pauline to talk to this from next Performance Panel	
	Blue Tick **Programme development** **Programme changes** **Curriculum set-up** **Website content**	Power Bi Verbal report	  	**MAY:** Sarmya to schedule a meeting with KK to help with vision re Interior Design. **MAY:** Department to ensure curriculum/timetables done as a matter of priority. To provide update at next PP.	

			Music: Music tutors working with Pauline to find time within current tutor teaching hours to allocate towards necessary development time. **Arts + Design:** current course development by SME's for NZ Diploma of Arts and Design Level 6 for roll out in 2019. Hours have been allocated for 2019 SME L7 course development. SME's working with Shingai and Tania Norfolk. Minor changes made to course descriptors for 2019. **Interior Design:** Moving forward decision to be made with regards to collaboration writing of programme content with ARA or UCOL. Awaiting Ara programme regulations.		
	Te Ara Wai	Verbal report		**APRIL:** Jackie to put powerpoint presentation from the Treaty Week training up on Polly.	
	EFTS and applications	Power Bi (under dev)		**MARCH:** Pauline to follow up with Angela about the process of I&E receiving letter of acceptances – to send email to student confirming receipt of letter of acceptance and cc programme coordinator so that information is passed on quickly and efficiently. At present Pauline needs to run a report to get this information. **MAY:** To drill down and look at individual cohorts etc to be aware and report on numbers at next PP.	

	A2E5 **Desk-Pro**	Power Bi	  **ACE:** Students accepted but not good at completing and paying almost up to the day of the course.		
	Contract Monitoring	Agiloft Verbal Report	No contracts outstanding.		
	Legislative Compliance	Assura H&S Declaration Verbal Report	All up to date – completed 	**MAY:** John D to follow up on remedial work required on upper floors of G-Block. *Pauline has met with Pam and Simon to progress this.*	*Who is dealing with this now that John D has left NMIT? Pauline.*

	Policies	Under development	Policy Digest - AUGUST 2018 (nmit) **Section** / **Updated/New policies** / UNDER REVIEW Academic Statute Finance ☑ Fees, Charges and Refunds (Domestic Students) [Minimum refund = $30. Refunds will be adjusted to include any bank charges Courier charges for transcripts/Awards revised] ☑ Fees, Charges and Refunds (International Students) [Minimum Refund = $30. Refunds will be adjusted to include any bank charges Courier charges for transcripts/Awards revised. Refund eligibility for students withdrawing less than 3 weeks before programme start date; now ~~90%~~ 60% of enrolment fee] Forms, Templates and Guidelines [available internally only] ~~Employer evaluation on GPOs~~ -> [re-named] Assessment of Graduate Skills - Employer - for consistency reviews ~~Student Self-Evaluation on GPOs~~ -> [re-named] Assessment of Student's skills – Student - for consistency reviews Templates/guides to support the **Student Academic Appeals Procedure**: – Academic Appeals Register Academic Committee Hearing Process Appeal Acknowledgement Letter Letter advising appeal hearing decision Letter advising appeal decision: re-submission/re-sit Institute Governance and Management ☑ Delegations to the Chief Executive [added: ED – F, C and BI to provide a list of any expenditure over $250,000 to the Audit Committee at each meeting] Learning and Teaching ☑ Assessment Policy [ALNAT testing for eCampus students not required for level 4 or level 5 courses] ☑ NMIT Tutor Guide to Assessment [ALNAT testing for eCampus students not required for level 4 or level 5 courses] People and Organisation Development	Academic Committee Guide – 2018 Intellectual Property Programme Representative Policy RAC Procedure Student Results and Awards Policy Student Results and Awards Procedure NEW Academic Staff Member Salary Assessment Eye Tests IT Resource Allocation policy Staff Appointments Staff Induction		
Self-Assessment	**SAR Action plan progress**	Action Plan + Verbal report			

	Self-assessment	2017 self-assessment report highlights	 	**MAY:** To report on progress in Areas of Improvement at next PP.	

2017 Areas for Improvement

- Further develop our approach to capturing and responding to the learner voice so that we are able to demonstrate that the department values feedback.
- Create opportunities to collaboratively share good practice across the department so that team members continually develop and improve their skills encouraging them to try out new things, resulting in increased morale, confidence and general well-being.
- Fully embed a culture of openness, honesty and transparency around performance expectation through holding regular performance conversations with all staff to ensure they are supported and developed to deliver outputs that are within the upper-quartile.

Diploma in Writing for Creative Industries

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Te Whare Wānanga o Te Tau Ihu o Te Waka a Maui

2017 Areas for Improvement

- Keep up with the technical aspects of teaching, and innovate teaching and learning approaches.
- Improve and enhance Graduate Destination survey to provide better quantitative evidence of graduate employment.
- Realign programme regulations and assessment modes with the principles intrinsic to our IT educational culture.
- Ensure full access for students to online resources.
- Clarify and make more transparent the internal process for responding to external moderation.
- Improved monitoring and moderation of off-shore delivery of programmes.

Bachelor of Information Technology
NZ Certificate in Information Technology L 5
NZ Diploma in Web Development and Design L5
NZ Diploma in Information Technology Technical Support L5
Graduate Diploma in Information Technology

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Te Whare Wānanga o Te Tau Ihu o Te Waka a Maui

2017 Areas for Improvement

- Further explore community based projects.
- Create opportunities to collaborate with other faculties/departments to share good practice, develop and improve their skills and learning experiences.
- Fully embed a visual culture within the course and context of Interior design.
- Establish formal Industry Advisory involvement.

Interior Design

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Te Whare Wānanga o Te Tau Ihu o Te Waka a Maui

2017 Areas for Improvement

- Improve course and qualification educational performance by working with students to improve literacy and numeracy, including digital literacy. Use of Awarua Pathways for literacy; informing students of Adult Learning Support at the Nelson based centre and our own Learning Services Team.
- Seek feedback from employers that relates to graduates to ensure graduate profile outcomes are being met.
- Improve retention for the L2 and L3 retail programmes by engaging with students and ensure additional Learning Conversations occur regularly. A phone call with each student has been programmed by the tutor as well as the weekly two-hour tutorial.

NB: The new/online NZ Certificate in Retail (Level 2 and Level 3) will not be offered in 2018. However, students whom are currently enrolled on the programme will be provided the opportunity to complete before 31 July 2018.

Retail

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Te Whare Wānanga o Te Tau Ihu o Te Waka a Maui

2017 Areas for Improvement

- Further development of relationships with industry both as advisors and employers.
- Be more pro-active with withdrawing students unsuitable to the programme or for non-attendance.
- Respond to student feedback in a more timely matter.
- Improve internal processes for responding to external moderation.
- Moderation feedback and responses to be discussed with colleagues during team meetings.

Information Technology Essentials (Level 4)

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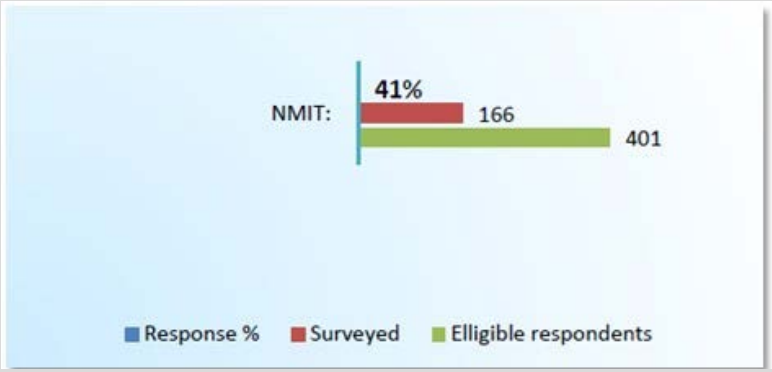
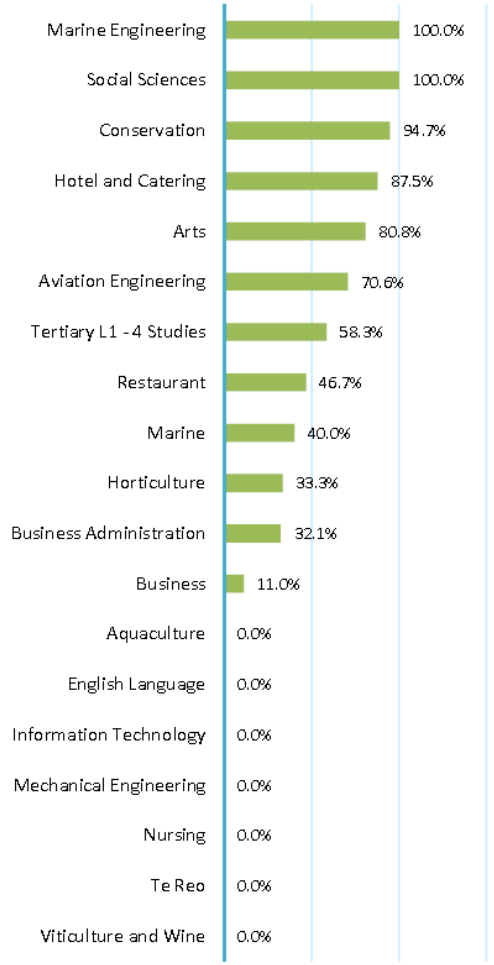
Te Whare Wānanga o Te Tau Ihu o Te Waka a Maui

	Stakeholder Voice: • Learner Feedback • Industry Advisory	Survey plan Survey outcomes IAB Minutes Verbal report	From Jeremy – **S1 Learner Experience Surveys**: Learner Experience, Semester one: Overall favourable satisfaction **95.5%** ☺, response rate **41%** ☹  	**APRIL:** Cliff to talk to Jeremy to see what responses were received from his students. **APRIL:** John to ensure survey action plan is submitted to Jeremy before the next performance panel. **COMPLETED BY PAULINE**	

Response rate by Programme Cluster:

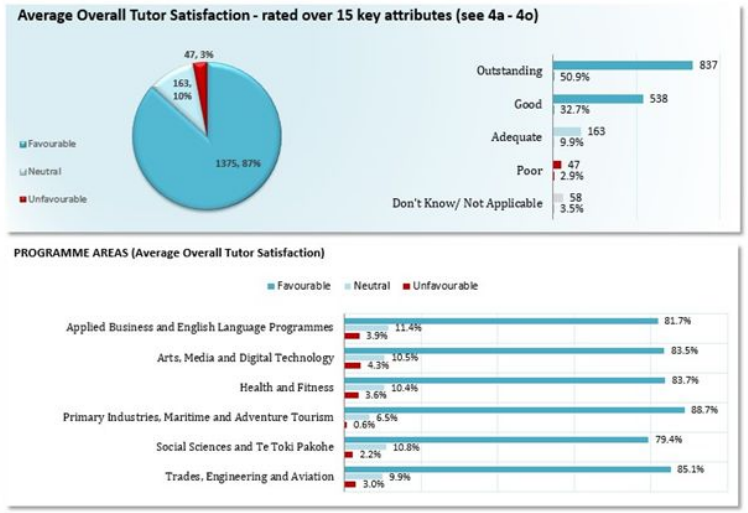


Digital Technology now at 28% Jeremy is still update the information

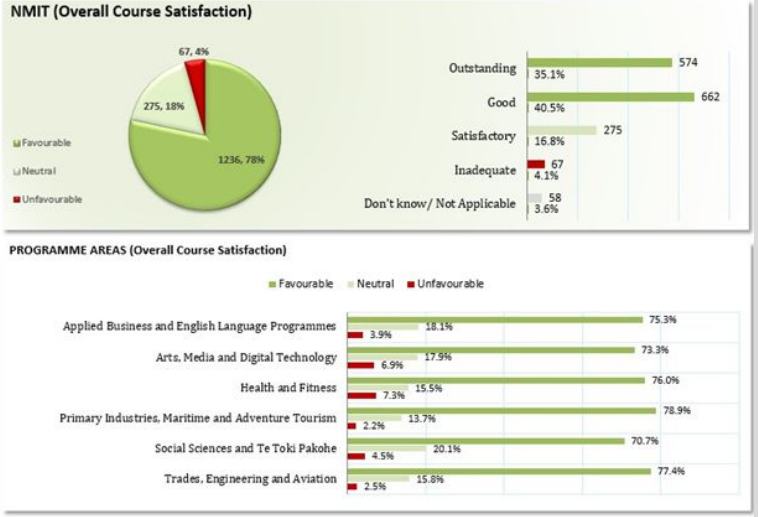
All have completed Learner Voice plans for 2018, and at this point in time response rates for first impressions and learner experience surveys are expected between 65% and 80%

Please focus in on the semester two Learner Experience survey delivery October - November, and please don't drown it out by late course and tutor evaluation deliveries. Course and tutor evaluation delivery period needs to be September – October. No later.

Tutor Evaluations Sem1 2018 - NMIT Overview (No Comments)



Course Evaluations Sem1 2018 - NMIT Overview (No Comments)



Notice to Improve

EPI by programme

Financial by programme

Survey by programme

Verbal report

Power Bi (under dev)

¶

NOTICE·TO·IMPROVE·(NTI)¶

¶

¶

Desired·outcomes:¶

¶

- → Upper·quartile·EPI's¶
- → Sustainability·at·NMIT¶
- → Deliver·a·surplus·to·invest·in·your·area¶
- → Parity·of·outcomes¶
- → High·level·of·learner·satisfaction¶

¶

Measured·by:¶

¶

1.¤	Financials¤	Under·tribal·benchmark·(by·programme·cluster)·**OR**·programme·(cost·centre)·contribution·less·than·50%·(budget)·¤
2.¤	EPI¤	By·Course—·programmes·under·sector·median¶ and/or·¶ By·Qualification—·programmes·under·sector·median¶ Achievement·Gap·(material)·top·10·EFTS·only?¤
3.¤	Student·Feedback¤	Less·than·**80%**·completed¶ Less·than·**92%**·satisfaction¤
4.¤	Self-nominate¤	¤
5.¤	Other¤	e.g.·failed·moderation¤

¶

¶

What·are·the·consequences·of·not·achieving?¶

Create·an·action·plan·for·each·programme·in·NTI¶

Programme/cluster¤	What¤	Why¤	Who¤	When¤
¤	¤	¤	¤	¤
¤	¤	¤	¤	¤

¶

Nelson & Marlborough Institute of Technology

EFTS Reporting 31 August 2018

EFTS Reporting

NMIT EFTS @ 03-Sep-2018 (EA & EW Status)

Value Type	SAC	Int	China	ITO	YG	Star	Other	DPP	MPTT	ACE	Total	
2018 Actual YtD	1,975.13	447.14	273.40	13.31	52.75	35.88	46.63	1.13	7.15	26.61	2,879.11	Under TEC capped EFTS
2018 Budget FY	2,031.12	474.62	300.00	16.60	108.28	43.62	73.40	0.00	0.00	27.55	3,075.19	Within TEC capped EFTS
2018 Projected FY	2,065.66	441.55	271.42	13.41	52.25	35.88	46.13	1.13	7.15	30.63	2,965.21	Within TEC capped EFTS
2018 Plan FY	2,095.00	474.62	300.00	16.60	127.00	43.62	73.40	5.60	27.00	27.55	3,190.39	Within TEC capped EFTS

% EFTS Variances

	SAC	Int	China	ITO	YG	Star	Other	DPP	MPTT	ACE	Total
Actual(YtD) to Budget(FY)	(55.99)	(27.48)	(26.60)	(3.29)	(55.53)	(7.75)	(26.77)	1.13	7.15	(0.94)	(196.08)
% Actual(YtD) / Budget(FY)	97%	94%	91%	80%	49%	82%	50%	0%	0%	97%	94%
Actual(YtD) to Projection(FY)	(90.53)	5.59	1.98	(0.11)	0.50	0.00	0.50	0.00	0.00	(4.03)	(86.09)
% Actual(YtD) / Projection(FY)	96%	101%	101%	99%	101%	100%	101%	100%	100%	87%	97%
Actual(YtD) to Plan(FY)	(119.87)	(27.48)	(26.60)	(3.29)	(74.25)	(7.75)	(26.77)	(4.48)	(19.85)	(0.94)	(311.27)
% Actual(YtD) / Plan(FY)	94%	94%	91%	80%	42%	82%	64%	20%	26%	97%	90%
Projection(FY) to Plan(FY)	(29.34)	(33.07)	(28.58)	(3.19)	(74.75)	(7.75)	(27.27)	(4.48)	(19.85)	3.08	(196.60)
% Projection(YtD) / Plan(FY)	99%	93%	90%	81%	41%	82%	63%	20%	26%	111%	93%

- exceeds by more than 5%
- within allowable limits*
- less by more than 1%

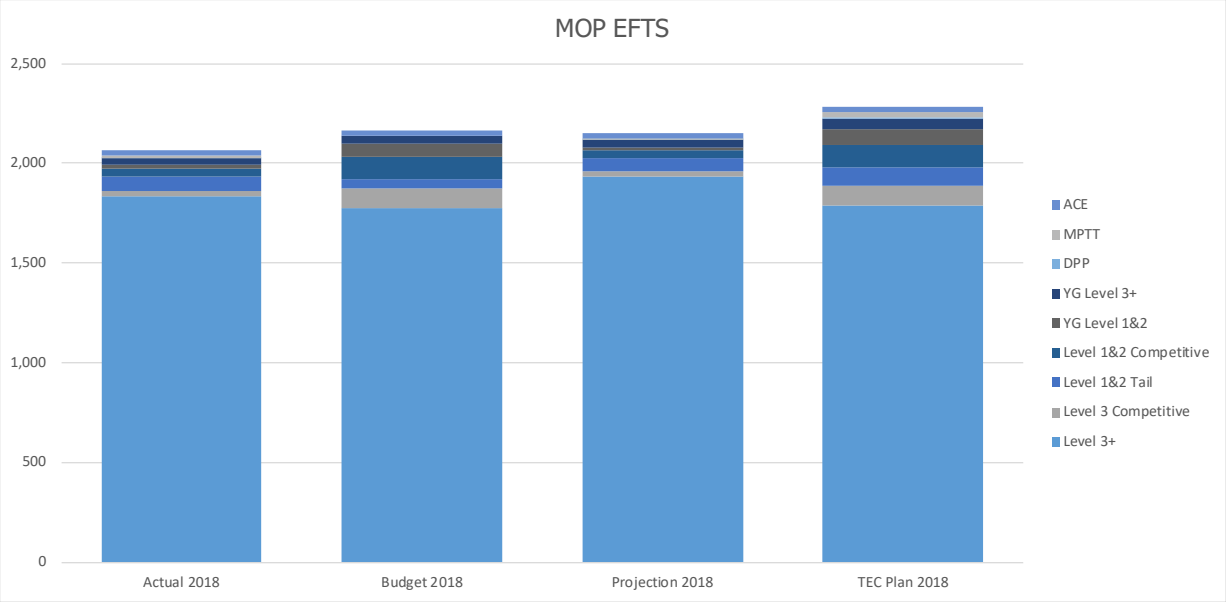
Programme Area EFTS incl. of distributed JV progs.

Value Type	App Bus & ELP	Trades & Eng.	Arts, Media & IT	Soc. Sci. & TTP	Health	Primary Industries	GCA	China Project	Learner Services	Learning Innovation	Total
2018 Actual YtD	484.71	493.81	301.47	433.48	321.96	481.40	83.80	274.26	0.73	3.50	2,879.11
2018 Budget FY	408.10	588.86	375.75	364.23	310.62	635.47	89.30	302.00	0.88	0.00	3,075.19
2018 Projected FY	483.12	533.23	307.45	447.22	326.14	507.85	83.80	272.28	0.61	3.50	2,965.21
2018 Plan FY	408.10	596.73	380.65	409.70	324.12	678.91	89.30	302.00	0.88	0.00	3,190.39

% EFTS Variances

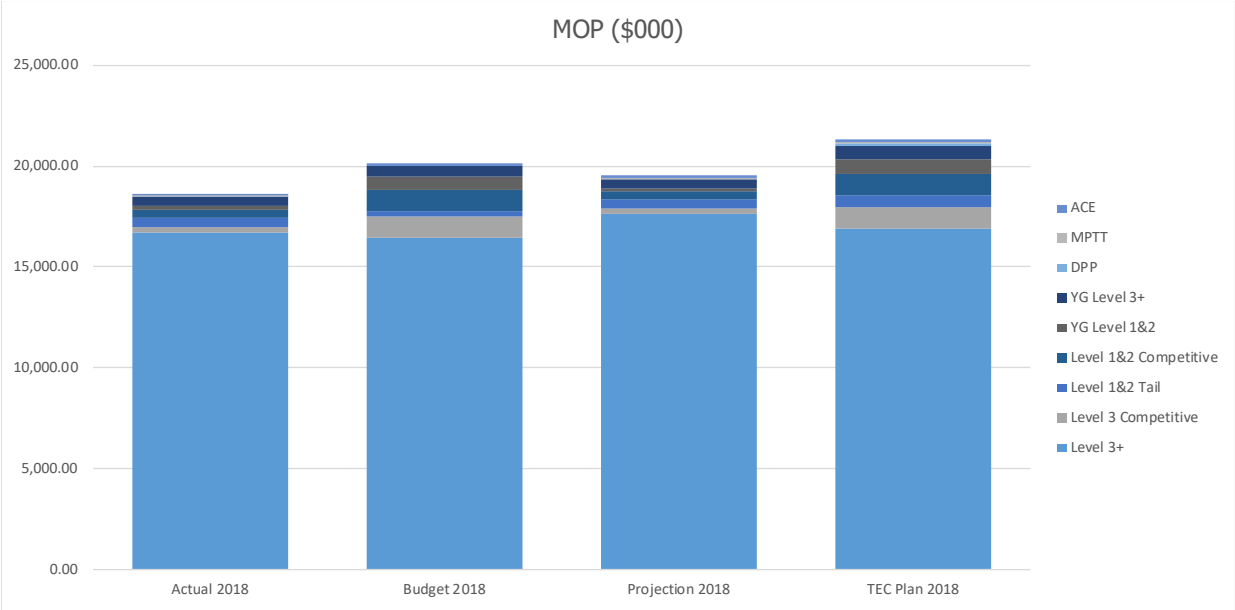
	App Bus & ELP	Trades & Eng.	Arts, Media & IT	Soc. Sci. & TTP	Health	Primary Industries	GCA	China Project	Learner Services	Learning Innovation	Total
Actual(YtD) to Budget(FY)	76.61	(95.04)	(74.29)	69.25	11.35	(154.06)	(5.50)	(27.74)	(0.14)	3.50	(196.08)
% Actual(YtD) / Budget(FY)	119%	84%	80%	119%	104%	76%	94%	91%	84%	0%	94%
Actual(YtD) to Projection(FY)	1.58	(39.42)	(5.98)	(13.75)	(4.18)	(26.44)	0.00	(27.74)	0.12	0.00	(86.09)
% Actual(YtD) / Projection(FY)	100%	93%	98%	97%	99%	95%	100%	101%	120%	100%	97%
Actual(YtD) to Plan(FY)	76.61	(102.91)	(79.19)	23.78	(2.16)	(197.51)	(5.50)	(27.74)	(0.14)	3.50	(311.27)
% Actual(YtD) / Plan(FY)	119%	83%	79%	106%	99%	71%	94%	91%	84%	0%	90%
Projection(FY) to Plan(FY)	75.02	(63.50)	(73.20)	37.53	2.02	171.07)	(5.50)	(29.73)	(0.26)	3.50	(196.60)
% Projection(YtD) / Plan(FY)	118%	89%	81%	109%	101%	75%	94%	90%	70%	0%	93%

EFTS Analysis MOP 2018



EFTS	Level 3+	Level 3 Competitive	Level 1&2 Tail	Level 1&2 Competitive	YG Level 1&2	YG Level 3+	DPP	MPTT	ACE	Total
Actual 2018	1,833.50	26.47	72.67	42.50	16.50	36.25	1.13	7.15	26.61	**2,062.76**
Budget 2018	1,777.49	95.00	48.53	110.10	65.91	42.37	0.00	0.00	27.55	**2,166.96**
Projection 2018	1,930.76	26.24	71.25	34.81	17.00	35.25	1.13	7.15	30.63	**2,154.22**
TEC Plan 2018	1,791.00	95.00	94.00	115.00	76.47	50.53	5.60	27.00	27.55	**2,282.15**
Actual to Budget	56.01	(68.53)	24.14	(67.60)	(49.41)	(6.12)	1.13	7.15	(0.94)	**(104.20)**
Actual % of Budget	103.2%	27.9%	149.7%	38.6%	25.0%	85.6%	0.0%	0.0%	96.6%	**95.2%**
Actual to Projection	(97.27)	0.23	1.42	7.69	(0.50)	1.00	0.00	0.00	(4.03)	**(91.46)**
Actual % of Projection	95.0%	100.9%	102.0%	122.1%	97.1%	102.8%	100.0%	100.0%	86.9%	**95.8%**
Actual to Plan	42.50	(68.53)	(21.33)	(72.50)	(59.97)	(14.28)	(4.48)	(19.85)	(0.94)	**(219.39)**
Actual % of Plan	102.4%	27.9%	77.3%	37.0%	21.6%	71.7%	20.1%	26.5%	96.6%	**90.4%**
Projection to Plan	139.76	(68.76)	(22.75)	(80.19)	(59.47)	(15.28)	(4.48)	(19.85)	3.08	**(127.93)**
Projection % of Plan	107.8%	27.6%	75.8%	30.3%	22.2%	69.8%	20.1%	26.5%	111.2%	**94.4%**

EFTS Analysis MOP 2018



$ (000)	Level 3+	Level 3 Competitive	Level 1&2 Tail	Level 1&2 Competitive	YG Level 1&2	YG Level 3+	DPP	MPTT	ACE	Total
Actual 2018	16,680.35	279.12	472.34	419.87	156.75	471.25	17.52	28.59	118.25	**18,644.04**
Budget 2018	16,475.01	1,001.78	315.45	1,047.74	626.18	550.80	0.00	0.00	122.45	**20,139.40**
Projection 2018	17,621.35	276.74	463.13	373.64	161.50	458.25	17.52	28.59	136.14	**19,536.85**
TEC Plan 2018	16,925.62	1,001.78	611.00	1,087.50	726.50	656.85	87.20	108.00	122.45	**21,326.89**
Actual to Budget	205	(723)	157	(628)	(469)	(80)	18	29	(4)	**(1,495)**
Actual % of Budget	101.2%	27.9%	149.7%	40.1%	25.0%	85.6%	0.0%	0.0%	96.6%	**92.6%**
Actual to Projection	(941)	2	9	46	(5)	13	0	0	(18)	**(893)**
Actual % of Projection	94.7%	100.9%	102.0%	112.4%	97.1%	102.8%	100.0%	100.0%	86.9%	**95.4%**
Actual to Plan	(245)	(723)	(139)	(668)	(570)	(186)	(70)	(79)	(4)	**(2,683)**
Actual % of Plan	98.6%	27.9%	77.3%	38.6%	21.6%	71.7%	20.1%	26.5%	96.6%	**87.4%**
Projection to Plan	696	(725)	(148)	(714)	(565)	(199)	(70)	(79)	14	**(1,790)**
Projection % of Plan	104.1%	27.6%	75.8%	34.4%	22.2%	69.8%	20.1%	26.5%	111.2%	**91.6%**

Nelson & Marlborough Institute of Technology

Financial Reporting & Analysis

For Period Ending 31 August 2018

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

NMIT Executive Summary

NMIT Financial Operating Statement
For the period ending 31 August 2018

Category Description	Year to Date				Full Year		
($000's)	Actual	Budget	$ Variance	%+(-)Variance	Budget	2017	2016
Income							
TEC Funding	18,595	18,941	(346)	(2)%	19,623	18,073	17,620
Youth Guarantee	668	1,501	(834)	(56)%	1,548	1,530	1,494
ITO	94	135	(41)	(30)%	185	225	264
Star & Trades Academy	324	340	(16)	(5)%	509	460	547
Student Fees - Domestic	7,136	7,361	(225)	(3)%	7,539	7,161	7,375
Student Fees - International	6,966	6,975	(9)	(0)%	7,231	8,187	9,329
Interest	469	533	(64)	(12)%	800	743	721
Other Income	3,206	3,878	(672)	(17)%	4,433	5,353	5,009
Total Income	**37,457**	**39,664**	**(2,207)**	**(6)%**	**41,869**	**41,732**	**42,359**
Expenditure							
Class Resources	1,453	1,528	75	5%	2,206	2,341	2,224
International Commissions	1,543	1,623	80	5%	1,674	1,854	2,379
Curriculum Support	35	58	23	40%	82	54	66
Information Technology	760	851	90	11%	1,276	1,192	1,251
HR & Training	442	453	11	2%	669	762	642
Marketing & Promotions	296	444	148	33%	664	841	675
Admin & Support	2,244	1,581	(663)	(42)%	2,368	2,861	2,484
Facilities	3,294	2,114	(1,180)	(56)%	3,171	3,203	3,341
Interest Expense	0	-	(0)	0%	-	4	0
Depreciation, Amortisation & Impairment	2,991	2,815	(176)	(6)%	4,223	4,170	3,792
JV/TANZ Costs	1,844	873	(972)	(111)%	873	1,798	1,300
SUTI's Share of GC Surplus/(Deficit)	-	-	-	0%	-	-	(380)
Total Opex Expenses	**14,904**	**12,339**	**(2,564)**	**(21)%**	**17,205**	**19,081**	**17,773**
Academic Pay	8,333	9,803	1,470	15%	14,692	13,224	13,019
Support Staff Pay	7,029	6,863	(166)	(2)%	10,739	11,274	10,078
Total Staffing Costs	**15,362**	**16,666**	**1,304**	**8%**	**25,432**	**24,498**	**23,097**
Total Expenditure	**30,265**	**29,005**	**(1,260)**	**(4)%**	**42,637**	**43,579**	**40,870**
Contribution	**7,192**	**10,659**	**(3,467)**	**(33)%**	**(768)**	**(1,847)**	**1,489**
Contribution %	**19%**	**27%**			**(2%)**	**(4%)**	**4%**

YTD contribution unfavourable to budget due to income and opex variances. Income is unfavourable across all categories, particularly YG & Other Income. Opex is unfavourable to budget overall, with unfavourable variances in admin & support (SANITI SLA (timing), purchases admin (eCampus costs - timing) & consultants), facilities (rent – GC lease buyout), JV costs (higher JV EFTS/revenues), and depreciation. Pays are favourable to budget in academic with contractors and part-time staff under budget.

Global Campus Financial Operating Statement
For the period ending 31 August 2018

Category Description	Year to Date				Full Year		
($000's)	Actual	Budget	$ Variance	%+(-)Variance	Budget	2017	2016
Income							
Student Fees - International	1,379	1,418	(39)	(3)%	1,445	2,301	2,551
Interest	-	-	-	0%	-	1	14
Other Income	4	167	(162)	(97)%	250	3	6
Total Income	**1,383**	**1,585**	**(201)**	**(13)%**	**1,695**	**2,305**	**2,571**
Expenditure							
Class Resources	6	3	(4)	(133)%	4	17	25
International Commissions	14	3	(12)	(437)%	3	600	431
Curriculum Support	-	2	2	100%	3	-	-
Information Technology	12	15	4	24%	23	27	63
HR & Training	14	2	(12)	(644)%	3	27	2
Marketing & Promotions	(7)	-	7	0%	-	182	19
Admin & Support	36	19	(17)	(86)%	28	121	210
Facilities	1,885	764	(1,121)	(147)%	1,146	1,145	1,062
Depreciation, Amortisation & Impairment	91	80	(11)	(13)%	120	135	137
SUTI's Share of Surplus/(Deficit)	-	-	-	0%	-	-	(380)
Total Opex Expenses	**2,051**	**888**	**(1,163)**	**(131)%**	**1,330**	**2,254**	**1,568**
Academic Pay	356	299	(57)	(19)%	446	742	803
Support Staff Pay	208	150	(58)	(38)%	224	563	580
Total Staffing Costs	**564**	**449**	**(114)**	**(25)%**	**670**	**1,305**	**1,383**
Total Expenditure	**2,615**	**1,337**	**(1,277)**	**(96)%**	**2,000**	**3,559**	**2,951**
Contribution	**(1,231)**	**247**	**(1,478)**	**(598)%**	**(305)**	**(1,254)**	**(380)**
Contribution %	**(89)%**	**16%**			**(18)%**	**(54)%**	**(15)%**

Contribution $(1.5)m unfavourable to budget due to variances in other income $(0.2)m (budgeted for rent from sub-lease of premises), facilities costs $(1.1)m (lease buyout), and higher than budgeted staff costs $(0.1)m (timing).

Income : variance explanation

Category Description	Year to Date				Full Year		
($000's)	Actual	Budget	$ Variance	%+(-)Variance	Budget	2017	2016
Income							
TEC Funding	18,595	18,941	(346)	(2)%	19,623	18,073	17,620
Youth Guarantee	668	1,501	(834)	(56)%	1,548	1,530	1,494
ITO	94	135	(41)	(30)%	185	225	264
Star & Trades Academy	324	340	(16)	(5)%	509	460	547
Student Fees - Domestic	7,136	7,361	(225)	(3)%	7,539	7,161	7,375
Student Fees - International	6,966	6,975	(9)	(0)%	7,231	8,187	9,329
Interest	469	533	(64)	(12)%	800	743	721
Other Income	3,206	3,878	(672)	(17)%	4,433	5,353	5,009
Total Income	**37,457**	**39,664**	**(2,207)**	**(6)%**	**41,869**	**41,732**	**42,359**

TEC funding – favourable to budget

✓ SAC Funding L3+ Allocated favourable to budget due to higher EFTS, particularly BCom NN, eCampus, Seafood Processing JV, SUTI JVs, SRL, NZ Cert Carpentry L4, NZ Dip Eng (Civil) L6, Dip Aero Cert. TEC has increased NMIT's original funding allocation by $875k.

✓ SAC Funding L1&2 Allocated favourable to budget with higher EFTS than budgeted, particularly Te Pokaitahi Reo L1.

× SAC Funding L1&2 Competitive unfavourable to budget with lower EFTS than budgeted, particularly Cert Computer Tech L2, Nat Cert Retail L2, TPI, NZ Cert Eng (Army), CVS. TEC has reduced NMIT's original funding allocation by $440k.

× SAC Funding L3+ Competitive unfavourable to budget with lower EFTS than budgeted, particularly CVP, NZ Cert in Hort Prod. TEC has reduced NMIT's original funding allocation by $444k.

× ILN ESOL funding unfavourable to budget due to budget phasing.

× YG Funding unfavourable to budget with only 50% of budgeted EFTS achieved (53 Act vs 108 Bud) (Cert TPI). TEC has reduced NMIT's original funding allocation by $300k.

✓ Programmes with EFTS higher than budget include eCampus $571k, Masters in Business $32k, Cert Bus Admin L3+ $24k, Dip in FV Ops $48k, SRL $100k, Superyacht $94K, JV STS Seafood Proc $546k, BV&W $144k, NZ Cert Auto Eng L3 ML $81k, NZ Cert Carpentry L4 $194k, NZ Cert in Mech Eng L4 $62k, NZ Dip Eng (Civil) $70k, NZ Cert Construction Trade Skills ML $55k, NZ Cert Construction Trades Skills (Joinery) $95k, Dip Aqua Tech $22k, BAMC $66k, Dip Aero Cert $193k, Cert AEF $40k, Research & Hub $22k, NZ Cert in F&B L3 $26k, NZ Cert in Cookery L4 $31k, NZ Dip Sport, Rec & Exercise $28k, Bach Nursing Yr 3 $28k, JV SUTI COP $584k, JV SUTI Career Guidance $466k, JV Annesbrook $71k, JV SUTI Career Guidance L7 $45k, Te Pokaitahi Reo L1 $164k, NZ Cert in Nga Toi L3 $59k, Te Haeata (Karanga & Whaikorero) $34k, ELP NZCEL $21k, CVS ML $23k, Bach Counselling $39k.

x Programmes with EFTS below budget include NZ Dip Bus $(85)k, PG Dip in Logistics & SCM $(30)k, BIT $(130)k, Cert IT S&S $(83)k, PG Dip in IT Security $(53)k, Cert Computer Tech L2 $(101)k, Nat Cert Retail L2 $(93)k, Nat Cert Retail L3 $(34)k, MEC 3&4 $(106)k, NZOW & NZOM $(24)k, Advanced Deckhand $(48)k, QDC $(126)k, MEC 5&6 $(45)k, CVP $(159)k, NZ Cert in Cellar Ops $(37)k, BV&W $(153)k, NZ Cert Auto Eng (Heavy) $(164)k, Cert in TPI NN $(175)k, NZ Cert in Construction Trade Skills (Carpentry) NN $(87)k, NZ Cert Hort Prod NN $(327)k, NZ Cert Hort Prod ML $(170)k, NZ Cert Hort Prod (Fruit Prod) NN $(73)k, PGDip SA $(62)k, Kaitiaki Whenua Cert in Conservation $(64)k, CAME $(138)k, Cert AEF $(50)k, NZ Cert Aero Eng $(68)k, NZ Cert Eng L3 (Army) $(89)k, Cert AVT $(54)k, NZ Dip Cookery L5 $(77)k, NZ Cert Hairdressing L4 (ES) ML $(41)k, NZ Cert Hosp L2 $(49)k, Dip Beauty & Body Therapy ML $(63)k, Bach Nursing Yr 1 $(183)k, Bach Nursing Yr 2 $(53)k, NZ Cert Health & Wellbeing $(390)k, Te Pokaitahi Tikanga L2 $(32)k, Te Pokaitahi Reo L3 $(64)k, Te Pokaitahi Tikanga L3 $(170)k, BAM $(94)k, Dip Interior Design $(36)k, ELP L2 $(36)k, ELP ILN $(87)k, BCD $(119)k, CVS $(141)k, PG Cert Supervision $(21)k.

Income : variance explanation cont'd

Category Description	Year to Date				Full Year		
($000's)	Actual	Budget	$ Variance	%+(-)Variance	Budget	2017	2016
Income							
TEC Funding	18,595	18,941	(346)	(2)%	19,623	18,073	17,620
Youth Guarantee	668	1,501	(834)	(56)%	1,548	1,530	1,494
ITO	94	135	(41)	(30)%	185	225	264
Star & Trades Academy	324	340	(16)	(5)%	509	460	547
Student Fees - Domestic	7,136	7,361	(225)	(3)%	7,539	7,161	7,375
Student Fees - International	6,966	6,975	(9)	(0)%	7,231	8,187	9,329
Interest	469	533	(64)	(12)%	800	743	721
Other Income	3,206	3,878	(672)	(17)%	4,433	5,353	5,009
Total Income	**37,457**	**39,664**	**(2,207)**	**(6)%**	**41,869**	**41,732**	**42,359**

ITO revenue – unfavourable to budget

× MITO below budget.

Star & Trades Academy revenue – unfavourable to budget

× Carpentry, Trades, Engineering & Primary Industry all below budget, with lower student numbers than budgeted.

Student Fees (Domestic) – unfavourable due to different EFTS mix

✓ Programmes with fees higher than budget include BCom NN $26k, eCampus $145k, Masters in Business $27k, CCC NN & all ACE NN $27k, Superyacht $50k, Maritime S/C $87k, MPI Contract $65k, BV&W $57k, NZ Cert Auto Eng (Light Vehicle) L4 $23k, NZ Cert Auto Eng L3 ML $48k, NZ Cert Carpentry L4 $26k, NZ Cert Mech Eng L3 $50k, Dip Eng Civil $28k, NZ Cert Construction Trade Skills (Joinery) L3 NN $41k, BAMC $35k, Cert Aero Eng Workplace Intro Skills $21k, NZ Cert in F&B $28k, NZ Dip in Cookery L4 $24k, JV SUTI Career Guidance $35k, JV Annesbrook College $61k, NZ Cert in Study & Career Prep $52k, ELP NZCEL $25k, Bach Social Work $95k, Bach Counselling $34k.

× Programmes with fees below budget include Confucious & China NZ $(323)k, NZ Dip Bus $(34)k, PG Dip in Logistics & SCM $(21)k, BIT $(64)k, Cert in IT S&S $(46)k, PGDip in IT Security Mgmt $(25)k, Cert Bus Admin L3+ $(22)k, Dip MEC 3&4 $(44)k, SRL $(60)k, QDC $(67)k, BV&W $(29)k, NZ Cert Auto Eng (Heavy Vehicle) $(27)k, NZ Cert Construction Trade Skills (Carpentry) L3 NN $(48)k, Kaitiaki Whenua Cert in Conservation $(27)k, CAME $(87)k, Cert in AEF $(34)k, NZ Cert Aero Eng $(73)k, NZ Cert Eng L3 (Army) $(23)k, Cert AVT $(30)k, NZ Dip in Cookery L5 $(34)k, NZ Cert in Hairdressing L4 (ES) ML $(21)k, Dip in Beauty & Body Therapy ML $(52)k, Bach Nursing Yr 1 $(61)k, NZ Cert in Health & Wellbeing $(47)k, BAM $(50)k, Bach Career Dev $(83)k.

Student Fees (International) – unfavourable due to different EFTS mix

✓ Programmes with fees higher than budget include Confucius & China NZ $69k, BCom NN $115k, BCom ML $33k, PGDIB $75k, PGDip Logistics & SCM $171k, BIT $222k, PGDip IT Security Mgmt $36k, Dip AVT $45k, Health S/C $86k, Dip A&M $23k, ELP NZCEL $371k, ELP ML $21k, ELP Exams & S/C $30k, GC Dip in App Mgmt $111k.

x Programmes with fees below budget include PGDBE NN $(272)k, NZ Dip Bus $(60)k, Dip MEC 3&4 $(156)k, NZOW & NZOM $(23)k, Dip Nautical Sci L6 $(72)k, Maritime S/C $(83)k, BV&W $(40)k, NZ Dip Eng (Civil) $(92)k, Dip Aqua Tech $(36)k, CAME $(81)k, NZ Cert in Aero Eng $(50)k, NZ Cert in Cookery L4 $(32)k, NZ Dip in Cookery L5 $(55)k, BAM $(66)k, Bach CGI $(125)k, GC Dip IT $(23)k, GC PGDIB $(55)k, GC PGDITSM $(71)k.

Income : variance explanation cont'd

Category Description	Year to Date				Full Year		
($000's)	Actual	Budget	$ Variance	%+(-)Variance	Budget	2017	2016
Income							
TEC Funding	18,595	18,941	(346)	(2)%	19,623	18,073	17,620
Youth Guarantee	668	1,501	(834)	(56)%	1,548	1,530	1,494
ITO	94	135	(41)	(30)%	185	225	264
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Student Fees - Domestic	7,136	7,361	(225)	(3)%	7,539	7,161	7,375
Student Fees - International	6,966	6,975	(9)	(0)%	7,231	8,187	9,329
Interest	469	533	(64)	(12)%	800	743	721
Other Income	3,206	3,878	(672)	(17)%	4,433	5,353	5,009
Total Income	**37,457**	**39,664**	**(2,207)**	**(6)%**	**41,869**	**41,732**	**42,359**

Other Income – unfavourable to budget

✓ Confucius & China NZ $28k (Wintec contract - contra expense), Aviation Admin $23k (Eventbrite, Ako Aotearoa project), Café Ake Ake $69k.

× Rent $(178)k (GC), donation/sponsorship $(31)k, In China $(155)k (timing), Cert Bus Admin L3+ $(32)k, Maritime S/C $(60)k, MPI Contract $(54)k (contra fees), ELP NZCEL $(56)k, ELTO $(264)k (timing), Flexi Learning $21k.

All income streams unfavourable to budget, particularly YG funding & Other Income.

Operating Expenditure - variance explanation

Category Description	Year to Date				Full Year		
($000's)	Actual	Budget	$ Variance	%+(-)Variance	Budget	2017	2016
Expenditure							
Class Resources	1,453	1,528	75	5%	2,206	2,341	2,224
International Commissions	1,543	1,623	80	5%	1,674	1,854	2,379
Curriculum Support	35	58	23	40%	82	54	66
Information Technology	760	851	90	11%	1,276	1,192	1,251
HR & Training	442	453	11	2%	669	762	642
Marketing & Promotions	296	444	148	33%	664	841	675
Admin & Support	2,244	1,581	(663)	(42)%	2,368	2,861	2,484
Facilities	3,294	2,114	(1,180)	(56)%	3,171	3,203	3,341
Depreciation, Amortisation & Impairment	2,991	2,815	(176)	(6)%	4,223	4,170	3,792
JV/TANZ Costs	1,844	873	(972)	(111)%	873	1,798	1,300
SUTI's Share of GC Surplus/(Deficit)	-	-	-	0%	-	-	(380)
Total Opex Expenses	**14,904**	**12,339**	**(2,564)**	**(21)%**	**17,205**	**19,081**	**17,773**

Class Resources (Items organised by teaching staff for use in class)

✓ Favourable to budget overall.

× Unfavourable variance in photocopying/printing $(31)k.

✓ Favourable variances in travel & accommodation – course $27k, accreditation fees $37k (Blue Tick), moderation $59k (various degree programmes).

International Commissions (Commissions paid to international agents)

✓ Favourable due to lower international revenues.

Curriculum Support (Costs to support teaching & curriculum)

✓ Favourable variance in research costs $23k.

Information Technology (Costs like telephone, wifi, network & licences)

✓ Favourable variance in licence fees $74k (NZ Cert in Cookery L4, NZ Dip Cookery L5, FliT).

HR & Training (Costs to support, train or recruit staff)

✓ Small favourable variance overall.

✓ Favourable variance in professional memberships $39k (CEO Admin).

Marketing & Promotions (Costs to promote programmes & facilities excluding agents commissions)

✓ Favourable variances in advertising $79k, international costs $37k & other promotional $24k.

Operating Expenditure - variance explanation cont'd

Category Description	Year to Date				Full Year		
($000's)	Actual	Budget	$ Variance	%+(-)Variance	Budget	2017	2016
Expenditure							
Class Resources	1,453	1,528	75	5%	2,206	2,341	2,224
International Commissions	1,543	1,623	80	5%	1,674	1,854	2,379
Curriculum Support	35	58	23	40%	82	54	66
Information Technology	760	851	90	11%	1,276	1,192	1,251
HR & Training	442	453	11	2%	669	762	642
Marketing & Promotions	296	444	148	33%	664	841	675
Admin & Support	2,244	1,581	(663)	(42)%	2,368	2,861	2,484
Facilities	3,294	2,114	(1,180)	(56)%	3,171	3,203	3,341
Depreciation, Amortisation & Impairment	2,991	2,815	(176)	(6)%	4,223	4,170	3,792
JV/TANZ Costs	1,844	873	(972)	(111)%	873	1,798	1,300
SUTI's Share of GC Surplus/(Deficit)	-	-	-	0%	-	-	(380)
Total Opex Expenses	**14,904**	**12,339**	**(2,564)**	**(21)%**	**17,205**	**19,081**	**17,773**

Admin & Support (Costs for back office, printing & equipment)

× Unfavourable variances in SANITI SLA $(121)k (timing), purchases admin $(582)k (eCampus costs) (timing), consultants $(47)k (CEO recruitment).

Facilities (Costs for site, rent, repairs, cleaning etc)

✓ Favourable variance in contract maintenance $24k.

× Unfavourable variances in rent $(1,092)k (GC lease buyout), energy $(33)k, security & keys $(62)k.

Depreciation, Amortisation & Impairment

× Unfavourable to budget.

JV/TANZ Costs

x Unfavourable variance due to higher JV EFTS in JV STS Seafood Processing, SUTI COP, SUTI Career Guidance L6, Annesbrook College & SUTI Career Guidance L7 (offset against favourable revenue variances).

Opex 21% unfavourable to budget, with main unfavourable variances in admin & support (SANITI SLA, purchases admin – eCampus costs) (timing), facilities (rent – GC lease buyout), depreciation, & JV/TANZ costs (offset revenue).

Pays - variance explanation

Category Description	Year to Date				Full Year		
($000's)	Actual	Budget	$ Variance	%+(-)Variance	Budget	2017	2016
Academic Pay	8,333	9,803	1,470	15%	14,692	13,224	13,019
Support Staff Pay	7,029	6,863	(166)	(2)%	10,739	11,274	10,078
Total Staffing Costs	**15,362**	**16,666**	**1,304**	**8%**	**25,432**	**24,498**	**23,097**

Academic pays

✓ Favourable by $1.5m, due to reduced spend on contractors and part-time staff.

✓ Main favourable variances in In China Zhejiang $73k, In China HUT $28k, In China HBPU $54k, In China GDPI $42k, Confucius & China NZ $158k, BCom NN $24k, BCom ML $28k, PGDBE NN $32k, eCampus $54k, PGDip Logistics & SCM $26k, BIT $20k, SRL $39k, Dip Nautical Sci $32k, QDC $26k, NZ Cert Cellar Ops $35k, BV&W $52k, NZ Cert in Carpentry L4 $34k, Cert in TPI (NN) $107k, Cert TPI ML $31k, NZ Cert Construction Trade Skills (Carpentry) NN $50k, NZ Cert in Hort Production ML $36k, NZ Cert in Hort Production L4 (Fruit Prod) NN $57k, Whenua Kura Horticulture $20k, Trades Admin $42k, NZ Cert in Hospitality L2 $24k, Bach Nursing Yr 1 $69k, Bach Nursing Yr 2 $56k, NZ Cert in Health & Wellbeing $188k, Te Pokaitahi Tikanga L2 $20k, Te Pokaitahi Reo L3 $57k, BCGI $40k, CVS $75k, Bach of Counselling $54k, GC Dip in Applied Mgmt $21k, GC PGDip LSCM $46k, Central $48k, Flexi Learning $77k.

x Main unfavourable variances in Maritime & AVT Admin $(21)k, Maritime Prog Dev $(67)k, Maritime S/C $(93)k, NZ Cert Auto Eng L3 NN $(22)k, DOC Field Skills $(27)k, Research & Hub $(22)k, NZ Dip in Cookery L5 $(22)k, Bach Nursing Yr 3 $(24)k, Te Pokaitahi Reo $(21)k, Te Rito (Karanga) L1&2 $(35)k, Te Haeata (Karanga & Whaikorero) $(43)k, ELP NZCEL $(20)k, ELTO $(22)k, Bach Social Work $(37)k, GC Dip in IT $(26)k, GC PGDIB $(62)k, GC PGDITSM $(36)k.

Support staff pays

× Unfavourable to budget by $(166)k, mainly in part-time staffing.

✓ Favourable variances in BCom NN $23k, Cert Bus Admin L3+ NN $25k, Dip MEC 3&4 $23k, Primary Industries Admin $29k, Arts, Media & Digi Tech Admin $40k, Health & Fitness Admin $54k, Health & Safety $47k, IEC $20k, Marketing Services $32k, Flexi Learning $108k, Library $79k, CEO $240k, Finance & Process Improvement $71k.

x Unfavourable variances in Confucius & China NZ $(27)k, Maritime & AVT Admin $(21)k, Cert in TPI (H&B) $(28)k, NZ Cert Construction Trades Skills $(57)k, Trades Admin $(61)k, Blue Tick $(215)k, eCampus $(39)k, Rata Room Restaurant $(22)k, Café Ake Ake $(23)k, ELP NZCEL $(34)k, GC Admin $(58)k, Central $(116)k, Campus Services Admin $(66)k, Student Advice & Counselling $(29)k, Academic Quality $(25)k, POD $(83)k.

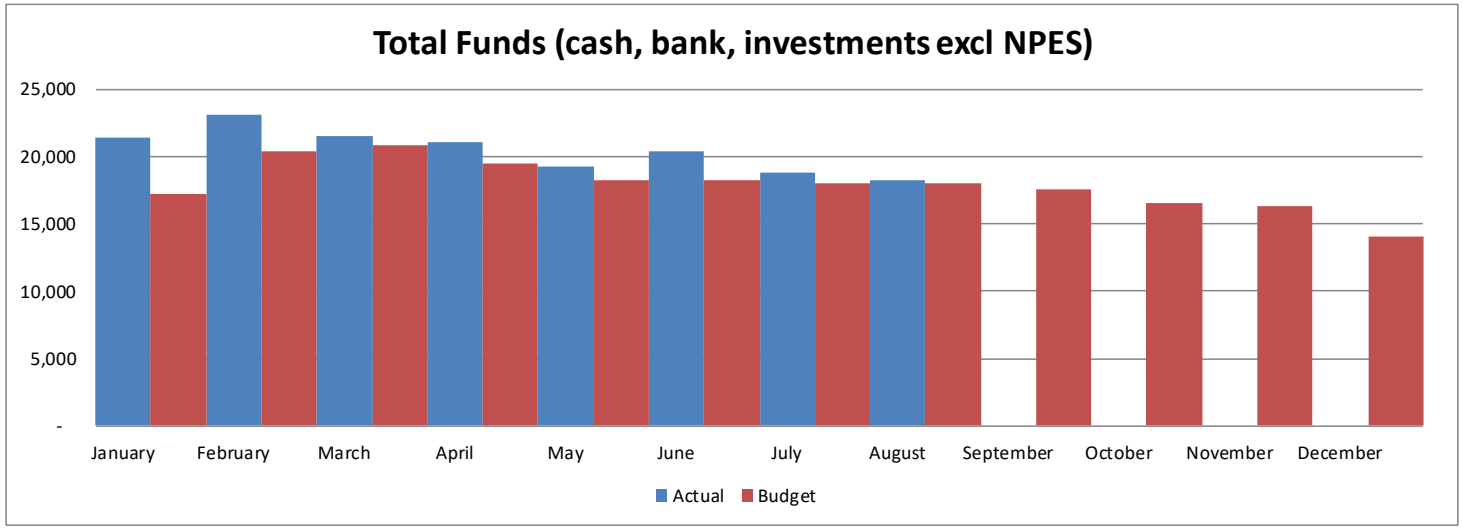
YTD pays $1.3m favourable against budget, in academic due to reduced spend on contractors & part-time staffing.

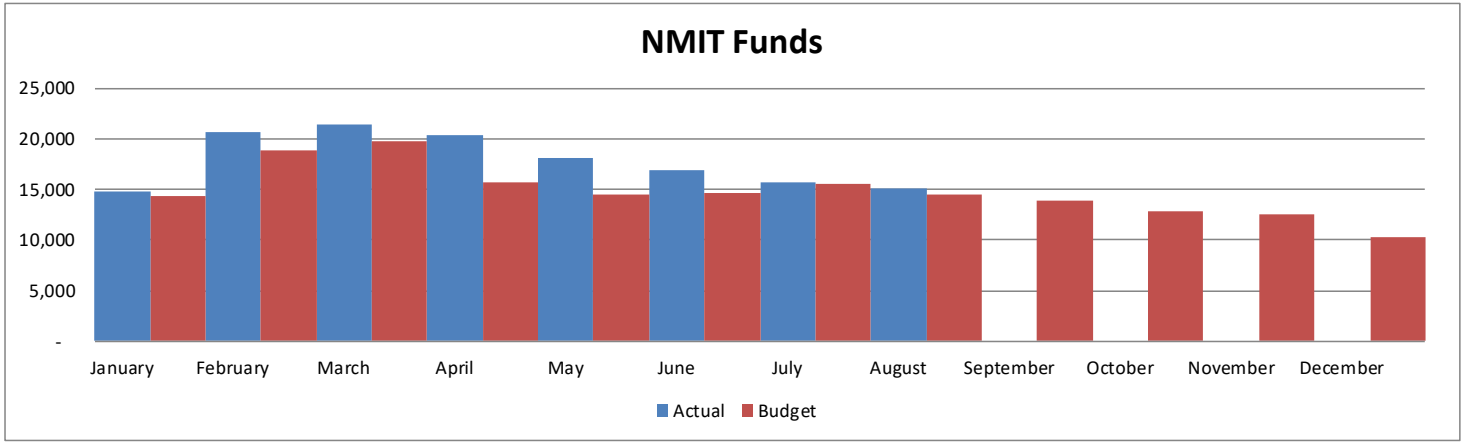
Capital Expenditure as at 31 August 2018

	2018 YTD Actual	2018 Original Budget	2017 Carry Forward	2018 Additional Approvals	2018 Revised Budget	Balance To Spend	%
Land	570	-	-	570	570	-	
Buildings	396	363	-	214	576	180	
Art	-	-	-	-	-	-	
Computers	498	1,157	17	3	1,177	679	
Programme Development	267	1,388	-	416	1,804	1,537	
Plant & Equipment	409	1,076	-	8	1,084	675	
Vehicles	5	105	-	-	105	100	
Books	69	113	-	-	113	44	
Work in progress - to allocate	384	-	-	-	-	(384)	
Total	**2,598**	**4,202**	**17**	**1,210**	**5,429**	**2,831**	**48%**

- **48% of capex budget spent to date.**
- **Budget carried forward from 2017 is for the Skype configuration/rollout project.**
- **2018 additional approvals includes B Block mobility impairment alterations, staff phones, co-location project, purchase of land on Collingwood Street, development of new Te Toki Pakohe programmes & purchase of social work, counselling & CAP programmes.**

Cash flow Graph





NMIT funds are $0.6m ahead of budget at 31 August 2018 due to lower than budgeted income in advance.

NMIT Financial Statement of Position
As at 31 August 2018

	Institute Actual 31st August 2018 ($000)	Budget 31st August 2018 ($000)	Actual 27th August 2017 ($000)
Assets			
Current assets			
Cash and cash equivalents	1,458	19,153	1,039
Debtors and other receivables	5,987	9,302	8,178
Investments	17,685	-	20,454
Prepayments	585	533	605
Total current assets	25,716	28,987	30,276
Non-current assets			
Investments	1,081	-	-
Property, plant and equipment	86,403	85,601	87,691
Intangible assets	2,376	5,572	2,639
Total non-current assets	89,861	91,173	90,330
Total assets	115,576	120,160	120,606
Liabilities			
Current liabilities			
Creditors & other payables	3,874	5,589	4,290
Revenue received in advance	3,799	4,227	4,309
Provisions	2,099	1,538	1,540
Other financial liabilities	1,256	1,615	1,534
Total current liabilities	11,027	12,969	11,674
Non-current liabilities			
Provisions	192	180	180
Total non-current liabilities	192	180	180
Total liabilities	11,219	13,149	11,854
Net assets	**104,358**	**107,010**	**108,752**
Equity			
Capital introduced	29,039	29,039	29,039
Accumulated funds	25,718	28,371	30,113
Revaluation reserves	46,745	46,745	46,745
Capital reserves	2,855	2,855	2,855
Total equity	**104,358**	**107,010**	**108,752**

Net assets are $(2.7)m unfavourable to budget. Current assets are $(3.3)m unfavourable due to lower than budgeted debtors & receivables. Current liabilities are $1.9m favourable overall with lower than budgeted creditors & other payables $1.7m, revenue in advance $0.4m, and other financial liabilities $0.4m partly offset by higher than budgeted provisions $(0.6)m. Non-current assets are $1.3m favourable to budget due to the sale of IP to TANZ eCampus in late 2017 after the 2018 budget had been prepared & timing of current year capex spend.

NMIT Financial Statement of Cashflows
For the period ending 31 August 2018

	Institute Actual 31st August 2018 ($000)	Budget 31st August 2018 ($000)	Actual 27th August 2017 ($000)
Cash flows from operating activities			
Receipts from government grants	13,114	13,214	13,169
Receipts from tuition fees	10,952	13,105	11,190
Receipts from other income	4,682	5,342	4,094
Interest income received	477	533	452
Payments to employees	(15,058)	(16,666)	(15,304)
Payments to suppliers	(11,066)	(7,296)	(9,757)
Interest paid	(0)	-	-
GST (net)	(120)	164	231
Net cash flows from operating activities	2,980	8,398	4,075
Cash flows from investing activities			
Receipts from sale of property, plant and equipment			-
Realisation of investments	-	-	-
Purchase of property, plant and equipment	(2,362)	(2,575)	(3,348)
Purchase of intangible assets	(226)	(1,202)	273
Acquisition of investments	(581)	-	(3,179)
Net cash flows from investing activities	(3,169)	(3,777)	(6,253)
Net increase/(decrease) in cash and cash equivalents	(189)	4,621	(2,178)
Cash and cash equivalents at beginning of year	1,647	14,532	3,218
Closing cash and cash equivalents	**1,458**	**19,153**	**1,039**

Net cash flows from operating activities are $(5.4)m unfavourable to budget overall. Lower than budgeted receipts from tuition fees $(2.2)m and other income $(0.7)m and higher than budgeted payments to suppliers $(3.8)m are only partly offset by lower than budgeted payments to employees $1.6m. Net cash flows from investing are $0.6m favourable to budget with the favourable variance on capex spend $1.2m offset by the unfavourable variance on placement of short term investments $(0.6)m.

Nelson & Marlborough Institute of Technology

Live Budget update

As at September 2018

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

Live budget – Year end position further impairment from GC increases deficit…

(000's)	NMIT							
Category Description	Year to Date			Full Year				
	Actual	Budget	% Achieved	Actual	Budget	% Achieved	Live Budget	% Achieved	PY Actual
Income									
TEC Funding	19,262	20,442		19,262	21,172		20,075		19,602
Fees	14,101	14,336		14,101	14,770		14,347		15,348
Interest	469	533		469	800		700		743
Other Income	3,624	4,353		3,624	5,127		4,997		6,035
Total Income	**37,457**	**39,664**		**37,457**	**41,869**		**40,120**		**41,729**
Operating Expenditure									
Class Resources	1,453	1,528		1,453	2,206		2,061		2,341
International Commissions	1,543	1,623		1,543	1,674		1,593		1,854
Curriculum Support	35	58		35	82		64		54
Information Technology	760	851		760	1,276		2,130		1,192
HR & Training	442	453		442	669		660		762
Marketing & Promotions	296	444		296	664		595		841
Admin & Support	2,244	1,581		2,244	2,368		1,847		2,861
Facilities (Site)	3,294	2,114		3,294	3,171		3,166		3,203
JV/TANZ Costs	1,844	873		1,844	873		1,994		1,798
SUTI's Share of GC Surplus/(Deficit)	-	-		-	-		828		-
Depreciation, Amortisation & Impairment	2,991	2,815		2,991	4,223		4,561		4,170
Interest Expense	0	-		0	-		-		4
Restructuring	-	-		-	-		-		-
Total Opex	**14,904**	**12,339**		**14,904**	**17,205**		**19,499**		**19,081**
Total Staffing Costs	**15,362**	**16,666**		**15,362**	**25,432**		**23,730**		**24,498**
Total Expenditure	**30,265**	**29,005**		**30,265**	**42,637**		**43,229**		**43,579**
Contribution	**7,192**	**10,659**		**7,192**	**(768)**		**(3,109)**		**(1,850)**
Contribution %	**19%**	**27%**		**19%**	**(2)%**		**(8)%**		**(4)%**

Minor changes to live budget with most areas on track with August update. Final asset decisions around GC, with assets left, sold and impaired fully reconciled with Polar Buildings. Impairment was previously estimated at $550k for buildings Fixtures & Fittings. There was additional $277k impairment of PPE, ITS, furniture and books.

2

Nelson & Marlborough Institute of Technology

Investments

Investments as at 31 August 2018

a) Summary

Bank	Rating	31 August 2018 Amount	31 August 2018 Average Rate	31 August 2018 Average Term	31 July 2018 Amount	31 July 2018 Average Rate	Change Value	Change Average Rate
ANZ	AA-	2,500,000	3.562%	189.67	4,100,000	3.577%	(1,600,000)	(0.01)%
BNZ	AA-	3,585,000	3.531%	219.67	3,585,000	3.531%	-	0.00%
SBS	BBB	11,600,000	3.610%	185.52	10,350,000	3.611%	1,250,000	(0.00)%
Total		**$17,685,000**	**3.587%**	**212.55**	**$18,035,000**	**3.587%**	**($350,000)**	**(0.00)%**

b) Other Cash not on deposit	$ 1,457,952	$ 2,783,127	(1,325,174)
c) New Deposits during Month	$ 2,650,000	$ 1,900,000	750,000
d) Deposits broken in month	$ -	$ -	-
e) Due Repayment coming month	$ 3,000,000	$ 3,000,000	-

REPORT TO NMIT COUNCIL | 4 OCTOBER 2018
ITEM 13

LEGISLATIVE COMPLIANCE REPORT

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

PURPOSE

To update Council on NMIT's legislative compliance status.

SUMMARY

This report details NMIT's activities in relation to new and existing legislation to show progress and status of compliance. There continue to be employment and education bills making their way through the House, in particular the Education Amendment Bill and the Employment Relations Amendment Bill.

RECOMMENDATION

That Council members:

a) Receive the report for their information.

EDUCATION AMENDMENT BILL

This Bill is now at its second reading following Select Committee hearings. A Supplementary Order Paper was issued on 12 September amending the Bill to require "at least two" student representatives on Council instead of "at least one" as originally proposed in the Bill. It is unlikely this SOP will pass as a previous similar proposal from the Greens failed to gain wider support (Dave Guerin, *Tertiary Insight*).

IMPACT ON NMIT

NMIT continues to monitor legislative compliance at Directorate Team meetings and all Performance Panels to ensure it is meeting its legal obligations.

A workshop is planned when the full Directorate team is in place (end October) to review and improve our legislative monitoring and compliance activities.

nmit
Nelson Marlborough Institute of Technology

LEGISLATIVE COMPLIANCE DECLARATION

Name: Liam Sloan

Position: Chief Executive

I, the undersigned, declare that, to the best of my knowledge, the Nelson Marlborough Institute of Technology is compliant with the following compliance requirements:

Compliance requirement:	Person Responsible for Compliance at NMIT	Compliant? (Please initial)			Relevant NMIT Policy Document	Notes:
		Yes	No	N/A		
Fair Trading Act 1986	Carole Crawford, Liam Sloan, Jackie Britz, Grant Kerr, Vicki Bryson, Andrew Luke	LS				
Health and Safety at Work Act 2015	Carole Crawford, Liam Sloan, Jackie Britz, Grant Kerr, Vicki Bryson, Andrew Luke	LS.			Asbestos Management Policy; Crisis Procedure; Health and Safety Committee Terms of Reference; Health and Safety Manual; Safe Driving and Fleet Management; Safety, Health and Wellbeing Leadership Group Terms of Reference; Safety, Health and Wellbeing Policy	Compliance with Act continues as business as usual now that the new requirements have been embedded at NMIT.
Copyright Act 1994	Carole Crawford	LS			Copyright Policy; Staff Charter; Intellectual Property Policy	Intellectual Property Policy updated April 2015. Copyright Policy updated March 2016.
Education (Pastoral Care of International Students) Code of Practice 2016	Carole Crawford	LS				
Harmful Digital Communications Act 2015	Carole Crawford / Jackie Britz	LS			Staff Social Media Policy; NMIT Social Media Guidelines	
Te Ture Mō Te Reo Māori 2016 Māori Language Act 2016	Andrew Luke	LS				
Accident Compensation Act 2001	Jackie Britz	LS				
Child Support Act 1991	Jackie Britz	LS				Relates to the deduction of Liable Parent payments from wages.
Employment Relations Act 2000	Jackie Britz	LS			Staff Charter; Safety, Health and Wellbeing Policy; Staff Misconduct Procedure; Staff Appointments	
Equal Pay Act 1972	Jackie Britz	LS				
Holidays Act 2003	Jackie Britz	LS				
Kiwi Saver Act 2006	Jackie Britz	LS				

Compliance requirement:	Person Responsible for Compliance at NMIT	Compliant? (Please initial) Yes	No	N/A	Relevant NMIT Policy Document	Notes:
Minimum Wage Act 1983	Jackie Britz	✓				
Parental Leave and Employment Protection Act 1987	Jackie Britz	✓				
Smoke-free Environment Act 1990	Jackie Britz, Grant Kerr	✓			Staff Charter; Student Rules; Smokefree Policy	NMIT Campus is smokefree.
Volunteers Employment Protection Act 1973	Jackie Britz	✓				
Vulnerable Children Act 2014	Jackie Britz	✓			Child Protection at NMIT Policy	All core workers identified and police vetted.
Wages Protection Act 1983	Jackie Britz	✓				
Animal Welfare Act 1999	Carole Crawford	✓			Code of Ethical Conduct - Animal Welfare	Animal Ethics Committee meets twice yearly and reviews policies and activities under the act on an ongoing basis.
Broadcasting Act 1989	Carole Crawford	✓				
Maritime Transport Act 1994	Carole Crawford	✓				
Health Practitioners Competence Assurance Act 2003	Carole Crawford	✓				
Conservation Act 1987	Carole Crawford	✓				In relation to concessions for teaching activities in conservation areas, e.g. Adventure Tourism and Trainee Ranger programmes. 2015 Conservation and AVT confirmed compliant by DoC.
Food Hygiene Regulations 1974	Carole Crawford	✓				Seafood Training Services advise these regulations do not apply to their training which is all factory-based. Cert in Superyacht Crewing complies.
Hazardous Substances and New Organisms Act 1996	Carole Crawford / Liam Sloan	✓				A review of our policies and controls of Hazardous Substances forms part of our annual review for insurance purposes. Woodbourne and ECC now compliant. ECC quantities below threshold specified in the Act.
Building Act 2004	Grant Kerr	✓				Re Council permissions; Licensed Building Contractors; Warranties
Construction Contracts Act 2002	Grant Kerr	✓				No major works undertaken in period.
Contract and Commercial Law Act 2017	Grant Kerr / Virginia Watson / Vicki Bryson	✓				Replaces range of acts incl. Electronic Transactions Act 2002 and Contracts (Privity) Act 1982
Crown Entities Act 2004	Grant Kerr	✓				Evidence of compliance: unqualified audit opinion from Audit New Zealand.
Dog Control Act 1996	Grant Kerr	✓			Animals on Campus	
Electricity (Safety) Regulations 2010	Grant Kerr	✓				A qualified electrician carries out an annual safety check at NMIT

Mahitahi Team Tea

Compliance requirement:	Person Responsible for Compliance at NMIT	Compliant? (Please initial) Yes	No	N/A	Relevant NMIT Policy Document	Notes:
Electricity Act 1992	Grant Kerr	✓				
Fire Safety and Evacuation of Buildings Regulations 2006	Grant Kerr	✓				
Fire Service Act 1975	Grant Kerr	✓				
Gas Act 1992	Grant Kerr	✓				
Historic Places Act 1993	Grant Kerr	✓				
Land Transport Act 1998	Grant Kerr	✓			Safe Driving and Fleet Management Policy	
Occupiers Liability Act 1962	Grant Kerr	✓				
Public Bodies Contracts Act 1959	Grant Kerr	✓				
Public Records Act 2005	Grant Kerr	✓			Records Management Policy	Plans in place to support compliance requirements with ongoing programme of work.
Radiation Protection Act 1965	Grant Kerr	✓				
Resource Management Act 1991	Grant Kerr	✓				
Road User Charges Act 2012	Grant Kerr	✓				
Statistics Act 1975	Grant Kerr	✓				
Food Act 2014 Food Safety Law Reform Act 2018	Grant Kerr / Carole Crawford	✓				Rata Room, NMIT Café
Financial Reporting Act 2013	Vicki Bryson	✓				
Goods and Services Tax Act 1985	Vicki Bryson	✓				
Public Audit Act 2001	Vicki Bryson	✓				Unqualified audit opinions from Audit New Zealand form part of our evidence of compliance.
Student Loan Scheme Act 2011	Vicki Bryson	✓				
Income Tax Act 2007	Vicki Bryson / Jackie Britz	✓			Taxation Treatment for Staff and Contractors; Taxation	Payroll software (AMS) provides regular software updates to ensure our system complies with legislation. System tested before running to ensure the software runs correctly. Written requests from Inland Revenue to make deductions from employees are carried out and employees notified of request and our action to comply.
Tax Administration Act 1994	Vicki Bryson / Jackie Britz	✓			Taxation Treatment for Staff and Contractors; Taxation	See above
Immigration Act 2009	Vicki Bryson / Jackie Britz / Carole Crawford	✓				
Electronic Identity Verification Act 2012	Liam Sloan	✓				

Compliance requirement:	Person Responsible for Compliance at NMIT	Compliant? (Please initial) Yes	No	N/A	Relevant NMIT Policy Document	Notes:
Unsolicited Electronic Messages Act 2007	Liam Sloan					
Commerce Act 1986	Liam Sloan					
Companies Act 1993	Liam Sloan					
Consumer Guarantees Act 1993	Liam Sloan					
Human Rights Act 1993	Liam Sloan				Harassment Prevention and Management	
Incorporated Societies Act 1908	Liam Sloan					Relevant to the Nelson Polytechnic Educational Society Inc. (225211)
Local Authorities (Members Interests) Act 1968	Liam Sloan					Act applies to governing bodies of technical institutes
Local Government Official Information and Meeting Act 1987	Liam Sloan					
New Zealand Bill of Rights Act 1990	Liam Sloan					
Official Information Act 1982	Liam Sloan				Protected Disclosures; Fraud	
Privacy Act 1993	Liam Sloan				Fraud	Cognisant that other Acts override Privacy Act
Protected Disclosures Act 2000	Liam Sloan				Protected Disclosures; Fraud	
Sale and Supply of Alcohol Act 2012	Liam Sloan				Alcohol at functions on NMIT Campus	SANITI, Rata Room, external functions
State Sector Act 1988	Liam Sloan					
Education Act 1989	Liam Sloan				NMIT Code of Ethical Conduct for Research; Council and Governance	
Education Legislation Act 2016	Liam Sloan					

Further, I declare that, to the best of my knowledge, that NMIT is compliant with the requirements made by the following professional and regulatory bodies:

- ☑ Audit New Zealand
- ☑ Civil Aviation Authority
- ☑ Maritime New Zealand
- ☑ Marlborough District Council
- ☑ Ministry of Business, Innovation and Employment
- ☑ Ministry of Education
- ☑ Ministry of Primary Industries
- ☑ Ministry of Social Development (StudyLink)
- ☑ Nelson City Council
- ☑ New Zealand Qualifications Authority
- ☑ State Services Commission
- ☑ Tasman District Council
- ☑ Tertiary Education Commission
- ☑ The Nursing Council of New Zealand
- ☑ The Social Workers Registration Board

NON-COMPLIANCE

The following section outlines issues of identified non-compliance and details the actions being taken by NMIT to address the non-compliance along with this declaration:

.....
.....
.....
.....
.....
.....
.....
.....
.....

SIGNATURE: _____ **DATE:** 29/9/18

REPORT FROM AUDIT COMMITTEE

Paul Steere (Chair of Audit Committee) will provide Council with a verbal update from the Open Audit Committee meeting held on Thursday 4 October 2018.

4 October 2018

SANITI REPORT FOR COUNCIL

ABBEY PATERSON, STUDENT PRESIDENT

Events and Campus Culture

What's been happening?

Several international activities have taken place in the last two months, including a Rabbit Island trip, Cable Bay farm visit, Abel Tasman boat day, rafting event (run by NMIT's AVT programme) and Marlborough international student trip. These have all been fully booked, with students on the waiting lists for each event. The feedback from the trips has been great, with students really enjoying the days out with the SANITI team and fellow students.

The China Project was completed successfully in August, with a Marae visit, paddle boarding, a trip to Natureland and a farewell function for the Chinese students and tutors.

The events schedule is well underway for semester 2, with events held on Nelson, Marlborough, Woodbourne, Auckland and Richmond Campuses. Some of these events included free Italian lunches, an Autumn/moon festival celebration lunch and a 'kiwi kai' event at Global Campus for the final event for the Auckland students.

Opportunities

The Student Executive and staff are looking to hold a strategic planning session where events and campus culture will be evaluated and discussed. The SANITI surveys will be used to develop the direction for 2019, and the SANITI team is looking to build in the feedback into the events moving forward.

Support, Advocacy & Employment

What's been happening?

Student support, as always, is still our highest demand service. There have been a number of academic appeals and formal complaints that the advocates have been supporting students with. The advocates have also been visiting Marlborough frequently for support visits. StudyLink help is still ongoing with semester 2 intakes working through application processes.

The Employment coordinator visited Global Campus prior to the Graduation, and over 3 days helped with CV's, cover letters and held interview workshops for graduating GC students.

Opportunities

Themes and systemic issues are being raised and picked up through the individual advocacies that come through the office. This has lead into more discussions around the need for a better way of capturing

4 October 2018

informal feedback before it reaches formal stages. This ties in with the 'class forum' initiative SANITI is looking to develop, which is currently being trialed. While the forums are in the early stages, we can already see some benefits of collecting feedback from individual programmes through class settings.

Representation & Student Voice

Student President Representation of the student voice within NMIT:

- Learning and Teaching Committee x2
- Regular Meetings with Director of Learning Innovation and Delivery
- Regular Meetings with NMIT CEO
- Academic Appeals committees
- Civil Engineering accreditation visit
- Global Campus Auckland Programme Rep visit
- Health and Safety meeting
- Regional Graduate Programme meeting
- Complaints working group x3
- Marlborough and Woodbourne Programme Rep visit
- Meeting with Director of Finance, Compliance & Business Intelligence and Justin Carter– container bar conceptual stages and next steps
- Nelson Programme Rep meeting
- Ministerial Visit – Chris Hipkins had a flying visit to NMIT and was welcomed by a small team of NMIT staff including the Student President. Discussion was had about his experience as a previous Student President at University and his understanding of the challenges that a Polytechnic President must face in comparison. It was very insightful.
- Marlborough Apprentice Night Class Visit
- Applied Business Postgraduate and Master's – feedback session
- Meeting with Rachel Large – Nelson City Youth Council promotion
- Bachelor of Nursing Year 1 – feedback session
- Diploma of Business – feedback session
- Global Campus Auckland Graduation – Congratulations to all Global Campus graduates, and it was a pleasure celebrating your achievements with you. SANITI wishes you all the best for the future.

Other SANITI business

The President Employment Subcommittee has been formalised and is currently undertaking the process to employ a new Student President for 2019. The hope is that there will be an announcement at the SGM at the end of October, if a successful candidate is employed.

From: Amy Russell
To: therese.arseneau@canterbury.ac.nz; daryl.wehner@icloud.com; peter@mcgredywinder.co.nz; mbain@bainassociates.co.nz; greg.campbell@wandw.ac.nz; tony.gray@ara.ac.nz; xtn_Chris Collins; gus.gilmore@manukau.ac.nz; Liam Sloan; mewen@northtec.ac.nz; phil.ker@top.ac.nz; xtn_Penny Simmonds (SIT); alexc@tpp.ac.nz; xtn_Caroline Seelig; leon.fourie@toiohomai.ac.nz; mdavis2@unitec.ac.nz; L.boyce@ucol.ac.nz; xtn_Mark Flowers (WINTEC); chris.gosling@WandW.ac.nz; xtn_Barbara George; charles@sul.co.nz; sandra.grey@tteu.ac.nz; Peter Joseph; sharn.riggs@tteu.ac.nz; president@students.org.nz; james.mather@mtfj.co.nz; jean.mitaera@wandw.ac.nz; mike.hollings@tekura.school.nz; dshea@lohs.school.nz; henrietta.bollinger@dpa.org.nz; xtn_Josh Williams; cmurdoch@businessnz.org.nz; andrewr@wcrc.govt.nz; traversgeraldine@gmail.com; governusi@gmail.com; xtn_Kathy Grant; peter.heenan@hwr.co.nz; murrayllr2future.com; cathyllkowhaihealthassociates.co.nz; lee@leemathias.com; bsharris11@gmail.com; brockierobin@gmail.com; ben.vanderkolk@bvalaw.nz; xtn_Penny Simmonds (SIT); SAWIT President (sawitpresident@gmail.com)
Cc: Tim Fowler; ITPRoadmap
Subject: ITP Roadmap 2020 project update
Date: Wednesday, 8 August 2018 2:04:18 PM
Attachments: image001.png

Kia ora koutou,

Below please find your fortnightly update on the ITP Roadmap 2020 project. It's coming a few days early this fortnight, because we will be out of the office all day Thursday and Friday this week at the **co-design workshop**. We'll share the output of that workshop with you in due course – as noted, we hope to land on a few coherent options for change, with some robust initial analysis of the key trade-offs and choices involved in different approaches, richly informed by the diverse perspectives in the room.

One key choice that's been highlighted for us on recent visits is whether or not any proposed change to the ITP network should involve those ITPs currently in a strong financial and educational position, given the higher risk in their cases of any given change doing more harm than good. The co-design process provides an opportunity to consider the pros and cons of different choices about "all or some" inclusion in change.

Regional engagement
Last week we were welcomed by Tai Poutini Polytechnic in Greymouth on Tuesday, MIT in Manukau on Wednesday, and EIT in Napier on Thursday. This week the team was at SIT yesterday, and today (even as I type) is at Otago Polytechnic. Once more, we have had great engagement throughout these sessions, and continue to deepen and broaden our knowledge and understanding at each visit. Once again, our grateful thanks to all of you who have put effort into making these discussions so useful.

Next week we have engagements in Wellington at Weltec and Whitireia, and the Open Polytechnic. The following week we complete our regional programme with visits to UCOL in Palmerston North, and WITT in Taranaki.

Online survey
We have had a pleasing response to your online surveys so far. These short surveys are designed to help us reach a wider audience than we can face-to-face, including employers, students at ITPs and secondary schools, ITP staff and community stakeholders. We encourage you to share them with your networks. You can see them here: http://www.tec.govt.nz/focus/our-focus/itp-roadmap-2020/ (under "Get Involved").

History piece and A3
We've published a short piece on our website about the history of ITPs in New Zealand, plus an A3 setting out key policy and funding reforms in recent decades. You can view them here under "Information Sheets" (the last two items) : http://www.tec.govt.nz/focus/our-focus/itp-roadmap-2020/.

Any questions?
We always like to hear from you. You can contact me or Tim directly or use the ITP Roadmap email address: ITPRoadmap@tec.govt.nz. A further update will follow in a fortnight – and depending on where the co-design workshop lands, you may hear from us before then with the output from that process.

Nga mihi,
Amy.

Amy Russell
Chief Advisor to the Chief Executive
PO Box 27-048, Wellington 6141, New Zealand
www.tec.govt.nz

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To: therese.arseneau@canterbury.ac.nz; daryl.wehner@icloud.com; peter@mcgredywinder.co.nz; mbain@bainassociates.co.nz; greg.campbell@wandw.ac.nz; tony.gray@ara.ac.nz; xtn_Chris Collins; gus.gilmore@manukau.ac.nz; Liam Sloan; mewen@northtec.ac.nz; phil.ker@top.ac.nz; xtn_Penny Simmonds (SIT); alexc@tpp.ac.nz; xtn_Caroline Seelig; leon.fourie@toiohomai.ac.nz; mdavis2@unitec.ac.nz; l.boyce@ucol.ac.nz; david.christiansen@wintec.ac.nz; chris.gosling@WandW.ac.nz; xtn_Barbara George; charles@sul.co.nz; sandra.grey@iteu.ac.nz; Peter Joseph; sharn.riggs@iteu.ac.nz; president@students.org.nz; james.matheri@mtfj.co.nz; jean.mitaera@wandw.ac.nz; mike.hollings@itekura.school.nz; dshea@ohs.school.nz; henrietta.bollinger@dpa.org.nz; xtn_Josh Williams; cmurdoch@businessnz.org.nz; andrewr@wcrc.govt.nz; traversgeraldine@gmail.com; governusi@gmail.com; xtn_Kathy Grant; peter.heenan@hwr.co.nz; murrayllr2future.com; cathyll@kowhaihealthassociates.co.nz; lee@leemathias.com; bsharris11@gmail.com; brockierobin@gmail.com; ben.vanderkolk@bvalaw.nz; xtn_Penny Simmonds (SIT); SAWIT President (sawitpresident@gmail.com)
Cc: Tim Fowler; ITPRoadmap
Subject: ITP Roadmap 2020 project update
Date: Friday, 24 August 2018 4:29:28 PM
Attachments: image001.png
ITP co-design workshop output.pdf

Kia ora koutou,

Below please find your fortnightly update on the ITP Roadmap 2020 project.

Co-design workshop
A big thank-you to those of you who gave up two days of your valuable time on 9 and 10 August to participate in our co-design workshop. The session was very useful and productive, generating a wealth of insights and information which will inform our advice to the Minister at the end of September.

Attached for your information is an "output pack" showing what the group produced over the two days. We hope to make this publicly available at a later date, but in the meantime please check with us before sharing it further.

One upshot of the richness of the co-design process is that we've decided we don't need to bring the "Combined Working Group" together again in a big-group meeting next week – we have plenty of material still to work through. However we will be seeking separate conversations with several of you in the next few weeks where we want to explore specific issues with you in more depth.

Regional engagement
Last week we visited Weltec and Whitireia in Petone and Porirua respectively, plus the combined "W and W" campus in central Wellington; and Open Polytechnic in Lower Hutt. This week we visited UCOL in Palmerston North on Wednesday, and WITT in New Plymouth on Thursday, plus a virtual meeting with allied staff at Toi Ohomai.

Today marks the last day of our formal programme of regional visits. Thanks again to everyone who made these visits possible – every single one has yielded valuable information and insights.

Alongside our regional engagement, we have had fruitful and productive workshop sessions in the last few weeks with Pasifika students and community stakeholders, Pasifika senior staff, Maori senior staff and Maori/iwi stakeholders to explore particular opportunities and issues for these groups.

In the coming weeks we aim to produce a standalone report on what we heard from the ITP sector and its stakeholders during the Roadmap process, seeking to capture the richness of our engagement over the last few months. We hope this will form a useful knowledge source not only for the Roadmap project but also for others working in or with the ITP sector, including other government agencies.

Online survey
Thanks for spreading the word about our online survey, which closes today. We have had well over 1,000 responses over the five survey types (ITP staff, ITP students, school students, employers and community stakeholders). We will be analysing the quantitative data and theming up the free-text responses, and including the findings in the above-mentioned "what we heard" report as well as drawing on them to inform our advice to the Minister.

Any questions?
We always like to hear from you. You can contact me or Tim directly or use the ITP Roadmap email address: ITPRoadmap@tec.govt.nz. A further update will follow in a fortnight.

Nga mihi,
Amy.

Amy Russell
Chief Advisor to the Chief Executive

PO Box 27-048, Wellington 6141, New Zealand
www.tec.govt.nz

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To: therese.arseneau@canterbury.ac.nz; daryl.wehner@icloud.com; peter@mcgredywinder.co.nz; mbain@bainassociates.co.nz; greg.campbell@wandw.ac.nz; tony.gray@ara.ac.nz; xtn_Chris Collins; gus.gilmore@manukau.ac.nz; Liam Sloan; mewen@northtec.ac.nz; phil.ker@top.ac.nz; xtn_Penny Simmonds (SIT); alexc@tpp.ac.nz; xtn_Caroline Seelig; leon.fourie@toiohomai.ac.nz; mdavis2@unitec.ac.nz; l.boyce@ucol.ac.nz; david.christiansen@wintec.ac.nz; chris.gosling@WandW.ac.nz; xtn_Barbara George; charles@sul.co.nz; sandra.grey@teu.ac.nz; Peter Joseph; sharn.riggs@teu.ac.nz; president@students.org.nz; james.mather@mtfj.co.nz; jean.mitaera@wandw.ac.nz; mike.hollings@tekura.school.nz; dshea@iohs.school.nz; henrietta.bollinger@dpa.org.nz; xtn_Josh Williams; andrewr@wcrc.govt.nz; traversgerald1ne@gmail.com; governus@gmail.com; xtn_Kathy Grant; peter.heenan@twr.co.nz; murrayd@r2future.com; cathy@kowhaihealthassociates.co.nz; bjharris11@gmail.com; brockierobin@gmail.com; ben.vanderkolk@bvalaw.nz; xtn_Penny Simmonds (SIT); SAWIT President (sawitpresident@gmail.com); khope@businessnz.org.nz
Cc: Tim Fowler; ITPRoadmap
Subject: ITP Roadmap 2020 project update
Date: Friday, 7 September 2018 4:15:25 PM
Attachments: image001.png

Kia ora koutou,

This is your **final fortnightly update** on the ITP Roadmap 2020 project, for this phase of the project at least. The Roadmap team is heads-down tails-up for the next three weeks, preparing our advice to the Minister. What happens after that will be for the Minister and Cabinet to decide, so we can't be sure when we'll have news for you; but rest assured that we'll be in touch when we do.

Stakeholder engagement
Last week marked the end of our formal programme of stakeholder engagement. Over the last three months, we were fortunate to visit each of the 16 ITPs for a total of 78 face-to-face engagements with councils, management teams, staff, students and communities. We also had a large number of very useful workshops and discussions with a wide range of groups and individuals inside and outside the sector (and in some cases outside the country). Not to mention our more than 1,000 survey responses – and of course the co-design workshop on 9 and 10 August which provided us with several different models for inclusion in our write-up for the Minister.

I'd like to express my gratitude once again to you all for the efforts you made to get your stakeholders involved in the consultation process. Thanks to you, and to all who contributed, TEC's advice to the Minister will be richly informed by a wide range of diverse perspectives.

Carolyn Wylie has finished up at TEC
Carolyn Wylie, our Stakeholder Engagement manager for the duration of our regional engagement programme, finished up with TEC yesterday. Please contact me directly for any queries you'd previously have sent to Carolyn.

Any questions?
We always like to hear from you. You can contact me or Tim directly or use the ITP Roadmap email address: ITPRoadmap@tec.govt.nz.

Nga mihi,
Amy.

Amy Russell
Chief Advisor to the Chief Executive

PO Box 27-048, Wellington 6141, New Zealand
www.tec.govt.nz

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From: Murray Leaning @ Mega Nelson
To: Liam Sloan
Cc: Carole Crawford; Justin Carter
Subject: Thank you.
Date: Wednesday, 12 September 2018 2:47:40 PM

Dear Liam

I just wanted to write to you to convey our grateful appreciation for the assistance of your Trades tutors last Wednesday, 5th September.

Our nationwide branding has changed, and we now feature "Kong the Donkey" in our advertising campaigns. An integral part of the brand message is the construction of a Donkey, from various DIY materials.

Our support office sent out a set of instructions on how to build the Donkey, along with a list of materials. It is a very complicated Donkey, and I struggled with just how I was going to get it built.

I chanced upon Richard Sheppard at a function, and taking into account the amazing work NMIT have done for us, in the past, asked Richard if the trades team had any suggestions on how I could construct this.

He was happy to take a set of instructions, back to Trades, to consult with the Department Heads.

I was very happy to hear that the team were wanting to do a team building exercise as part of a professional development release they had on the 5th.

We supplied all of the materials, lunch and refreshments, and the Donkey was built -faultlessly, according to plan, in a tick under 2 hours, with all of the tutors – including Jenna, working in teams.

It was an extremely positive afternoon, lots of camaraderie and laughter, co-operation and banter, competitiveness and professionalism.

I can't speak highly enough of the work the team did. We displayed the Donkey, along with an NMIT banner, and a real Donkey, on Saturday the 8th, as part of a major in store promotion.

This is just one of the projects that your team, and students have assisted us with. Here is a drop box link : https://www.dropbox.com/s/0twvy8p524jtkbr/nmit%20mega%20mob%20ppt%20%283%29.pptx?dl=0 , I will also email you the dropbox file.

Your tutors and students have helped change the lives of families around the community, assisted community groups, and were an integral part of raising $142,000, with us, for the Rescue Helicopter Trust.

Along the way, the students have been exposed to some great learning opportunities, and NMIT, as a whole, has garnered some very positive media attention for their work. Please check out Mitre 10 MEGA Nelson Helping Hands on Facebook and Youtube for photos and Stuff videos of what we have done together.

I implore you to check out these links, and would love to take you to meet some of the people we have helped. (I've pasted some photos below, as well).

Your tutors, particularly the building and carpentry and joinery tutors, and their students are a priceless community resource, and, within the demands and requirements of their courses and curriculum, we would love to continue to grow, and perhaps formalise our association. We have employed a number of students, as a result of their work with us, and will continue to do so.

Your tutors, technicians and admin staff are an outstanding, tight knit, professional and caring group of individuals, who do your organisation proud.

I did get the impression however, that my request may have inadvertently caused some friction between the

tutors and their managers. If that is the case, I sincerely apologise, and hope there will be no repercussions, as this group fears.

Liam, you have your hand on the tiller of a remarkably talented and generous group of people, I look forward to seeing them continue their outstanding efforts.

I would love the opportunity to meet with you, and to discuss how we could develop our relationship further.

Many, many thanks.

Kind regards

Murray

Murray Leaning
Regional Marketing Manager
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NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC BOARD

MAIN POINTS FROM THE MEETING HELD ON 8 MAY 2018 AT 3.15 PM

PRESENT: Liam Sloan (Chair), Mark Burdass, Justin Carter, Adrienne Dawson, Silvia Gassebner, Karen Graham, Darcy Liddell, Andrew Luke (Arrived 4pm), Abbey Paterson, Susannah Roddick, Sarah Thornton, Stuart Whitehouse, Carmen Cayuelas (non-voting), Kim Davies (non-voting), Shine Kelly (non-voting), Suzie Peacock (non-voting), Mary Woodward (non-voting)

APOLOGIES: Carole Crawford

IN ATTENDENCE: Monique Day (Arrived 4pm Left 4.20pm)

Liam Sloan welcomed members to the meeting and noted an apology for non-attendance from Carole Crawford.
Adrienne Dawson welcomed Liam Sloan to the role of Chair of the Academic Board in his capacity as Chief Executive and also welcomed Susannah Roddick to the Academic Board.

Academic Development Proposals (ADPs)
The following ADPs were approved;

- New Zealand Certificate in Beauty Therapy (Level 4); New Zealand Diploma in Beauty Therapy (Level 5)
- Trainee Chef, Culinary Arts, Patisserie, International Culinary Arts, International Patisserie
- New Zealand Certificate in Automotive Electrical Engineering (Level 4)
- New Zealand Certificate in Cellar Operations (Level 4)
- Contemporary Music (Level 4); Contemporary Music (Level 5)

The following ADPs were presented for information;

- Tikanga Māori
- Te Reo Māori
- Toi Māori

Self-Assessment
The Self-Assessment report status was 83% complete with 17% in progress.
The checking of Degree SARs was underway and would be submitted to NZQA once approved by Academic Board
An Initiative to better align Performance Panels and Self-Assessment Reporting was underway as is a system review of ActionPlan+ and a redesign of student surveys.

Consistency Reviews
The Consistency Review for Maritime Crewing Level 3 and Level 4 was deemed sufficient.
The Consistency Review of Food and Beverage Level 4 is scheduled for Monday 14 May.
The Consistency Review of the New Zealand Certificate in Tourism is scheduled for Monday 21 May.

Internal Review
The 2017 internal review report for the New Zealand Diploma in Civil Engineering was approved.

Policies and Procedures
The Recognition of Academic Credit (RAC) (Learning and Teaching) Policy was approved.

Safety, Health and Wellbeing
NMIT vehicle use is currently under surveillance due to a number of vehicles being returned damaged and unreported and a recent incidence of speeding.
There had been medium uptake of flu vaccinations with numbers down on 2017 figures.
The resignation of Andy Howe from Chair of the Health, Safety and Wellbeing Leadership group had been received.

2017 Educational Performance Indicators
TEC have developed new EPI reports using a new methodology which provide a view of educational performance indicators using cohort-based completion and first-year retention rates.

Outstanding Course Results 4 May 2018
The outstanding course results were at 11%.

Quality Committee
The following items were endorsed at the 26 April 2018 meeting;

- ADP Contemporary Music (Level 4) and (Level 5)
- Recognition of Academic Credit policy
- Student Problem Resolution Framework
- Removal from QMS Outdoor Equipment Policy

The following items were endorsed at the 3 May 2018 meeting;

- ADP New Zealand Certificate in Beauty Therapy (Level 4) and New Zealand in Beauty Therapy (Level 5)
- ADP Trainee Chef, Culinary Arts, Patisserie, International Culinary Arts, International Patisserie
- ADP New Zealand Certificate in Cellar Operations (Level)
- ADP New Zealand Certificate in Automotive Electrical Engineering (Level 4)
- Internal Review Report New Zealand Diploma in Civil Engineering

Academic Committees
To meet 2019 Academic Development Proposal deadlines Adrienne Dawson will be taking on the role of Acting Chair of both Academic Committees for the next two months.
Two recent student exclusions had been appealed and in both cases the exclusion process had been upheld.

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC BOARD

MAIN POINTS FROM THE MEETING HELD ON 21 JUNE 2018 AT 1.00 PM

PRESENT: Carole Crawford (Acting Chair), Justin Carter, Adrienne Dawson, Silvia Gassebner, Darcy Liddell, Andrew Luke, Abbey Paterson, Cornelius Prinsloo, Susannah Roddick, Kim Davies (non-voting), Suzie Peacock (non-voting), Mary Woodward (non-voting)

APOLOGIES: Liam Sloan, Mark Burdass, Karen Graham, Sarah Thornton, Stuart Whitehouse

IN ATTENDENCE: John Denton (Arrived 1.45pm Left 2.00pm)

Carole Crawford welcomed members to the meeting and gave an especial welcome to Cornelius Prinsloo, the new Academic Board Student Representative.

External Approvals
External approvals had been received for;

- New Zealand Diploma in Business (Level 5) (Project Management)
- New Zealand Certificate in Study and Career Preparation (Level 3)
- New Zealand Diploma in Business (Level 5) (Project Management)
- New Zealand Certificate in Adult Literacy and Numeracy Education (Vocational/Workplace) (Level 5)

New Zealand Certificate in Cookery and New Zealand Diploma in Cookery
The New Zealand Certificate in Cookery and New Zealand Diploma in Cookery and corresponding Capability Letter and Schedule of Changes were approved.

New Zealand Certificate in Beauty Therapy (Level 4)
The New Zealand Certificate in Beauty Therapy (Level 4) and the corresponding Capability Letter and Schedule of Changes were approved.

Self-Assessment
The self-assessment report status was 87% complete with 13% in progress.
The Consistency in Research Reporting within SARs Template was presented for information
The following 2017 Degree Self-Assessment reports were approved;

- 2017 SAR Final Bachelor of Nursing
- 2017 SAR Final Postgraduate Diploma in International Business

Consistency Reviews
An in-house Consistency Review workshop was scheduled for 25 July 2018.

Safety, Health and Wellbeing
The following items were discussed at the meeting on 14 June 2018

- Due to the resignation of Peter Wilcox the Campus Services Manager will now be part of the Health and Safety Committee
- NMIT will be taking part in the Shake Out Drill on 18 October 2018
- The Drug and Alcohol Policy is still in development with Jackie Britz leading consultation with unions and students

Outstanding Course Results as at 18 June 2018
The outstanding course results were at 18%.

ITP Roadmap 2020
Adrienne Dawson had emailed a summary of the initial points of the ITP Roadmap 2020 to Heads of Departments.

Programme Approval Committee Report Bachelor of Computer Generation Imagery
Once PAC requirements were signed off an e-vote would be organised for approval

Programme Approval Committee Report Contemporary Music (Level 4) and (Level 5)
The PAC report for the New Zealand Certificate in Contemporary Music (Level 4) and the New Zealand Diploma in Contemporary Music (Level 5) were approved.

Quality Committee
Two degree SAR reports had been endorsed at the 7 June 2018 meeting.

Learning and Teaching Committee
The following items were discussed at the meeting;

- 2018 priorities were identified, PD, Assessment and Moderation
- Safety risks involved with Foundation Skills course and how to embed within policy
- Merging Futures project moving forward for Diploma in Business semester two offering and Automotive the next step being to look at micro-credentials.

Academic Committees
The new course results approval process was noted as seeming to be going well with a review of the new process to take place in six months' time.
The potential exposure to risk when a process is relying on two people and also the need to have clear audit processes and the need to ensure results committee meetings are robust was discussed.
It was noted that with the review of the RAC procedure a number of challenges had become apparent including the need to establish a fee structure. It was noted that RPL schedules had been established
The importance that HoDs and new staff, especially those in leadership roles understand the RAC process was noted.

Approval of New Courses and Course and Programme Changes
It was noted that 46 3V6 Approval Forms had been received this year compared with 75 3V6 Approval Forms in 2017.

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC BOARD

MAIN POINTS FROM THE MEETING HELD ON 11 JULY 2018 AT 3.15 PM

PRESENT: Liam Sloan (Chair) Carole Crawford Justin Carter, Adrienne Dawson, Silvia Gassebner, Darcy Liddell, Andrew Luke, Abbey Paterson, Cornelius Prinsloo, Susannah Roddick, Carmen Cayuelas (non-voting), Kim Davies (non-voting), Suzie Peacock (non-voting), Mary Woodward (non-voting)

APOLOGIES: Mark Burdass, Karen Graham, Sarah Thornton, Stuart Whitehouse

IN ATTENDENCE: John Inglis (Arrived 3.30pm Left 4.00pm)

Liam Sloan welcomed members to the meeting and gave an especial welcome to Cornelius Prinsloo.

Academic Development Proposals (ADPs)
The following ADPs were approved;

- New Zealand Certificate in Cookery, New Zealand Diploma in Cookery (Level 5) (Advanced) Cookery strand, Patisserie strand
- New Zealand Certificates in English Language

Te Pōkaitahi Reo (Rūmaki, Reo Rua) (Kaupae 2), (Kaupae 3), (Kaupae 4)
New Zealand Certificate in Te Reo (Level 2), (Level 3) (Level 4)
Te Pōkaitahi Reo (Rūmaki, Reo Rua) (Kaupae 2) New Zealand Certificate in Te Reo (Level 2)
Te Pōkaitahi Reo (Rūmaki, Reo Rua) (Kaupae 3) New Zealand Certificate in Te Reo (Level 3)
Te Pōkaitahi Reo (Rūmaki, Reo Rua) (Kaupae 4) New Zealand Certificate in Te Reo (Level 4) and corresponding Capability Letter and Schedule of Changes were approved.

Self-Assessment,
The self-assessment report status was at 90% complete with 10% in progress.
It was proposed that the Action Plan+ 2017 Self-Assessment Reports be closed off at the end of the week.
The following 2017 Degree Self-Assessment reports were approved;

- Bachelor of Aquaculture and Marine Conservation, Postgraduate Diploma in Sustainable Aquaculture, Diploma in Aquaculture (Fish Farming and Fishery Management) & Trades Academy Aquaculture/Maritime
- Bachelor of Social Work
- Bachelor of Information Technology, Graduate Diploma in IT, New Zealand Certificate in Information Technology Level 5, New Zealand Diploma in Information Technology Technical Support & New Zealand Diploma in Web Development and Design
- Postgraduate Diploma in Professional Supervision
- Bachelor of Commerce with majors in Accounting, Management and Marketing & Graduate Diplomas in Accounting, Professional Accounting, Management and Marketing

After discussion on the Self-Assessment reports especially in regard to the subjective nature of the process it was agreed that a high level overview summary be developed for each report that highlights two main points and includes a comparison of 2017 and 2016 data. It was noted this summary could be used as a vehicle for monitoring and accountability.
It was noted the overall improvement in quality of the 2017 Degree Self-Assessment Reports over previous years and especial mention was made of the work completed by Trisha Krishnasamy and Sandra Dyke.
Liam Sloan congratulated Darcy Liddell and the 2017 Self-Assessment Reporting teams on their work.

Internal Review Reports
The Internal Review Report for the Bachelor of Arts and Media was approved.

Safety, Health and Wellbeing
It was noted that there had been discussion at the meeting on;

- Health and Safety representatives not being able to attend steering group meetings and had asked for the meeting time to be changed.
- Pam Graham was working with HoDs to upload their Health and Safety risk assessments
- The Drug and Alcohol Policy

Abbey Patterson commented on the lack of student engagement in regard to the Drug and Alcohol policy and noted that all students from all areas need to be involved in the policy consultation process.

Outstanding Course Results as at 9 July 2018
The Outstanding Course Results were at 10%.

Policies and Procedures
The Supervision of Student Research (Level 8 and 9) policy was approved.

NCEA Digital Trails and Pilots Evaluation Released
The NCEA Digital Trials and Pilots Evaluation Released document was reviewed.

Programme Approval Committee Reports
The following Programme Approval Committee Reports were submitted for information;

- Kaitiaki Whenua Trainee Ranger programme
- NZ Certificate in Cellar Operations (Level 4)
- Adventure Tourism and Guiding (Level 4) and (Level 5)

There was discussion on the value and robustness of the Programme Approval Committee process especially in regard to the conversations taking place at the meetings.

Performance Panels 2018 Summary Report
Carole Crawford advised that she would be submitting a Performance Panels 2018 Summary Report to Academic Board meetings.

Approval of New Courses and Course and Programme Changes
It was noted that the list of changes included a number of retrospectively approved changes and it was advised that when changes are approved retrospectively the programme has been operating outside approved programme regulations.
It was noted that in some cases people are operating outside programme regulations without realising it and Academic and Quality are having to make retrospective changes so students are not disadvantaged.
It was noted that a concerted effort is needed to meet with programme coordinators before 2019 delivery to ensure any planned changes to assessment have the proper approvals.

REPORT TO COUNCIL | 4 OCTOBER 2018
ITEM 18

MEDIA MONITORING REPORTING

Fiona Summerfield, Marketing Services Manager

PURPOSE

To provide media monitoring information since the last council meeting in August.

SUMMARY

TrendKite media monitoring looks at stories published online because most media have a presence online these days.

The report is provided as an online link. Currently the report is for the New Zealand media monitoring dashboard. It is an interactive report.

This report shows the overall graph with the number of stories that included NMIT, published during the period of 31 July to 12 September.

Readers can click on the data points to see the stories involved in the analysis during the stated period. The stories are also linked so can be read if required.

Further metrics can included in this report as required.

Today PR is not just about stories in the media. It is frequently more efficient and stories gain more traction through NMIT's own channels, either on the website through the new/blogs section or through social media including LinkedIn and Facebook. This report includes two list slides of the stories on the NMIT website in news and blogs, that gain readership and also the stories promoted through one social media channel, Facebook. Marketing Services prioritise these channels over traditional media PR with our focus on getting EFTS to help the sustainability of NMIT. Through driving the stories via social media or the website, potential new learners are reached directly and they end up on the NMIT website and are therefore more likely to sign up for a programme, short course or make an enquiry.

This is the link to the report:

https://app.trendkite.com/report?id=668f640f-a208-4a48-9c5a-312507db3fab

ALIGNMENT TO NMIT'S PRIMARY STRATEGIC OBJECTIVES

Primary Strategic Objectives	Y / N	Comments
Build a high-performing customer-focused team	Y	The analysis provided by the new supplier means media monitoring is a far more useful service and helps the marketing

		services team to continue to improve their performance across all promotional channels.
Deliver a personalised customer experience through the learner life cycle	N	
Enable learning that develops and inspires capable and connected graduates	N	
Optimise our programme mix to meet work and world ready outcomes	N	
Grow partnerships that provide opportunities and solutions	Y	Partnering with TrendKite as a supplier is providing greater opportunities to use our PR wisely and providing greater insight into what is happening to stories that mention NMIT.

NMIT Acronyms *[Sept 2018]*

AB and EL	Applied Business and English Language
ACE	Adult and Community Education
ADP	Academic Development Proposal
AMFM	Annual Maximum Fee Movement
ALNAT	Adult Literacy and Numeracy Assessment Tool
AM and DT	Arts, Media and Digital Technology
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
CEA	Collective Employment Agreement
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)
DHOD	Deputy Head of Department
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
FLiT	Flexible Learning Team
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
HOD	Head of Department
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
KPI	Key Performance Indicator
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
PBRF	Performance-Based Research Fund

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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
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
SSG	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		A standing committee of the ***Academic Board*** responsible for maintaining academic standards for designated programmes and courses. There are three Academic Committees: • BLUE Applied Business and English Language; Arts, Media and Digital Technology; Health and Fitness • RED Primary Industries, Maritime and Adventure Tourism; Trades, Engineering and Aviation; Social Sciences and Te Toki Pakohe • Central
CMR (previously AMAP)	Consent and Moderation Requirements (previously Accreditation and Moderation Action Plan)	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). Before assessing learners against unit standards NMIT has to be granted consent to assess against those standards. 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.
Credit		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.
CT	Credit Transfer	Internal Credit Transfer: Credit for the same course already earned in another qualification **from NMIT**

		External Credit Transfer: Credit for the same course already earned in another qualification **from another institution**
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) Unit Instance Occurrences (UIOs)	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 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: • 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	New Zealand Qualifications Authority. Key aspects of the NZQA role are to: • 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		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. 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. ***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.***
PLATO	Programme of Learning and	The Programme is an important and integral part of NMIT's Quality Assurance System.

	Teaching Observations	It is designed to ensure maximum effectiveness of curriculum delivery by encouraging the sharing of good practice within NMIT. The Programme 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.

		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. 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. Submitted three times a year (April, August and December).
SMS	Student Management System	How NMIT manages all its student data. Currently using ebs
Student Feedback • **First Impressions** • **Course / Tutor** • **Learner Experience** • **Graduate Destination**		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. It also provides evidence that improvements are actually occurring. **First Impressions** – within first 4 – 8 weeks of the programme **Course / Tutor** – scheduled, at suitable time, by Programme Area **Learner Experience** – within last 2-4 weeks of the programme **Graduate Destination** – conducted 6 months following Graduation
TANZ	Tertiary Accord of New Zealand	A network of ITPs - comprising: • 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