



NMIT COUNCIL MEETING OPEN AGENDA

THURSDAY, 5 OCTOBER 2017

Time: 9.30am – 10.30am
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 10 August 2017
4.	Action items
Safety, Health & Wellbeing	
5.	Safety, Health & Wellbeing Dashboard
Strategic	
6.	Council's Self-Assessment Report (SAR)
7.	Key Educational Performance Indicators (EPIs)
8.	Update on progress against 2017 / 2018 Investment Plan including Primary Strategic objectives
Items for Approval	
9.	2018 Council and Audit Committee meeting dates
Performance Reporting	
10.	Interim Chief Executive's Report
11.	EFTS and Financial Report as at 10 September 2017
For Information	
12.	SANITI Report
13.	Inward Correspondence
	a) Letter from Peter Hughes regarding negotiations following the General Election (9 August 2017)

ITEM	TOPIC
14.	Academic Board Minutes from the meetings held 19 July, 24 July and 16 August 2017
15.	ITP sector update – August 2017
16.	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
- Recruitment of Chief Executive
- Results from Council self-evaluation questionnaires
- Global Campus
- Assess and Optimise project (Deryck Shaw in attendance)
- 2018 Budget
- Interim Chief Executive's Report
- TANZ eCampus update
- NMIT Risk Register
- Complaints & Misconduct Report
- Group & Service Team Reports
- Sports Turf Post Project Report

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

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

MEETING TIMETABLE

Time:	8.00am – 9.30am	NMIT Audit Committee
	9.30am – 10.30am	Open Council meeting discussions
	10.30am – 12.30pm	In Committee Council discussions
	12.30pm – 12.45pm	Lunch (Deryck Shaw in attendance)
	12.45pm – 1.15pm	Presentation by Deryck Shaw
	1.15pm – 2.00pm	In Committee Council discussions continue
	2.00pm	Conclusion of meeting



COUNCIL MEMBER REGISTER OF INTERESTS	
Daryl Wehner	<ul style="list-style-type: none"> Port Nelson Ltd: Chief Financial Officer Chartered Accountants Australia and New Zealand: Member Tasman Bay Stevedoring Co. Ltd, Director
Andrew Rowe	<ul style="list-style-type: none"> CEO Cuddon Limited – engineering firm which may from time to time be involved in tender processes with NMIT which would be declared at the time; Cuddon Limited has some contracts with a Crown research body – AgResearch which is unrelated to education sector Board Member for Hockey New Zealand Offers accommodation to NMIT nursing students during placements in Marlborough
Paul Steere	<ul style="list-style-type: none"> Nelson Airport Ltd: Chair & Director The NZ King Salmon Group: Director Clean Seas Tuna Ltd: 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
Gabrielle Hervey	<ul style="list-style-type: none"> Suter Art Gallery Trust Board Deputy Chair Chair of the Wine Nelson Marketing Group Time and Tide Ltd: Director Hervey Motors Ltd: Director Cecil Woods Nominees Ltd <p>Possible Conflicts of Interest:</p> <ul style="list-style-type: none"> Suter Art Gallery – Some NMIT art students work on projects and exhibitions Wine Nelson has some contact with NMIT hospitality students
Charles Newton	<ul style="list-style-type: none"> Education consultant <p>Possible Conflict of Interest:</p> <ul style="list-style-type: none"> A family member on Staff at NMIT



Abbey Paterson	Possible Conflict of Interest: <ul style="list-style-type: none"> A family member on Staff at NMIT
Win Greenaway	<ul style="list-style-type: none"> Economic Development Manager for Ngati Rarua Possible Conflicts of Interest: <ul style="list-style-type: none"> Chairperson of Ngati Rarua works for NMIT

DIRECTORATE REGISTER OF INTERESTS	
Liam Sloan	<ul style="list-style-type: none"> None
Carole Crawford	<ul style="list-style-type: none"> Director, Singer Solutions Ltd
Peter Cowper	<ul style="list-style-type: none"> Member, Maritime New Zealand Authority Chair, Centre for Fine Woodworking Trust Director, Quorum Group Ltd Director, Q Design Services Ltd Director, The BDH Group Ltd Member, New Zealand Institute of Directors
Vicki Bryson	<ul style="list-style-type: none"> None
Virginia Watson	<ul style="list-style-type: none"> Independent Director, Turks Poultry Ltd Director and Shareholder, Watson Ltd, Trading as Fire Design Services Chartered Member, New Zealand Institute of Directors Member, Top of the South Trades Academy (TOTSTA) Governance Group Member, Education Nelson/Marlborough Governance Group

**UNCONFIRMED MINUTES OF NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY
COUNCIL MEETING HELD AT NMIT NELSON CAMPUS ON 10 AUGUST 2017, COMMENCING
AT 9.33AM.**

PRESENT

A Rowe (Chair), D Wehner (apologies for lateness, arrived at 10.12am), P Steere, G Hervey, A Paterson, C Newton, W Greenaway

IN ATTENDANCE

D Ashton (Observer), T Gray (Chief Executive), V Bryson (Director of Finance and Business Improvement), L Sloan (Director of Learning, Teaching and Quality), Sara Williams (from 9.33am to 11.17am), Sue McLeish (from 9.33am to 11.17am), A Cooke (Minute Taker)

1. APOLOGIES

None.

2. REGISTER OF INTERESTS AND CONFLICTS OF INTERESTS

There were no updates to the Register of Interests or Conflicts of Interest.

3. CONFIRMATION OF MINUTES OF MEETING HELD ON 15 JUNE 2017

Resolved: That the Minutes of the meeting held on 15 June 2017, as circulated and read by members, be confirmed.

4. ACTION ITEMS

Council noted that the health and safety actions previously identified have been remedied.

Council requested an updated in regards to the various strategic development activities currently in progress.

Council noted the action items.

5. SAFETY, HEALTH & WELLBEING DASHBOARD

Council queried the impact on NMIT's insurance in regards to relying on colleagues drivers licence to determine their competence when using a motor vehicle.

6. SAFETY, HEALTH & WELLBEING LEADERSHIP GROUP MINUTES FROM 14 JUNE 2017

The Chief Executive advised that the Leadership Group had a discussion in relation to mental health, noting the increase in mental health cases and also the complexity of these cases. The Chief Executive advised that NMIT offer staff and student professional help and access to services that deal with mental health issues at no cost. During mental health week in October, NMIT will be working in conjunction with SANITI to provide resources and training for helping to deal with mental health issues.

Consultation of the draft drug and alcohol policy is currently taking place with SANITI and the unions. The policy will be brought back to Council for final sign off if significant changes have been made since the draft policy was presented.

Council noted the progress that has been made in regards to the reporting of health and safety activities.

7. VERBAL UPDATE FROM TEC

Sara Williams, TEC Investment Manager and Sue McLeish, Senior Advisor, provided Council with an update on the following.

TEC and Careers New Zealand have merged. TEC are currently working through a restructure to become operational as one organisation from 2018.

Early results from the MyQ student satisfaction are showing that students are satisfied with the qualification they have received from ITP providers. The Director of Learning, Teaching and Quality noted two concerns he raised at the ITP CEO meeting in regards to the survey. TEC are currently following these up.

Findings from the Productivity Commission report have been published. 4 work streams have been identified, as well as identifying the need to develop a new Tertiary Education Strategy by the end of 2018. Priorities from the report are currently being set for the next 12 month period.

The viability of the ITP sector is a concern for TEC, and is something they are engaging with the Minister about. TEC have noted that by removing some of the restrictions that are in place for ITPs, such as funding restrictions would help to ensure viability. TEC will keep ITPs appraised of these conversations taking place with the Minister.

TEC noted there has been numerous concerns raised around the process of Audit NZ and their approach to audits. TEC are aiming to raise these concerns at Chief Executive level with Audit NZ.

TEC advised that there has been a decline in the delivery of EFTS according to the April Single Data Return (SDR) from April 2016 to April 2017. TEC are working closely with NMIT and will continue to do so in September/October to iron out, where possible, any issues with funding. TEC noted that there will be no contestable funding round in 2017, and that a review is taking place in regards to on-going contestable funding rounds. TEC are following up with TWOA in relation to the under delivery of the Te Reo EFTS in region. There is a possibility for NMIT to acquire some of these EFTS for delivery in 2018.

The continuous changes in immigration was something TEC recommended being abreast of, while also acknowledging there are some worrying practices happening across the sector. TEC voiced the need for NMIT Council to have confidence in the international process and practices taking place right from agents being used, through to the material that's being marketed and delivery and assessment of qualifications. Council noted their confidence in relation to this.

Sara thanked the Chief Executive for his leadership of NMIT over his tenure, and wished him well for his future role at Ara.

8. CEO REPORT

Council noted the excellent delivery of the Treaty of Waitangi workshop by Dr Ingrid Huygens.

The Director of Learning, Teaching and Quality appraised Council of the recruitment process in relation to the Director of Māori Education role. NMIT is in consultation with local Iwi Chairs, who will be a part of the selection process. The intention is to make an appointment to the role by the end of September. The Chief Executive asked if Council would like to have a member on the interview panel. Council are to confirm this.

Action plans are being developed from the results of the Gallup engagement survey. The Chief Executive noted that where the Performance and Recognition Framework has been imbedded, it made a noted difference in colleagues engagement. NMIT has subscribed to use Gallup for another two-years.

Council congratulated NMIT on the successful accreditations of the Postgraduate Diploma in Logistics and Supply Chain Management and the Masters in Applied Management. Investigations into delivering these programmes as micro-credentials are being looked into, as both programmes have been approved to be able to be delivered in a blended way.

9. EFTS AND FINANCIAL REPORT AS AT 16 JULY 2017

Council were interested to find out what the internal cost was for the EER. The Director of Finance and Business Improvement noted that Tribal data could be used to extrapolate this cost.

Council noted the EFTS and Financial Report as at 16 July 2017.

Sara and Sue left the meeting at 11.17am.

10. SANITI REPORT

A Paterson advised that she is currently working through rewriting SANITI's constitution with the aim to have it completed by October. NMIT will have an opportunity to review the constitution prior to its approval.

11. INWARD CORRESPONDENCE

Council noted the inward correspondence provided.

12. ACADEMIC BOARD MINUTES FROM THE MEETING HELD 7 JUNE 2017

Council noted the minutes from the Academic Board meeting held 7 June 2017.

13. EXAMPLE OF PERFORMANCE PANEL MINUTES

Council acknowledged the thoroughness of the performance panel information provided, noting there is comfort in knowing this type of analysis takes place across all departments.

Other business

The Council Chair noted that this was the Chief Executive's final Council meeting at NMIT, and thanked him on behalf of past and present Council members for his contribution to NMIT and wished him well for the future.

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
 Recruitment of Chief Executive
 Recruitment of NMIT Council members
 Review of Council's performance as a governance body
 INNOVATE and Tech Hub development / co-location
 CEO Report
 TANZ eCampus update
 NMIT Risk Register
 Complaints & Misconduct Report
 Legislative Compliance
 Group & Service Team Reports
 MoU – Blenheim Community of Schools
 Memorandum – Proposed Top of the South approach to the Government Regional Growth Programme

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

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

Resolved: That Council move out of 'In Committee'

There being no further business, the meeting closed at 11.29pm

Confirmed: _____ Dated: 5 October 2017



ACTION ITEMS FROM OPEN NMIT COUNCIL MEETING – 10 AUGUST 2017

Chair: Daryl Wehner

ACTION ITEMS

ACTION ITEMS FROM 10 AUGUST 2017 MEETING

	TASK	RESPONSIBLE	DEADLINE
1.	Provide Council with an update in regards to the various strategic development activities currently in progress	L Sloan	5 October

SAFETY, HEALTH & WELLBEING DASHBOARD

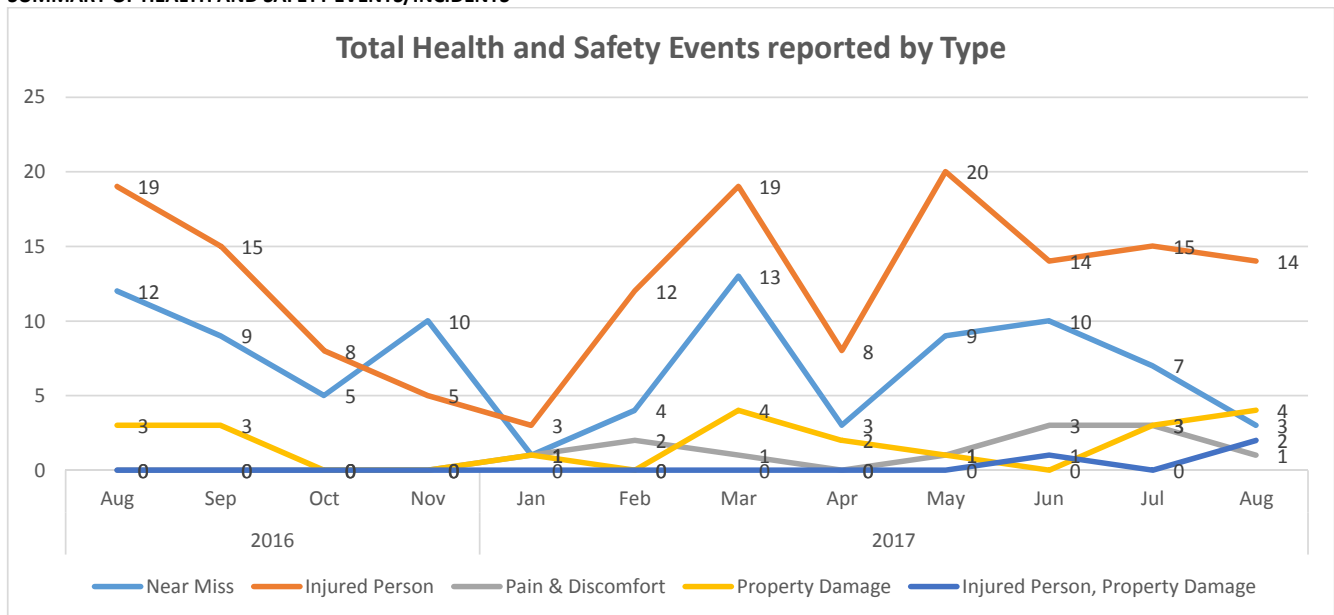
August 2017

SUMMARY OF ALL CRITICAL RISKS


Risk	Description	Management Overview	*Level of assurance	Incidents/Issues/Events
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 inventories have been reviewed for 2017
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	●	Reliance on drivers licence to determine competence
Machinery use	Use of multiple machines in Automotive, Engineering, Carpentry, Aviation, Creative Industries, Facilities workshops.	Annual audit of workshops by H&S team, includes inspection of machine guarding. Hazard register maintained and reviewed annually.	●	Engineering to develop SOPs for machinery. WorkSafe guidelines recommend Inter-lock guarding but this has not been implemented due to cost and difficulty to retrospectively install.
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.	●	Waterproof SOPs booklet being developed.
Land Adventure activities	Rock climbing, off track tramping, skiing, scrub clearing.	SOPs developed for high risk activities. Risk assessments and Intentions forms prior to activity. Call care used for overnight activities.	●	Rock climbing incident – see Event learning
Fire fighting training	See this report's drill down			

* ● High ● Satisfactory ● Low

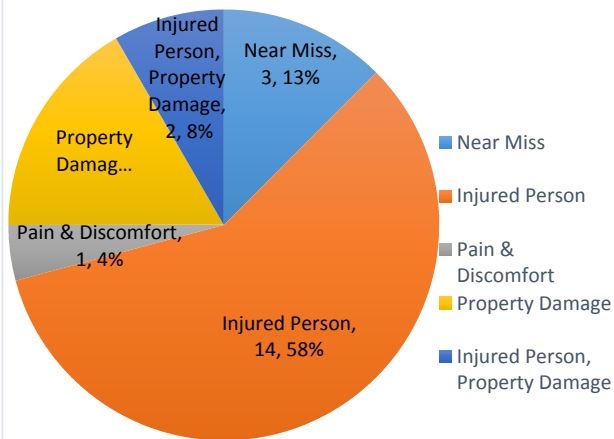
SUMMARY OF HEALTH AND SAFETY EVENTS/INCIDENTS



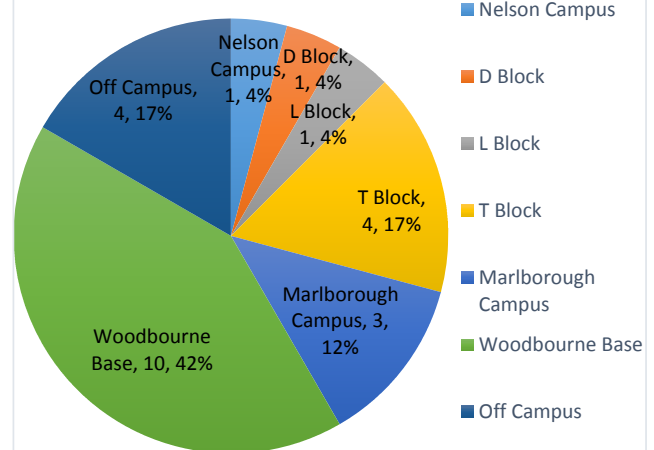
CRITICAL RISK DRILL DOWN: FIRE FIGHTING FACILITY

Risk	Description	Person exposed	Management Overview	Gaps/improvement/progress	*Level of assurance	Incidents/issues/events
Fire fighting training	Training students in search/rescue, the use of fire extinguishers and breathing apparatus during "real fire" situations in a purpose built facility at Richmond campus, using petrol/diesel mixtures creating tray fires.	Students and Tutors	<p>The training facility is secured by perimeter fence and access restricted to students/tutors wearing correct PPE.</p> <p>Tutors are all either serving Fire Service officers or retired Fire Service Officers who are Breathing Apparatus Instructor qualified.</p> <p>All students are required to be certified medically fit prior to the course, tutors are first aid and AED qualified and an AED is to hand on site.</p> <p>The facility and/or training exercises are audited annually by the H&S Team and reports provided to HOD Maritime.</p>	<p>The current facility has seen good use and has been showing signs of wear due to repeated heating/cooling and the application of water, creating rust.</p> <p>There are concerns surrounding the environmental impact caused by burning hydrocarbons at this facility, generating smoke and contaminated run-off which is monitored and contained on site.</p> <p>Plans for a second modified container would reduce these concerns by a move to the use of LPG.</p>		<p>No reported events.</p> <p>During the 2017 audit it was noted that the facility was showing signs of deterioration. This was included in the report to HOD Maritime and remedial work has now been carried out.</p>

Aug 2017 H&S events by Type



Aug 2017 H&S events by Location



Event Summary	Occurred This Period	YTD
Accident	20	123
Injuries	16	108
Non LTI (Medical)	5	17
Non LTI (First Aid)	5	68
Non LTI (Non Medical)	6	23
Property Damage	6	18
Environmental	0	0
Near Miss	3	50
Pain & Discomfort	1	12

EVENT LEARNING AND IMPROVEMENT

Summary	Findings
Overview	<p>Most incidents were of a minor nature, either no treatment required or applied plaster for first aid.</p> <p>Where medical treatment obtained, apart from rafting incident, all incidents were either relating to a medical condition, while on work placement or injury</p>

happened offsite unrelated to NMIT activities.

Student collapsed with suspected seizure	Student taken to A&E via ambulance and next of kin contacted. Possible onset of virus.
TOTSTA student developed severe stomach pains	Parents called to take student to hospital for assessment.
Notified that International student that was off sick had contracted mumps	Students in class and L Block, and all staff notified and information leaflets distributed. Student fully recovered and back to class and no other persons contracted mumps.
Student clipped fence while biking to NMIT and fractured bone in hand	Injured person taken to A&E for x-ray and treatment.
Student injured in car accident going home from work placement	Student airlifted to hospital and car totally written off. Student in recovery and will graduate in December.

Saniti staff injured after raft flipped in Gravity	Taken to A&E where dislocated shoulder diagnosed and put back in
--	--

LEADERSHIP AND ENGAGEMENT

Action	Findings/outcomes/ issues raised
Safety Walk Abouts	none
H&S Committee meetings	<p>New safety shower / eye tester only takes one person 5 minutes to complete weekly test – used to take two people 20 minutes.</p> <p>Saniti to discuss mental health referral proposal at their strategic and operational planning meeting.</p> <p>Delay with Fire and Emergency NZ attending incident at Nelson Campus in the weekend when the fire alarm set off by burnt toast. This was due to NMIT team members did not call 111. They have now been informed of correct procedure. H&S Manager confirmed that D Block complies with regulations for overnight stays.</p> <p>Reviewed Nelson Campus Fire Drills report from 31 July.</p> <p>Reviewed procedures; risk management for off campus activities and workstation assessments.</p> <p>H&S team available to attend department meetings.</p> <p>Aug/Sep newsletter to include; new hazardous substances regulations, Whos on Location for contractors, Fire Drills on Nelson Campus, Off Campus Activities, Near Miss Reporting, Workstation Assessment procedure</p>

rapid	place.
-------	--------

CONTRACTOR SAFETY MANAGEMENT

Contractor inductions Nelson Campus	Contractor monitoring findings
44	<p>Requirement for complete induction before signing in on Nelson Campus has resulted in increased number of contractors talking to H&S team before starting work.</p> <p>Requested roofing contractor to confirm inward fall protection before commencing work. Contractor confirmed will be using Kiwimesh Roof Safe Mesh.</p> <p>WorkSafe inspected scaffolding for shed at Richmond Campus where roof being replaced and required minor alterations before inspector would sign off for use.</p>

OTHER ACTIVITIES**Safety Observations**

Type	Created in Period	YTD
Safe Practice	0	7
Unsafe Practice / Hazard	16	102
Suggestion	2	11
Total	18	120

Audits and Inspections

Type	Created in Period	YTD
Area Inspection	0	1
Audit - External	0	3
Audit - Internal	1	8
Trial Evacuations	0	3
Total	1	15



REPORT TO NMIT COUNCIL | 5 OCTOBER 2017
ITEM 6

COUNCIL SELF-ASSESSMENT REPORT (SAR)

PREPARED BY LIAM SLOAN (INTERIM CHIEF EXECUTIVE)

PURPOSE

To propose a new approach to the completion of the Council annual Self-Assessment Report (SAR)

RECOMMENDATION

That Council agree to the revised framework for capturing annual SAR.

That Council advise on the preferred methodology for ongoing completion of the SAR.

CONTEXT

Self-Assessment is pivotal in NMITs strive for excellence. One tool that NMIT Council use to evaluate its performance and therefore continuously improve is through the completion of an annual SAR. The SAR is currently aligned to NZQA's Key Evaluative Questions (KEQs) and previously this has posed a challenge.

The proposed approach has been simplified to demonstrate how Council meets their responsibilities, identified on the website, including for example:

- Approve and monitor the implementation of the Investment Plan which sets out the role and purpose of the Institute.
- Determine the strategic direction of NMIT.
- Ensure that the financial, physical, educational and intellectual assets of NMIT are efficiently and effectively managed.
- Monitor the performance of the chief executive.
- Consult with stakeholders when reviewing the Investment Plan.
- Establish an academic board to advise the Council on matters relating to courses of study or training and other academic matters.



SAQ	Council Function	Prompt Questions	Possible Evidence Sources	KEQ
1.	Approve and monitor the implementation of the Investment Plan which sets out the role and purpose of the Institute (External focus)	1. Is the Council's involvement in strategy and investment planning appropriate? 2. Is the Council confident that the financial and non-financial key performance indicators provided to council accurate and efficient? 3. Is the Council confident that the systems that provide the key performance indicator data accurate and efficient? 4. Is the current level of consultation with stakeholders effective when reviewing the Investment Plan?	Approval and monitoring is informed by: <ul style="list-style-type: none"> • academic board reports • institute level financial reports • audits • ISO/EER • EPI data/targets • TEC audits • presentations from directorate • iwi engagement reports • business opportunities assessed and approved by Council 	1,2,6
	What we are doing well			
	Areas for improvement			
	Actions			

SAQ	Council Function	Prompt Questions	Possible Evidence Sources	KEQ
2.	Determine the strategic direction of NMIT	1. How effective is the regular review of the strategic direction? 2. Is the Council confident that its decisions are in alignment with the strategic direction? 3. Do Council members make appropriate use of their contacts and networks to further the goals of NMIT?	<ul style="list-style-type: none"> annual review of strategic plan by Council stakeholder engagement hui directorate strategic planning outputs noted and approved participation in regional development forums by Directorate/Council 	5
	What we are doing well			
	Areas for improvement			
	Actions			

SAQ	Council Function	Prompt Questions	Possible Evidence Sources	KEQ
3.	Ensure that the financial, physical, educational and intellectual assets of NMIT are efficiently and effectively managed (Internal focus)	1. Is the Council confident in the financial and non-financial information provided from Directorate? 2. Is the Risk Management System robust and efficient? 3. Do Council members provide appropriate advice and mentoring to management? 4. Are the formal delegations from the council working efficiently? 5. Are the formal delegations from the council reviewed to manage risk?	<ul style="list-style-type: none"> regular directorate reports & updates noted review of risk register undertaken annually health & safety reports noted regularly departmental financial reports noted staff engagement surveys noted review of council delegations undertaken regularly student association reports noted 	1-6
	What we are doing well			
	Areas for improvement			
	Actions			

SAQ	Council Function	Prompt Questions	Possible Evidence Sources	KEQ
4.	Appoint and monitor the effectiveness of the Chief Executive	1. Is the position description and delegated authorities of the Chief Executive accurate and current? 2. How well does the Chief Executive understand their role in relation to council? 3. How effective is the formal chief executive evaluation process? 4. Are there appropriate opportunities to involve the whole council in the evaluation?	<ul style="list-style-type: none"> review of CE job description and accountabilities undertaken annually subcommittee for CE support/monitoring appointed annually or according to terms of reference CE/Chair performance conversations documented professional development opportunities for CE explored 	5
	What we are doing well •			
	Areas for improvement •			
	Actions •			

SAQ	Council Function		Possible Evidence Sources	KEQ
5.	Establish an academic board to advise the Council on matters relating to courses of study or training and other academic matters	1. Is the level of detail within the Academic Board minutes at the right level? 2. Is the structure of delegations from Council to Academic Board and subcommittees efficient?	<ul style="list-style-type: none"> review of academic board structure undertaken bi-annually terms of reference for Council & Council delegations approved at each AGM Academic Statute review and approval conducted bi-annually 	3, 4
	What we are doing well			
	Areas for improvement			
	Actions			

SAQ	Council Function	Prompt Questions	Possible Evidence Sources	KEQ
6.	Ongoing improvement of Council Processes	1. Are Council members thoroughly familiar with the legal requirements? 2. How frequently does the Council discuss its role and the role of management? 3. Has the Council reviewed its composition, skills requirements and skill gaps in the past year? 4. Has the Council recently discussed the role and expectations for the Chair? 5. Is the number, level of detail, format, information content and lead-time of Council papers satisfactory?	<ul style="list-style-type: none"> health & safety legal obligations discussed and minuted conflict of interest register maintained performance conversations for the Chair scheduled and noted subcommittee structure & reporting mechanisms detailed in terms of reference self-assessment of Council composition, skills requirements and professional development opportunities undertaken bi-annually review of Council terms of reference conducted bi-annually 	5
	What we are doing well			
	Areas for improvement			
	Actions			



REPORT TO NMIT COUNCIL | 5 OCTOBER 2017
ITEM 7

KEY EDUCATIONAL PERFORMANCE INDICATORS

PREPARED BY LIAM SLOAN (INTERIM CHIEF EXECUTIVE)

PURPOSE

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

To seek approval from Council that this performance reporting satisfies their requirements on an ongoing basis.

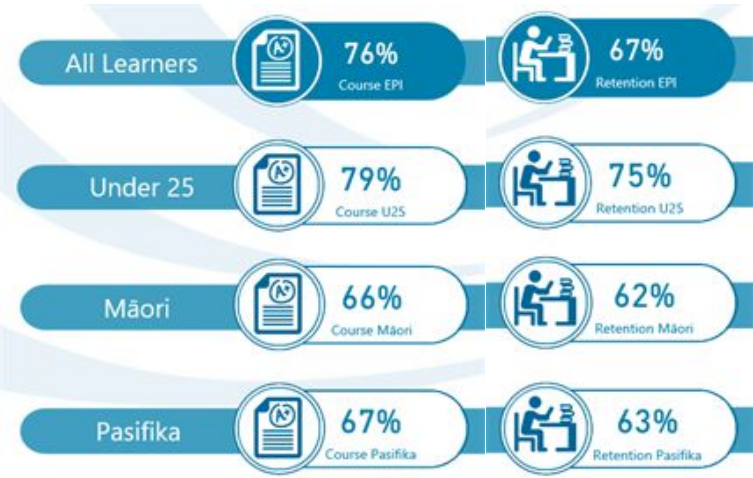
RECOMMENDATION





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

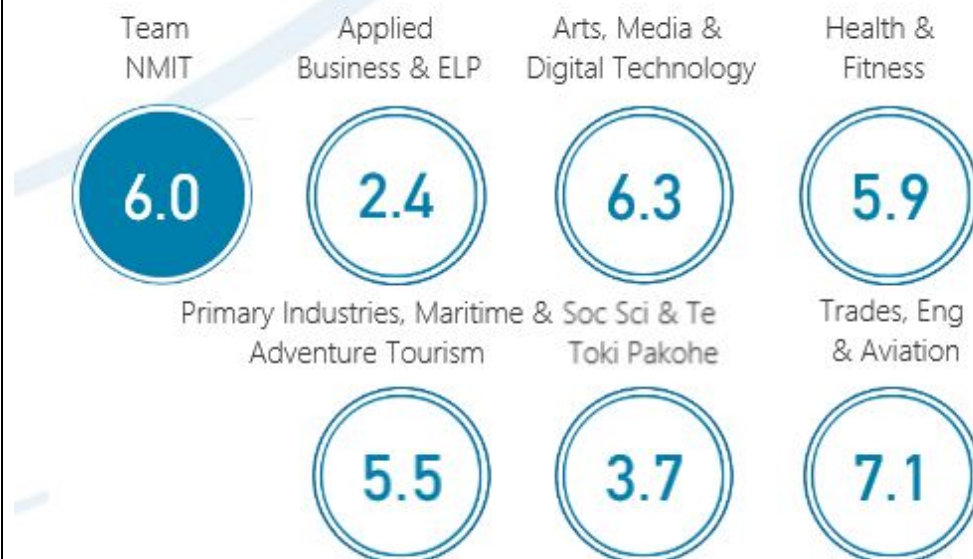
CONTEXT

As part of Councils annual work plan there is a commitment to periodically review and scrutinise educational performance of NMIT. The four Educational Performance Indicators (EPIs), as we know them, monitor course completion; qualification completion; retention and progression and two of these indicators, progression and qualification completion, do not lend themselves to periodic evaluation. There are however a wider range of KEPIs that are monitored by Directorate in Performance Panels and it is anticipated that reporting on these to Council will be of benefit.

TOPIC	STATUS REPORT	COMMENTS																																																																																																																					
Literacy and Numeracy Testing	<table><tr><th>Programme Area</th><th>Programme</th><th>Assess't required by Learner</th><th>Enrolled</th><th># Tests Total LIT</th><th># Tests Total NUM</th><th># Tests in Period LIT</th><th># Tests in Period NUM</th><th>% Tested in Period LIT</th><th>% Tested in Period NUM</th><th>% NOT Passed LIT</th><th>% NOT Passed NUM</th></tr><tr><td>Applied Business and English Language Programmes</td><td></td><td></td><td>249</td><td></td><td></td><td></td><td>90%</td><td></td><td>94%</td><td></td><td>33%</td><td></td><td>20%</td><td></td></tr><tr><td>Arts, Media and Digital Technology</td><td></td><td></td><td>324</td><td></td><td></td><td></td><td>97%</td><td></td><td>95%</td><td></td><td>21%</td><td></td><td>28%</td><td></td></tr><tr><td>Health and Fitness</td><td></td><td></td><td>125</td><td></td><td></td><td></td><td>99%</td><td></td><td>96%</td><td></td><td>30%</td><td></td><td>29%</td><td></td></tr><tr><td>Primary Industries, Maritime and Adventure Tourism</td><td></td><td></td><td>430</td><td></td><td></td><td></td><td>97%</td><td></td><td>97%</td><td></td><td>33%</td><td></td><td>31%</td><td></td></tr><tr><td>Social Sciences and Te Toki Pakohe</td><td></td><td></td><td>121</td><td></td><td></td><td></td><td>83%</td><td></td><td>79%</td><td></td><td>43%</td><td></td><td>49%</td><td></td></tr><tr><td>Trades, Engineering and Aviation</td><td></td><td></td><td>430</td><td></td><td></td><td></td><td>98%</td><td></td><td>99%</td><td></td><td>28%</td><td></td><td>27%</td><td></td></tr><tr><td>Total</td><td></td><td></td><td>1679</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	Programme Area	Programme	Assess't required by Learner	Enrolled	# Tests Total LIT	# Tests Total NUM	# Tests in Period LIT	# Tests in Period NUM	% Tested in Period LIT	% Tested in Period NUM	% NOT Passed LIT	% NOT Passed NUM	Applied Business and English Language Programmes			249				90%		94%		33%		20%		Arts, Media and Digital Technology			324				97%		95%		21%		28%		Health and Fitness			125				99%		96%		30%		29%		Primary Industries, Maritime and Adventure Tourism			430				97%		97%		33%		31%		Social Sciences and Te Toki Pakohe			121				83%		79%		43%		49%		Trades, Engineering and Aviation			430				98%		99%		28%		27%		Total			1679												Improved by xx against last report
	Programme Area	Programme	Assess't required by Learner	Enrolled	# Tests Total LIT	# Tests Total NUM	# Tests in Period LIT	# Tests in Period NUM	% Tested in Period LIT	% Tested in Period NUM	% NOT Passed LIT	% NOT Passed NUM																																																																																																											
	Applied Business and English Language Programmes			249				90%		94%		33%		20%																																																																																																									
	Arts, Media and Digital Technology			324				97%		95%		21%		28%																																																																																																									
	Health and Fitness			125				99%		96%		30%		29%																																																																																																									
	Primary Industries, Maritime and Adventure Tourism			430				97%		97%		33%		31%																																																																																																									
	Social Sciences and Te Toki Pakohe			121				83%		79%		43%		49%																																																																																																									
	Trades, Engineering and Aviation			430				98%		99%		28%		27%																																																																																																									
Total			1679																																																																																																																				
Attendance and Register Marking	<div><div>NMIT Overview</div><div><div>98% Registers Marked</div></div><div><div>88% Learner Attendance</div></div></div>	Improved by xx against last report																																																																																																																					

PLATO Update	<p>GRADE 1's 17</p> <p>GRADE 2's 33</p> <p>GRADE 3's 4</p>	Improved by xx against last report															
EPI's and Course Retention	 <p>The infographic displays four rows of data, each with a group name, a Course EPI percentage, and a Retention EPI percentage. Each row includes an icon for a document with a checkmark for the EPI and a person at a desk for Retention.</p> <table border="1"> <thead> <tr> <th>Group</th> <th>Course EPI</th> <th>Retention EPI</th> </tr> </thead> <tbody> <tr> <td>All Learners</td> <td>76%</td> <td>67%</td> </tr> <tr> <td>Under 25</td> <td>79%</td> <td>75%</td> </tr> <tr> <td>Māori</td> <td>66%</td> <td>62%</td> </tr> <tr> <td>Pasifika</td> <td>67%</td> <td>63%</td> </tr> </tbody> </table>	Group	Course EPI	Retention EPI	All Learners	76%	67%	Under 25	79%	75%	Māori	66%	62%	Pasifika	67%	63%	Improved by xx against last report
Group	Course EPI	Retention EPI															
All Learners	76%	67%															
Under 25	79%	75%															
Māori	66%	62%															
Pasifika	67%	63%															

Financial Performance	<div><div><div><div>-2.25M</div><div><small>Goal: 2.00M (-0.00%)</small></div><div><small>Contribution A YTD v B YTD</small></div></div></div><div><div><div><div>-213.3%</div><div><small>Goal: 22.0% (-4.00%)</small></div><div><small>Contribution % A YTD v B YTD</small></div></div></div><div><div><div><div>0</div><div><small>Goal: 0</small></div><div><small>EFTS A YTD v B FY</small></div></div></div><div><div><div><div>OK</div><div><small>Goal: 200 (-100%)</small></div><div><small>Capex A YTD v B FY</small></div></div></div></div></div></div></div>	Improved by xx against last report
A2E5	<div><div><u>2017 Overview</u></div><div><div>Average SLA Days to Process all 2017 Applications To Date</div><div><div><div>Team NMIT</div><div>5.6</div></div><div><div>Applied Business & ELP</div><div>2.8</div></div><div><div>Arts, Media & Digital Technology</div><div>3.4</div></div><div><div>Health & Fitness</div><div>4.5</div></div><div><div>Primary Industries, Maritime & Adventure Tourism</div><div>7.1</div></div><div><div>Soc Sci & Te Toki Pakohe</div><div>5.8</div></div><div><div>Trades, Eng & Aviation</div><div>7.5</div></div></div></div></div>	Improved by xx against last report

2018 Overview**Average SLA Days to Process all 2018 Applications To Date**



REPORT TO NMIT COUNCIL | 5 OCTOBER 2017
ITEM 8

UPDATE ON PROGRESS AGAINST 2017 / 2018 INVESTMENT PLAN INCLUDING PRIMARY STRATEGIC OBJECTIVES

PREPARED BY LIAM SLOAN (INTERIM CHIEF EXECUTIVE)

PURPOSE

To provide Council with an update on progress against NMIT's 2017-18 Investment Plan incorporating Primary Strategic Objectives.

RECOMMENDATION

That Council receives the update for information.

CONTEXT

In 2016 Council reviewed and approved submission of NMIT's Investment Plan. Subsequently the Tertiary Education Commission (TEC) approved a 2-year Investment Plan for 2017 and 2018. The Investment Plan identifies our performance challenges and also indicates what NMIT commit to delivering over the period of the plan.

Each of NMIT's five Primary Strategic Objectives are a section in the Investment Plan for reporting progress against. These Primary Strategic Objectives are:

1. Build a high-performing customer focused team
2. Deliver a personalised customer experience through the learner life cycle
3. Enable learning that develops and inspires capable and connected graduates
4. Optimise our programme mi to meet work and world ready outcomes
5. Grow partnerships that provide opportunities and solutions.

2017-2018 Investment Plan – Progress Report

NMIT's Performance	
Our performance challenges are to	Progress update
Continue to grow access and participation across our provision, including by Māori, Pasifika and at-risk youth, while simultaneously improving retention, completion and progression to higher levels of study.	<p>Satisfactory progress.</p> <p>This is now a focus of Performance Panels and Strategic Panels.</p> <p>Bi-Cultural Advisor developing strategy and improved internal communications.</p> <p>Review of curriculum is ongoing to ensure that it is fit for purpose and delivery models are appropriate to increase likelihood of success across all demographics.</p>
Enhance our financial sustainability by diversifying and expanding our customer base, including through attracting more domestic students to the region and international partnerships and specialisms.	<p>Satisfactory progress.</p> <p>Recently developed programmes of PGLSCM & PGITSM and planned Master of Applied Management targeted at increasing enrolments both domestically and internationally.</p> <p>International partnership signed with new China/Vietnam and others TBC.</p>
Provide a positive customer experience every time.	<p>Good progress.</p> <p>Learner satisfaction levels remain in excess of 95%.</p> <p>Learner Voice Policy currently under review.</p>

Strategic Objective 1 – Build a high-performing customer focused team	
Over the period of this plan we will	Progress update
Implement a new performance and recognition system for all teams.	<p>Good progress.</p> <p>Managers are having performance conversations and booking appraisals.</p> <p>Further embedding of principles and practice is planned so as to ensure focus is on quality discussion, development and succession planning and identifying key talent.</p> <p>Celebration of success events are ongoing.</p>
Actively develop and support a culture in which managers and team members are empowered to act, take initiative and innovate within their areas of responsibility.	<p>Good progress.</p> <p>A range of activities are underway including action planning following the recent Gallup employee engagement survey.</p> <p>Key themes have been identified from feedback received and these areas are being addressed to bring about a culture change.</p>
Ensure that recruitment, induction and development programmes reflect core expectations and accountabilities for team members.	<p>Good progress.</p> <p>Greater focus on value-add recruitment is planned following the revamp of Snaphire (e-recruit system); Staff induction programme revamped to a more individualised, tailored solution; Strategic Pay job evaluation/analysis and market salary survey info to be introduced alongside an update of all job descriptions into a consistent format.</p>
Ensure that all our roles are fit for purpose and reflect the range of capabilities required in a future-focused learning organisation.	<p>Satisfactory progress.</p> <p>On an ongoing basis, Job descriptions are being reviewed to ensure alignment with core priorities.</p> <p>Job evaluation methodology to be introduced.</p>
Implement our Te Ara Wai strategy to ensure that staff are comfortable and confident in operating in a cultural context that supports the success of Māori learners.	<p>Satisfactory progress.</p> <p>Successful Treaty Week which built passion, collaboration and understanding.</p> <p>Progress being monitored through performance panels.</p> <p>Momentum needs to be driven with clear implementation plans developed to ensure whole institute continues to be engaged and are clear of actions and expectations.</p>

Strategic Objective 2 – Deliver a Personalised Customer Experience through the Learner Life Cycle	
Over the period of this plan we will	Progress update
Introduce new tools and systems to improve the customer experience for prospective learners – this includes improved “self-service” capability as well as improved responsiveness.	<p>Good progress.</p> <p>New tools delivered, including:</p> <ul style="list-style-type: none"> • KIS data now displaying on NMIT's website which shows graduate outcomes for our L5 and above programmes. • Students can now secure their enrolment online through the NMIT Website • 'Study refactoring' has re-engineered how programmes and courses are sent to the website, improving the data processes. • Revamped search, making it easier to find information online • Help pop-up online for people searching our website • Improved ability to 'buy' short courses online • A new vision for the Digital Customer Experience has been agreed, and work is underway that will see us deliver a student portal in 2018.
Review the application and enrolment process with a view to making significant process improvements and ensuring barriers to entry are removed.	<p>Good progress.</p> <p>NMIT has adopted 'A2E5', a business process improvement aiming to secure enrolments within 5 days after a student has applied to study.</p> <p>Now in progress is a Keep Warm strategy that aims to keep students engaged in the wait time between applying to study, and day one of class.</p>
Continue developments to our Student Management System so that we have a range of information about individual learners at our fingertips to assist in planning and targeting support.	<p>Satisfactory progress.</p> <p>Work progressing to identify causes placing learners at risk e.g. academic, personal, attendance. This will enable appropriate targeted support in a timely manner.</p>
Continue refining our tiered approach to learning support and developing our culture of “you said – we did” so that learners receive timely, responsive and personalised support and intervention and only have to ask for something once.	<p>Good progress.</p> <p>Programme Reps effective through Saniti.</p> <p>Digital screens in place – communications and responsibilities need further clarification.</p> <p>Learner Voice policy being reviewed that will help clarify expectations and targets.</p>
Use wholly online and blended learning to support self-directed learning and promote learning in a time and place convenient to learners.	<p>Good progress.</p> <p>We continue to be involved in TANZ eCampus delivery and development.</p>

	<p>Programme Approval Committees and development teams prioritise blended and online approaches to delivery.</p> <p>The CAM plan commits to reviewing our spaces and approaches to learning delivery and assessment.</p> <p>Recently appointed consultant to work with NMIT prototyping new approaches.</p>
<p>Link our customer experience goals with our capital asset management plan so our learners have access to modern well-designed learning environments that support their engagement and achievement.</p>	<p>Good progress.</p> <p>Pedagogy PD and transformational PD sessions planned for September 2017 e.g. Paul Millett working with two programmes for mid-year 2018 implementation. Dr Stuart Hase coming in 14 November re 'self-determining learning' / Heutagogical practices.</p>

Strategic Objective 3 – Enable Learning that Develops and Inspires Capable and Connected Graduates	
Over the period of this plan we will	Progress update
Ensure that all our learners have a “destination focused” learning plan that enables them to work towards their employment goals, not just qualifications.	<p>Good progress.</p> <p>Performance Panels enable discussion.</p> <p>A variety of strategies and tools being used across the organisation. Need to focus on consistency and check all learners are having learning conversations.</p> <p>Procedure document currently being reviewed – release due October2017.</p>
Ensure that learners have access to in-work learning that assists them to build relationships with employers and develop industry-relevant and up to date skills.	<p>Satisfactory progress.</p> <p>Increasing number of employers supporting learning: guest speakers, visits.</p> <p>Review needed to identify gaps.</p>
Work with regional employers to enhance opportunities for people already in the workforce to upgrade their skills and qualifications.	<p>Satisfactory progress.</p> <p>Business to business activity increasing.</p> <p>There is an apparent lack of infrastructure enabling teams to respond to business to business opportunities – this is currently being reviewed as part of Budget 2018 discussions.</p>
Use our international partnerships to build cultural awareness, skills, networks and relationships that will assist all our graduates to operate successfully in a global context.	<p>Satisfactory progress.</p> <p>Ongoing capability development, including through PD opportunities, TLAC, etc.</p> <p>Orientation programme has been reviewed and modified.</p>
Use online learning and international connections to enable our learners to access global expertise and networks that support ‘anytime, anywhere’ learning.	<p>Satisfactory progress.</p> <p>Increasing utilisation of Lynda.com, TED, databases and ebooks as part of learning strategies.</p> <p>Need to further support and develop teams to become more confident in application of technology – it is anticipated that the Prototyping pilot will support here.</p>
Provide innovative solutions to the development and provision of higher level learning that meets the needs of employers and learners.	<p>Satisfactory progress.</p> <p>Programme development continues to be in collaboration with external stakeholders including employers.</p> <p>There is a need to engage more employers in the assessment of learning process.</p>

Strategic Objective 4 – Optimise our Programme Mix to meet Work and World Ready Outcomes	
Over the period of this plan we will	Progress update
Develop and deliver a new 'niche dominator' specialist strategy for our specialisms, creating pathways, qualifications and exit points to meet learner and industry needs.	<p>Satisfactory progress.</p> <p>Discussions are underway with NRDA to ensure that NMIT continues to be aligned to regional priorities.</p> <p>Deryck Shaw 'Assess and Optimize' paper to be presented to Council for approval.</p>
Consolidate and rationalise our programmes into seven departments; each programme will continue to have an employer/industry-led advisory group, with the aim of exploiting synergies between programmes, building pathways for learners within broad vocational areas and ensuring that industry has input into all stages of programme design, delivery and assessment.	<p>Good progress.</p> <p>Advisory boards in place, including TTP.</p> <p>Department rebalancing now complete including the introduction of Deputy Head of Department roles.</p> <p>Work still required to gain employer/industry endorsement of specific qualifications.</p> <p>Still require wider engagement of employers in the assessment of learning process.</p>
Use the Mandatory Review of Qualifications as a catalyst to review the coherence and alignment of programmes.	<p>Good progress.</p> <p>Robust support and challenge continues at Programme Approval Committee stage.</p>
Recognise and celebrate skills and competencies, for example by prioritising the involvement of learners in World Skills competitions.	<p>Some progress.</p> <p>Internal competitions continue within some programme areas.</p> <p>In relation to external competitions connections have been made with World Skills and there is a possibility that NMIT may host a regional finals competition.</p>
Introduce a framework and self-assessment tool for learners to assess their own work and world ready skills and undertake relevant workshops and tutorials to develop skills, as part of their ongoing programme of learning.	<p>Some progress.</p> <p>TLAC to support this development.</p> <p>Funded pilot started with community involvement.</p>
Involve employers in assessing competency, for example, through endorsing skills and work-readiness.	<p>Limited progress.</p> <p>This will continue to be a focus and priority once relationships develop with employers.</p>
Use opportunities provided by our TANZ partnerships (where we deliver programmes developed by other providers and vice versa) to free up our specialist educational design teams to focus on developing up to date content and resources that are relevant to learners and industry needs.	<p>Limited progress.</p> <p>Likely a late 2018 / early 2019 action.</p> <p>Blue Tick update EOY: eCampus, TANZ, Ara, Engineering, Apprentices.</p> <p>Decisions on secondments to eCampus pending.</p>

Strategic Objective 5 – Grow Partnerships that provide Opportunities and Solutions	
Over the period of this plan we will	Progress update
<p>Take our TANZ partnerships to the next level of development through:</p> <ul style="list-style-type: none"> Collectively defining our approach to leading and participating in the development of our specialist areas Agreeing common criteria for what counts as a specialism Exploring shared services Clarifying expectations and benefits that apply to different levels of contribution 	<p>Satisfactory progress.</p> <p>TANZ senior leadership workshop occurring 20 and 21 September 2017.</p> <p>Shared Services opportunities have been explored with W², the JV established between WelTec and Whitireia.</p> <p>Strong relationships and knowledge sharing is occurring between the IT teams.</p> <p>W² has also been engaged to complete a Procurement Effectiveness Review across NMIT. This report provided a good basis for focussing on procurement related activities and improving the value NMIT derives for suppliers including rationalising supplier numbers and leveraging AoG and syndicated procurement arrangements.</p>
<p>Explore a range of partnerships with world-leading organisations and industry bodies, for example, through arrangements where they endorse the qualifications we offer, and we help them to enhance their profile and recognition within New Zealand.</p>	<p>Limited progress.</p> <p>Will prioritise and develop these relationships once 'Asses and Optimze' strategy has been approved.</p>
<p>Developing a strategic approach to meeting requirements for continuing professional development (CPD) with industry partners.</p>	<p>Some progress.</p> <p>We are providing a range of PD experiences to employers including Kono, Nelson Port etc.</p> <p>We have identified the potential need to establish a Business to Business function within NMIT to better respond to the needs to employers.</p>
<p>Actively work with other institutions, research organisations and Government agencies to build a NZ Inc Viticulture and Winemaking, programmes at undergraduate and postgraduate levels. This will include collaboration with NZ Wine Growers on the new Regional Research Institute.</p>	<p>Satisfactory progress.</p> <p>See CEO report.</p>
<p>Explore a new approach to partnerships with secondary schools which achieves higher levels of learner progression to NMIT and is designed to provide benefits for both parties, in the light of differing funding arrangements for schools and tertiary providers.</p>	<p>Good progress.</p> <p>See CEO report in relation to Marlborough.</p> <p>Positive engagement continues across Nelson with the work of our Marketing teams.</p>
<p>Use our partnerships with individual Iwi as a basis for working collectively with Iwi and Māori in the "Top of the South" as they seek to build skills to support their future development.</p>	<p>Good progress.</p> <p>Recently signed MOU with Whenua Kura (see CEO report).</p>

	Will continue to be a priority focus are in light of DME and CEO exiting and new DoM and CEO starting 2017/18.
Continue to develop sustainable “institution to institution” international relationships (which we see as more sustainable than working through agents), with a particular focus on emerging markets where we already have an established presence.	<p>Satisfactory progress.</p> <p>We have added four new institution-to-institution articulation agreement partnerships to our international portfolio during 2017, including three Chinese universities and one Vietnamese University.</p> <p>In addition we have signed Study Abroad partners (universities) from Germany, France, Japan, Denmark, Norway, USA.</p>



REPORT TO NMIT COUNCIL | 5 OCTOBER 2017
ITEM 9

2018 COUNCIL AND AUDIT COMMITTEE MEETING DATES

PREPARED BY LIAM SLOAN (INTERIM CHIEF EXECUTIVE)

PURPOSE

For Council to agree, or otherwise, the 2018 meeting dates for Audit Committee meetings and Council meetings.

RECOMMENDATION

For Council to approve the following meeting dates for 2018:

22 February (Thurs)	Council, Room A3, Budge Street, Marlborough (10.00am)
22 March (Thurs)	Audit Committee (8.00am) and Council, M306, Nelson (9.30am)
10 May (Thurs)	Council, M306, Nelson (9.30am)
14 June (Thurs)	Audit Committee (8.00am) and Council, M306, Nelson (9.30am)
29 June (Fri)	Strategic Planning Workshop (<i>tentative Marlborough</i>) (not a formal meeting of Council)
9 August (Thurs)	Council, M306, Nelson (9.30am)
4 October (Thurs)	Audit Committee (8.00am) and Council, M306, Nelson (9.30am)
15 November (Thurs)	Council, Room A3, Budge Street, Marlborough (10.00am)

CONTEXT

Council are to meet 8 times throughout the calendar year.



INTERIM CHIEF EXECUTIVE'S REPORT – OPEN

5 October 2017

EFTS update

At the time of writing, our EFTS are at 3014 (September) of 3122 target; we are on track to achieve our domestic numbers, but international recruitment still remains a challenge both in Auckland and at Nelson and Marlborough Campuses (220 EFTS shortfall).

Hack Nelson

NMIT has agreed to host this exciting event that, with support from the region's best technologists, will work to support primary industry businesses solved problems and turbo-charge their operations. It will be a 24 hour a day event and will take place 10-12 November with students providing a range of catering services.

Prototyping

As part of the 'merging with the future' project we have started working with key people across the institute and ran two workshops as part of their professional development day.

The purpose of the workshops were to enlighten staff, explore what the future will look like and establish where we would need to change, refocus and rethink our approach. Feedback has been very positive.

We have identified two areas where we will prototype new approaches to adopt world-leading and emerging pedagogy trends. These prime prototypes will be from the new Bachelor of Commerce and from the automotive courses. We will also ensure that any benefits and influence from these two prototypes will cascade into other related courses to ensure maximum impact and innovation.

With smart and open thinking, the teams will better design student experience at the centre and empower these innovations with modern pedagogy, effective spatial design and technology. The most important factor is our staff and how they adopt and take ownership of the improvements we will implement.

Whenua Kura

Whenua Kura have a contract to deliver the Maori Pasifika Trades Training (MPTT). Having liaised with TEC, NMIT have signed a Memorandum of Understanding to become a consortia partner for delivery of Hort Level 3 (General). The delivery will be taking place at Koukourarata Marae with placements in Hapai Produce in Banks Peninsula.

Directorate Strategic Away Day

Directorate team members were at Kaiteriteri for an away day prioritising actions for the remainder of 2017.

Members were aligned to the five primary strategic objective and ongoing progress reports will be presented to Council:

1	Build a high performing customer-focused team	Jackie Britz
2	Deliver a personalised customer experience through the learner life cycle	Virginia Watson
3	Enable learning that develops and inspires capable and connected graduates	Carole Crawford
4	Optimise our programme mix to meet work and world ready outcomes	Vicki Bryson
5	Grow partnerships that provide opportunities and solutions	Liam Sloan

TANZ Senior Management Workshop

On 21-22 October, a number of Directorate members attended the TANZ Senior Management Workshop that was held in Auckland. The purpose of the forum was to explore opportunities for collaborative working resulting in benefits from economies of scale. A number of projects are likely to be initiated early 2018.



Nelson & Marlborough Institute of Technology

EFTS Reporting 10 September 2017

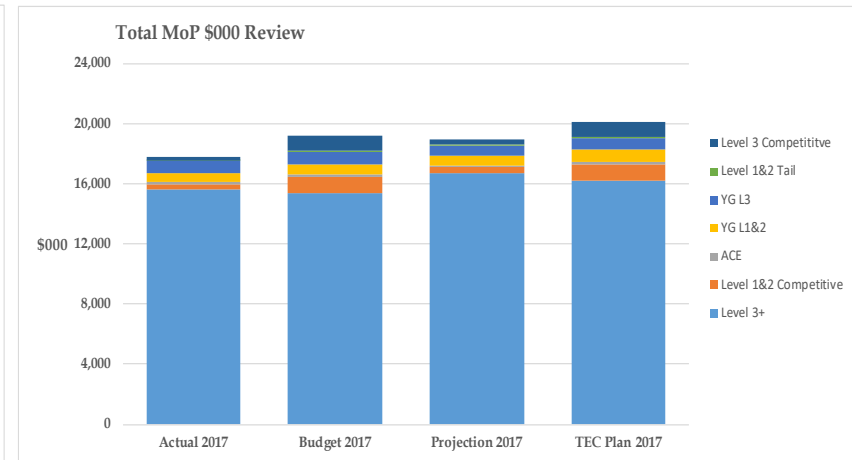
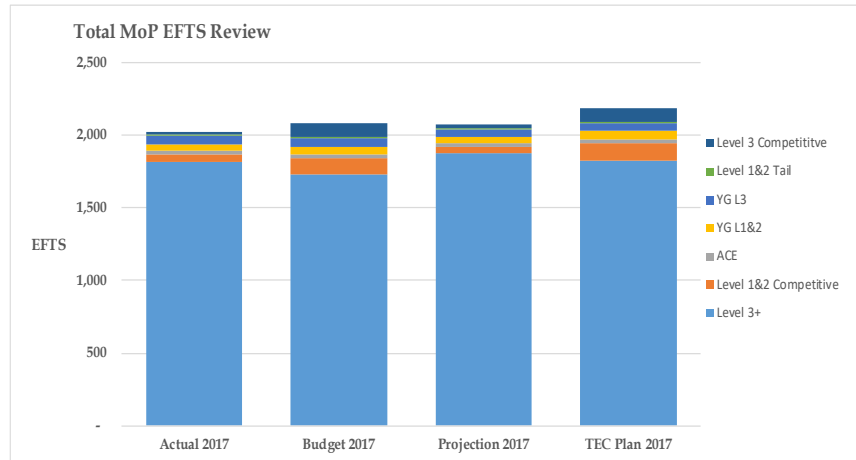
EFTS Reporting

NMIT EFTS @ 11-Sep-2017 (EA & EW Status)										
Value Type	SAC	Int	China	ITO	YG	Star	Other	ACE	Total	
► 2017 Actual YtD	1,902.62	537.99	290.89	21.03	89.72	36.63	72.58	26.09	2,977.54	Under TEC capped EFTS
2017 Budget FY	1,944.26	771.14	300.00	20.21	108.53	47.80	67.44	29.22	3,288.62	Under TEC capped EFTS
2017 Projected FY	1,941.66	551.26	285.89	21.13	91.82	36.63	67.52	26.35	3,022.26	Under TEC capped EFTS
2017 Plan FY	2,045.90	771.14	300.00	20.21	108.53	47.80	67.44	29.22	3,390.25	Within TEC capped EFTS
% EFTS Variances										
Actual[YtD] to Budget[FY]	(62.01)	(233.15)	(9.11)	0.82	(18.81)	(11.18)	25.50	(3.14)	(311.07)	<div> <div></div> exceeds by greater than 5% <div></div> within allowable limits <div></div> less by greater than 1% </div>
% Actual[YtD] / Budget[FY]	98%	70%	97%	104%	83%	77%	138%	89%	91%	
Actual[YtD] to Projection[FY]	(59.40)	(13.27)	5.00	(0.10)	(2.10)	0.00	25.42	(0.26)	(44.71)	
% Actual[YtD] / Projection[FY]	98%	98%	102%	100%	98%	100%	138%	99%	99%	
Actual[YtD] to Plan[FY]	(163.64)	(233.15)	(9.11)	0.82	(18.81)	(11.18)	25.50	(3.14)	(412.70)	
% Actual[YtD] / Plan[FY]	93%	70%	97%	104%	83%	77%	138%	89%	88%	
Projection[FY] to Plan[FY]	(104.24)	(219.88)	(14.11)	0.92	(16.71)	(11.18)	0.08	(2.88)	(353.88)	
% Projection[YtD] / Plan[FY]	95%	71%	95%	105%	85%	77%	100%	90%	89%	

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	Total
► 2017 Actual YtD	406.83	500.98	328.57	454.53	353.44	513.96	126.32	291.77	1.15	2,977.54
2017 Budget FY	538.47	561.15	418.22	302.56	328.98	537.23	300.00	302.00	0.00	3,288.62
2017 Projected FY	402.36	530.85	326.53	444.55	356.33	533.59	140.30	286.77	0.98	3,022.26
2017 Plan FY	538.47	549.15	428.22	355.19	340.98	576.23	300.00	302.00	0.00	3,390.25
% EFTS Variances										
Actual[YtD] to Budget[FY]	(131.64)	(60.17)	(89.66)	151.97	24.46	(23.27)	(173.68)	(10.23)	1.15	(311.07)
% Actual[YtD] / Budget[FY]	76%	89%	79%	150%	107%	96%	42%	97%	0%	91%
Actual[YtD] to Projection[FY]	4.46	(29.87)	2.03	9.98	(2.89)	(19.62)	(13.98)	(10.23)	0.17	(44.71)
% Actual[YtD] / Projection[FY]	101%	94%	101%	102%	99%	96%	90%	102%	118%	99%
Actual[YtD] to Plan[FY]	(131.64)	(48.17)	(99.66)	99.34	12.46	(62.27)	(173.68)	(10.23)	1.15	(412.70)
% Actual[YtD] / Plan[FY]	76%	91%	77%	128%	104%	89%	42%	97%	0%	88%
Projection[FY] to Plan[FY]	136.11	(18.30)	101.69	89.36	15.35	(42.65)	159.70	(15.23)	0.98	(353.88)
% Projection[YtD] / Plan[FY]	75%	97%	76%	125%	105%	93%	47%	95%	0%	89%



EFTS Analysis MOP 2017



MoP Grid re EFTS

EFTS Values	Level 3+	Level 3 Competitive	Level 1&2 2016 Tail	Level 1&2 Competitive	YG Level 1&2	YG Level 3+	ACE	Total
Actual 2017	1,817.6359	20.3602	8.35	52.47	41.71	55.98	26.49	2,023.00
Budget 2017	1,726.08	95.00	8.18	115.00	48.25	60.28	29.22	2,082.02
Projection 2017	1,877.84	28.06	11.42	40.39	44.74	47.08	26.35	2,075.87
Plan 2017	1,826.08	95.00	9.82	115.00	60.25	48.28	29.22	2,183.65

Variances

Actual to Budget	91.55	(74.64)	0.17	(62.53)	(6.54)	(4.30)	(2.73)	(59.03)
Actual % of Budget	105.3%	21.4%	102.1%	45.6%	86.4%	92.9%	90.6%	97.2%
Actual to Projection	(60.20)	(7.70)	(3.07)	12.08	(3.03)	8.90	0.14	(52.88)
Actual % of Projection	96.8%	72.6%	73.1%	129.9%	93.2%	118.9%	100.5%	97.5%
Actual to Plan	(8.45)	(74.64)	(1.47)	(62.53)	(18.54)	7.70	(2.73)	(160.66)
Actual % of Plan	99.5%	21.4%	85.1%	45.6%	69.2%	115.9%	90.6%	92.6%
Projection to Plan	51.75	(66.94)	1.60	(74.61)	(15.51)	(1.20)	(2.88)	(107.78)
Projection % of Plan	102.8%	29.5%	116.3%	35.1%	74.3%	97.5%	90.2%	95.1%

MoP Grid re \$

\$ (000) Values	Level 3+	Level 3 Competitive	Level 1&2 2016 Tail	Level 1&2 Competitive	YG Level 1&2	YG Level 3+	ACE	Total
Actual 2017	15,599	215	60	374	596	800	118	17,763
Budget 2017	15,377	1,002	69	1,088	690	862	130	19,217
Projection 2017	16,680	296	95	414	640	673	117	18,915
Plan 2017	16,223	1,002	82	1,088	862	690	130	20,076

Variances

Actual to Budget	222	(787)	(8)	(714)	(93)	(62)	(12)	(1,455)
Actual % of Budget	101.4%	21.4%	87.8%	34.4%	86.4%	92.9%	90.6%	92.4%
Actual to Projection	(1,081)	(81)	(35)	(40)	(43)	127.26	0.63	(1,152)
Actual % of Projection	93.5%	72.6%	63.5%	90.4%	93.2%	118.9%	100.5%	93.9%
Actual to Plan	(624)	(787)	(21)	(714)	(265)	110.09	(12)	(2,313)
Actual % of Plan	96.2%	21.4%	73.8%	34.4%	69.2%	115.9%	90.6%	88.5%
Projection to Plan	457	(706)	13	(674)	(222)	(17)	(13)	(1,161)
Projection % of Plan	102.8%	29.5%	116.2%	38.0%	74.3%	97.5%	90.2%	94.2%

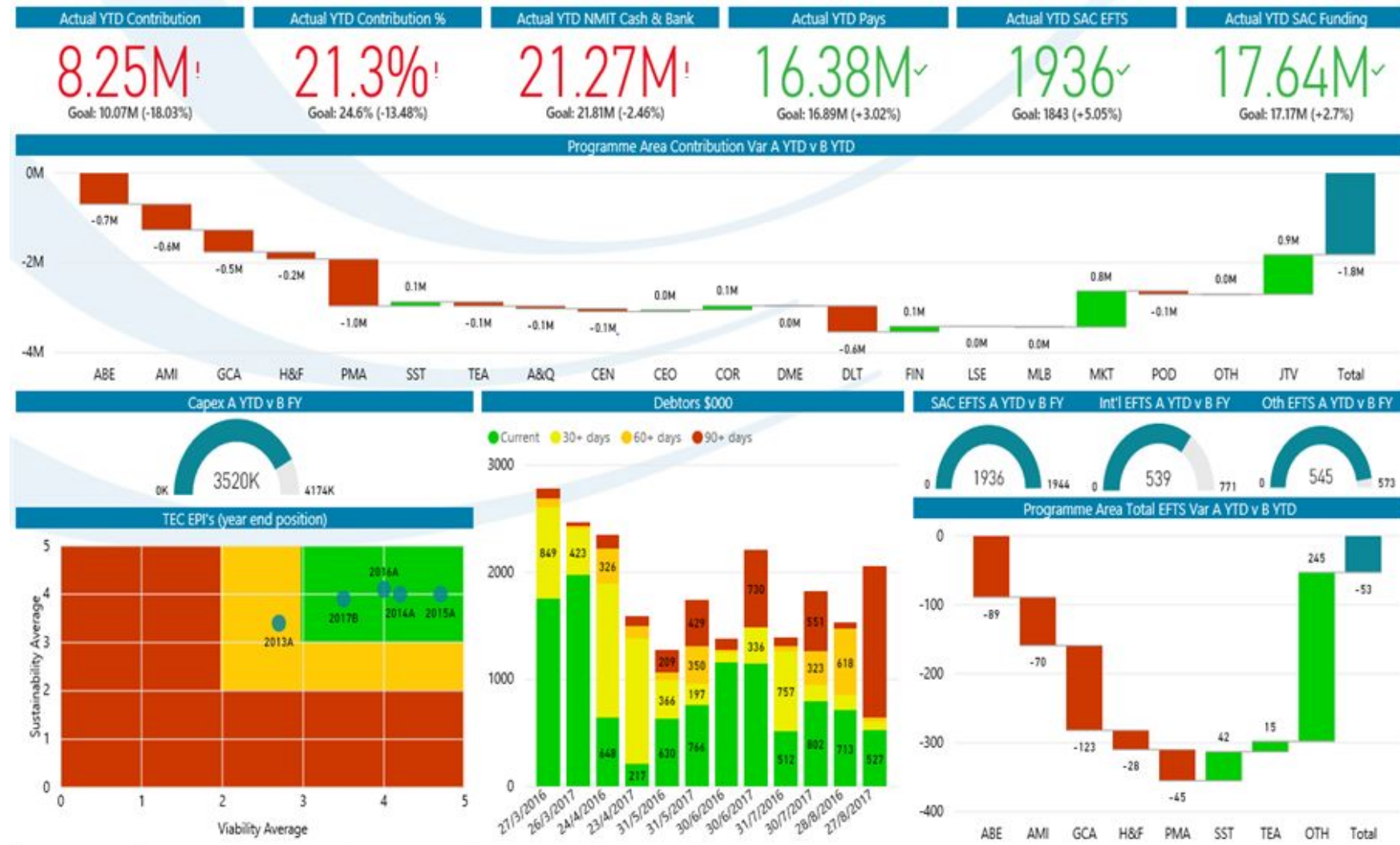


Nelson & Marlborough Institute of Technology

Financial Reporting & Analysis For Period Ending 10 September 2017 (Period 18)

Vicki Bryson : Finance Director

NMIT Executive Summary





NMIT Financial Operating Statement

For the period ending 10 September 2017

Category Description (\$000's)	Year to Date				Full Year		
	Actual	Budget	\$ Variance	%+(-)Variance	Budget	2016	2015
Income							
TEC Funding	17,756	17,284	471	3%	18,220	17,620	17,818
Youth Guarantee	1,404	1,493	(90)	(6)%	1,548	1,494	1,442
ITO	100	182	(83)	(45)%	212	264	293
Star & Trades Academy	318	533	(215)	(40)%	553	547	543
Student Fees - Domestic	6,632	7,228	(596)	(8)%	7,484	7,375	7,257
Student Fees - International	7,668	9,915	(2,247)	(23)%	11,188	9,329	8,600
Interest	531	494	36	7%	750	721	796
Other Income	4,322	3,751	572	15%	4,475	5,007	3,854
Total Income	38,729	40,880	(2,151)	(5)%	44,430	42,357	40,604
Expenditure							
Class Resources	1,638	1,931	293	15%	2,719	2,224	2,072
International Commissions	1,764	2,673	909	34%	2,979	2,379	2,695
Curriculum Support	46	61	15	24%	85	66	43
Information Technology	766	834	68	8%	1,205	1,251	1,099
HR & Training	617	452	(166)	(37)%	635	642	603
Marketing & Promotions	381	542	160	30%	755	675	1,577
Admin & Support	1,948	1,690	(258)	(15)%	2,184	2,484	1,860
Facilities	2,354	2,455	100	4%	3,396	3,341	3,069
Interest Expense	-	-	-	0%	-	0	0
Depreciation, Amortisation & Impairment	2,840	2,596	(244)	(9)%	3,750	3,792	3,440
JV/TANZ Costs	1,745	694	(1,052)	(152)%	814	1,300	2,447
SUTi's Share of GC Surplus/(Deficit)	-	-	-	0%	-	(380)	(909)
Total Opex Expenses	14,100	13,926	(174)	(1)%	18,522	17,773	17,996
Academic Pay	8,799	9,837	1,037	11%	14,855	13,019	11,405
Support Staff Pay	7,577	7,049	(528)	(7)%	10,697	10,078	8,678
Total Staffing Costs	16,376	16,886	509	3%	25,552	23,097	20,082
Total Expenditure	30,476	30,812	336	1%	44,074	40,870	38,078
Contribution	8,253	10,069	(1,816)	(18)%	356	1,487	2,526
Contribution %	21%	25%			1%	4%	6%

YTD contribution unfavourable to budget due to unfavourable income & opex variances. Income is unfavourable to budget across all categories except TEC funding, interest and other income. Opex is unfavourable to budget, with a mix of favourable and unfavourable variances. The main unfavourable variances are in JV/TANZ costs (higher JV EFTS), professional memberships (EER), purchases admin (TANZ eCampus costs). Pays are favourable to budget in academic with savings in GC and contractors under budget (timing/late starts).



Global Campus Financial Operating Statement

For the period ending 10 September 2017

Category Description (\$000's)	Year to Date				Full Year		
	Actual	Budget	\$ Variance	%+(-)Variance	Budget	2016	2015
Income							
Student Fees - International	2,081	3,953	(1,871)	(47)%	4,838	2,551	825
Interest	1	-	1	0%	-	14	11
Other Income	0	17	(17)	(98)%	25	6	4
Total Income	2,083	3,970	(1,887)	(48)%	4,863	2,571	840
Expenditure							
Class Resources	11	113	102	90%	159	25	(64)
International Commissions	371	1,011	639	63%	1,169	431	476
Curriculum Support	-	2	2	100%	3	-	-
Information Technology	20	20	(0)	(2)%	29	63	52
HR & Training	24	9	(15)	(169)%	13	2	2
Marketing & Promotions	4	62	58	93%	67	19	35
Admin & Support	41	173	132	76%	230	210	205
Facilities	882	880	(2)	(0)%	1,190	1,062	976
Depreciation, Amortisation & Impairment	93	-	(93)	0%	-	137	111
SUT's Share of Surplus/(Deficit)	-	-	-	0%	-	(380)	(909)
Total Opex Expenses	1,448	2,269	821	36%	2,858	1,568	885
Academic Pay	500	1,071	572	53%	1,616	803	220
Support Staff Pay	355	358	3	1%	540	580	528
Total Staffing Costs	855	1,429	574	40%	2,157	1,383	748
Total Expenditure	2,303	3,699	1,396	38%	5,014	2,951	1,633
Contribution	(220)	271	(491)	(181)%	(151)	(380)	(793)
Contribution %	(11)%	7%			-3%	-15%	-94%

Contribution \$(0.5)m unfavourable to budget, due to lower EFTS recruitment. Unfavourable income variance is partly offset by savings in commission and staffing costs.



Income : variance explanation

Category Description (\$000's)	Year to Date				Full Year		
	Actual	Budget	\$ Variance	%(-)Variance	Budget	2016	2015
Income							
TEC Funding	17,756	17,284	471	3%	18,220	17,620	17,818
Youth Guarantee	1,404	1,493	(90)	(6)%	1,548	1,494	1,442
ITO	100	182	(83)	(45)%	212	264	293
Star & Trades Academy	318	533	(215)	(40)%	553	547	543
Student Fees - Domestic	6,632	7,228	(596)	(8)%	7,484	7,375	7,257
Student Fees - International	7,668	9,915	(2,247)	(23)%	11,188	9,329	8,600
Interest	531	494	36	7%	750	721	796
Other Income	4,322	3,751	572	15%	4,475	5,007	3,854
Total Income	38,729	40,880	(2,151)	(5)%	44,430	42,357	40,604

TEC funding – favourable to budget

- ✓ SAC Funding L3+ allocated favourable to budget with higher EFTS. This includes allocation of additional 100 L3+ EFTS, which will partially offset shortfall in competitive funding.
- ✗ SAC Funding L1&2 unfavourable to budget with lower EFTS.
- ✗ SAC Funding L3+ competitive unfavourable to budget with lower EFTS.
- ✗ YG Funding unfavourable to budget with lower EFTS than budgeted.
- ✓ Programmes with EFTS higher than budget include NZ Dip Bus Online \$30k, BIT \$112k, MEC 3&4 \$109k, Skipper Restricted Limits \$422k, QDC \$36k, JV STS Seafood Proc \$678k, BV&W \$62k, NZ Cert Auto Eng (Light Vehicle) L4 \$243k, NZ Cert Carpentry \$195k, NZ Cert Mech Eng L4 \$48k, Cert in TPI (H&B) \$42k, Cert Hort L2 NN \$24k, Dip Aqua Tech \$24k, CAME \$34k, Cert AEF \$129k, Cert AVT \$63k, NZ Cert in Food & Beverage \$25k, NZ Cert in Hairdressing L4 (ES) NN \$51k, Health S/C \$27k, Bach Nursing Yr 3 \$108k, JV SUTI COP \$403k, JV SUTI Career Guidance \$321k, JV Annesbrook \$120k, Te Tuara \$37k, Te Haeata L3+ \$370k, Te Haeata (Karanga & Whaikorero) \$42k.
- ✗ Programmes with EFTS below budget include BCom NN \$(163)k, NZ Dip Bus \$(64)k, First Line Mgmt \$(83)k, Cert Computer Tech NN L3+ \$(163)k, Cert Computer Tech L2 \$(74)k, Cert Bus Admin NN L3+ \$(100)k, Cert Bus Admin ML L3+ \$(33)k, Nat Cert Retail L2 \$(44)k, Nat Cert Retail L3 \$(35)k, NZOW & NZOM \$(90)k, Advanced Deckhand \$(113)k, Cert in Superyacht Crewing \$(31)k, MEC 5&6 \$(43)k, CVP \$(54)k, NZ Cert Auto Eng L3 NN \$(40)k, NZ Cert Auto Eng L3 ML \$(39)k, NZ Cert Mech Eng L3 \$(60)k, NZ Dip Civil Eng \$(94)k, Cert TPI NN \$(97)k, Intro to Trades NN \$(66)k, NZ Cert Construction Trade Skills (Carpentry) ML \$(81)k, Trainee Ranger \$(24)k, Cert Hort NN \$(172)k, Cert Hort ML \$(204)k, NZ Cert in Hort Prod NN \$(116)k, NZ Cert in Hort Prod ML \$(158)k, BAMC \$(111)k, DOC Field Skills \$(54)k, NZ Cert Eng L3 (Army) \$(90)k, Dip AVT \$(84)k, NZ Cert Tourism \$(20)k, NZ Cert in Hairdressing L4 (ES) ML \$(30)k, NZ Cert Hosp \$(49)k, NZ Dip in Sport, Recreation & Exercise \$(141)k, Dip Fit Yr 2 \$(38)k, NZ Cert Hairdressing L3 ML \$(20)k, Bach Nursing Yr 2 \$(62)k, COP NN \$(36)k, COP ML \$(27)k, BAM \$(27)k, Training Schemes Cr Ind \$(98)k, Dip A&M \$(80)k, Cert Study & Career Prep \$(25)k, ELP L2 \$(30)k, ELP NZCEL \$(26)k, ELP ILN \$(68)k, Cert Counselling & Social Work \$(64)k, CVS \$(223)k.

ITO revenue – unfavourable to budget

- ✗ MITO & HITO below budget.

Star & Trades Academy revenue – unfavourable to budget

- ✗ Trades Academy unfavourable to budget – combination of budget phasing & lower EFTS.

Interest – small favourable variance



Income : variance explanation cont'd

Category Description (\$000's)	Year to Date				Full Year		
	Actual	Budget	\$ Variance	%+(-)Variance	Budget	2016	2015
Income							
TEC Funding	17,756	17,284	471	3%	18,220	17,620	17,818
Youth Guarantee	1,404	1,493	(90)	(6)%	1,548	1,494	1,442
ITO	100	182	(83)	(45)%	212	264	293
Star & Trades Academy	318	533	(215)	(40)%	553	547	543
Student Fees - Domestic	6,632	7,228	(596)	(8)%	7,484	7,375	7,257
Student Fees - International	7,668	9,915	(2,247)	(23)%	11,188	9,329	8,600
Interest	531	494	36	7%	750	721	796
Other Income	4,322	3,751	572	15%	4,475	5,007	3,854
Total Income	38,729	40,880	(2,151)	(5)%	44,430	42,357	40,604

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

- ✓ Programmes with fees higher than budget include CCC NN & all ACE \$21k, MEC 3&4 \$32k, NZ Cert Auto Eng (Light Vehicle) L4 \$32k, NZ Cert Mech Eng L4 \$23k, CAME \$58k, Cert AVT \$32k, NZ Cert in Food & Beverage \$23k, NZ Cert in Hairdressing (Salon Support) NN \$40k, NZ Cert in Hairdressing (ES) NN \$30k, Health S/C \$21k, Bach Nursing Yr 3 \$47k, JV SUTI Career Guidance \$24k, JV Annesbrook Diploma \$92k, Cert in Study & Career Prep \$31k.
- × Programmes with fees below budget include BCom NN \$(90)k, Cert Bus Admin L3 NN \$(78)k, PIFO \$(200)k, Dip FV Ops \$(28)k, NZOW & NZOM \$(38)k, Maritime S/C \$(97)k, MFish Contract \$(30)k, NZ Cert Auto Eng L3 NN \$(20)k, NZ Cert Mech Eng L3 \$(37)k, Dip Civil Eng \$(41)k, NZ Cert Construction Trade Skills L3 ML \$(39)k, Trainee Ranger \$(32)k, Cert AEF \$(21)k, NZ Cert Eng L3 (Army) \$(100)k, Dip AVT \$(51)k, NZ Dip in Sport, Recreation & Exercise \$(87)k, Bach Nursing Yr 2 \$(25)k, Dip A&M \$(54)k, Cert Counselling & Social Work \$(45)k.

Student Fees (International) – unfavourable to budget

- × International fees unfavourable to budget due to lower than budgeted EFTS, particularly GC due to lower pipeline from previous year, and lower recruitment.
- ✓ Programmes with fees higher than budget include BCom NN \$384k, Dip MEC 3&4 \$41k, BV&W \$67k, Dip Aqua Tech \$24k, BAMC \$20k, PGDSA \$21k, NZ Dip in Cookery L5 \$62k, Dip Beauty & Body Therapy ML \$31k, BAM \$249k, ELP NZCEL \$237k, GC Grad Dip Acctg \$59k, GC PGDip ITSM \$70k.
- × Programmes with fees below budget include PGDBE NN \$(759)k, NZ Dip Bus \$(289)k, PGDIB NN \$(181)k, PGDIB ML \$(150)k (cancelled), BIT \$(74)k, CAME \$(89)k, Cert AVT \$(46)k, NZ Cert Tourism \$(28)k, GC ESOL \$(60)k, GC Dip in Commerce Yr 1 \$(489)k, GC Dip Applied Mgmt \$(246)k, GC Dip IT \$(599)k, GC PGDIB \$(605)k.

Other Income – favourable to budget

- ✓ Resalable items \$34k (contra expense), rental income \$28k, In China \$55k, PIFO \$116k (contra fees), Blue Tick Project \$29k (contra salaries), eCampus \$63k (contra salaries), BAM \$37k, ELP NZCEL \$91k (contra expense), Central \$64k, IT Services \$23k, Finance \$32k, Campus Services (insurance claims – contra expense) \$37k, Y&C \$31k (TOTSTA admin fee), Flexi Learning \$177k (contra salaries).
- × Donations/Sponsorship \$(25)k, Maritime short courses \$(121)k, Research & Hub \$(30)k, Rata Room \$(20)k, ELTO \$(62)k (timing).

All income streams, except for TEC funding, interest and other income, unfavourable to budget, due to lower EFTS & different EFTS mix.



Operating Expenditure - variance explanation

Category Description (\$000's)	Year to Date				Full Year		
	Actual	Budget	\$ Variance	%+(-)Variance	Budget	2016	2015
Expenditure							
Class Resources	1,638	1,931	293	15%	2,719	2,224	2,072
International Commissions	1,764	2,673	909	34%	2,979	2,379	2,695
Curriculum Support	46	61	15	24%	85	66	43
Information Technology	766	834	68	8%	1,205	1,251	1,099
HR & Training	617	452	(166)	(37)%	635	642	603
Marketing & Promotions	381	542	160	30%	755	675	1,577
Admin & Support	1,948	1,690	(258)	(15)%	2,184	2,484	1,860
Facilities	2,354	2,455	100	4%	3,396	3,341	3,069
Interest Expense	-	-	-	0%	-	0	0
Depreciation, Amortisation & Impairment	2,840	2,596	(244)	(9)%	3,750	3,792	3,440
JV/TANZ Costs	1,745	694	(1,052)	(152)%	814	1,300	2,447
SUT's Share of GC Surplus/(Deficit)	-	-	-	0%	-	(380)	(909)
Total Opex Expenses	14,100	13,926	(174)	(1)%	18,522	17,773	17,996

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

- ✓ Favourable overall.
- ✓ Favourable variances in course purchases \$187k, accreditation fees \$103k (Blue Tick, Maritime programme redevelopment), cost of sales \$53k (contra revenue), moderation \$32k.
- ✗ Unfavourable variances in photocopying/printing \$(68)k, travel & accommodation – course \$(24)k (ELTO, ELP).

International Commissions (Commissions paid to international agents)

- ✓ Favourable due to lower international revenues.

Curriculum Support (Costs to support teaching & curriculum)

- ✓ Small favourable variance in research.

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

- ✓ Favourable overall, mainly in licence fees \$71k and internet \$34k.
- ✗ Unfavourable variance in landlines \$(45)k.

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

- ✗ Unfavourable overall with main unfavourable variances in professional memberships \$(156)k (EER costs) and health & safety \$(35)k.
- ✓ Favourable variance in staff recruitment \$20k.

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

- ✓ Favourable variances in sponsorship \$30k, advertising \$60k, photocopying/printing – promotion \$35k, and international costs \$75k.
- ✗ Unfavourable variance in scholarships \$(26)k.



Operating Expenditure - variance explanation cont'd

Category Description (\$000's)	Year to Date				Full Year		
	Actual	Budget	\$ Variance	%+(-)Variance	Budget	2016	2015
Expenditure							
Class Resources	1,638	1,931	293	15%	2,719	2,224	2,072
International Commissions	1,764	2,673	909	34%	2,979	2,379	2,695
Curriculum Support	46	61	15	24%	85	66	43
Information Technology	766	834	68	8%	1,205	1,251	1,099
HR & Training	617	452	(166)	(37)%	635	642	603
Marketing & Promotions	381	542	160	30%	755	675	1,577
Admin & Support	1,948	1,690	(258)	(15)%	2,184	2,484	1,860
Facilities	2,354	2,455	100	4%	3,396	3,341	3,069
Interest Expense	-	-	-	0%	-	0	0
Depreciation, Amortisation & Impairment	2,840	2,596	(244)	(9)%	3,750	3,792	3,440
JV/TANZ Costs	1,745	694	(1,052)	(152)%	814	1,300	2,447
SUTI's Share of GC Surplus/(Deficit)	-	-	-	0%	-	(380)	(909)
Total Opex Expenses	14,100	13,926	(174)	(1)%	18,522	17,773	17,996

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

- ✓ Favourable variance in photocopying/printing – admin \$31k, travel & accommodation – admin \$95k.
- ✗ Unfavourable variances in purchases admin \$(303)k (TANZ eCampus costs – not budgeted), consultants \$(66)k (CAM plan, Gallup survey).

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

- ✓ Favourable variances in contract maintenance \$41k, insurance \$106k, warrant/COF \$21k, and cleaning \$25k.
- ✗ Unfavourable variances in security & keys \$(66)k.

Depreciation, Amortisation & Impairment

- ✗ Unfavourable to budget.

JV/TANZ Costs

- ✗ Unfavourable variance due to higher JV EFTS in STS Seafood Processing, SUTI COP, SUTI Career Guidance, and Annesbrook Diploma (offset against favourable revenue variances). Possible due to increased EFTS allocation.

Opex 1% unfavourable to budget, with main unfavourable variances in HR & training (professional memberships), admin & support (TANZ eCampus costs), depreciation and JV/TANZ costs (offset revenue). These are partly offset by favourable variances in international commissions (offset lower international revenues), class resources, IT and facilities costs.



Pays - variance explanation

Category Description (\$000's)	Year to Date				Full Year		
	Actual	Budget	\$ Variance	%+(-)Variance	Budget	2016	2015
Academic Pay	8,799	9,837	1,037	11%	14,855	13,019	11,405
Support Staff Pay	7,577	7,049	(528)	(7)%	10,697	10,078	8,678
Total Staffing Costs	16,376	16,886	509	3%	25,552	23,097	20,082

Academic pays

- ✓ Favourable by \$1m.
- ✓ Main favourable variances in GC \$571k, PGDBE \$262k, Confucious & China NZ \$136k, PGDip ITSM \$102k, Te Haeata (Karanga & Whaikorero) \$74k, NZ Dip Bus Online \$68k, Bach Nursing Yr 2 \$57k, Te Ata Hou L3+ \$55k, Superyacht \$54k, First Line Mgmt \$54k, NZ Cert Food & Bev \$49k, Training Schemes Cr Ind \$49k, NZ Cert Carpentry L4 \$40k, MEC 5&6 \$39k, NZ Cert Auto Eng L3 ML \$38k, Bach Nursing Yr 1 \$33k, BCom NN \$26k, COP ML \$25k, Zhejiang \$25k, Dip AVT \$25k, NZ Cert Hospitality L2 \$24k, Cert in Study & Career Prep \$22k, Dip Beauty & Body Therapy NN \$21k, Bach Nursing Yr 3 \$20k.
- x Main unfavourable variances in Te Haeata L3+ \$(91)k, eCampus \$(82)k, Trades Admin \$(79)k, ELP NZCEL \$(59)k, Skipper Restricted Limits \$(46)k, Maritime S/C \$(44)k, Arts, Media & Digi Tech Admin \$(43)k, Dip Beauty & Body Therapy ML \$(43)k, CAME \$(40)k, , BIT \$(37)k, BAM \$(34)k, ELTO \$(30)k, Soc Sci Admin \$(30)k, Trades Academy – Tourism & Hospitality \$(30)k, Trainee Ranger \$(26)k, In China \$(23)k, NZ Dip Bus \$(22)k, Cert Computer Tech L2 \$(22)k, CCC NN & All ACE \$(21)k, Trades Academy Auto \$(21)k, Research & Hub \$(20)k.

Allied pays

- x Unfavourable to budget by \$(528)k.
- ✓ Favourable variance in Finance & Process Improvement \$72k, International Marketing \$63k, Maritime & AVT Admin \$62k, Flexi Learning \$50k, App Bus & ELP Admin \$46k, Research & Hub \$29k, Trades Admin \$26k, Website \$25k, Council Admin \$21k, YES \$21k, POD \$20k.
- x Unfavourable variances in eCampus \$(261)k (contra income), Blue Tick \$(187)k (contra income), Academic & Quality \$(85)k (EER support), Primary Industries Admin \$(82)k, NZ Cert in Construction Trade Skills (Carpentry) NN \$(45)k, Soc Sci Admin \$(36)k, TTP Admin \$(34)k, CEO Admin \$(32)k, Cert in TPI NN \$(32)k, IT Services \$(30)k (contra consultancy), Student Advice \$(29)k, Campus Services \$(24)k, Y&C \$(21)k.

YTD pays \$0.5m favourable against budget.

Backpay has been accrued for academic IEAs.

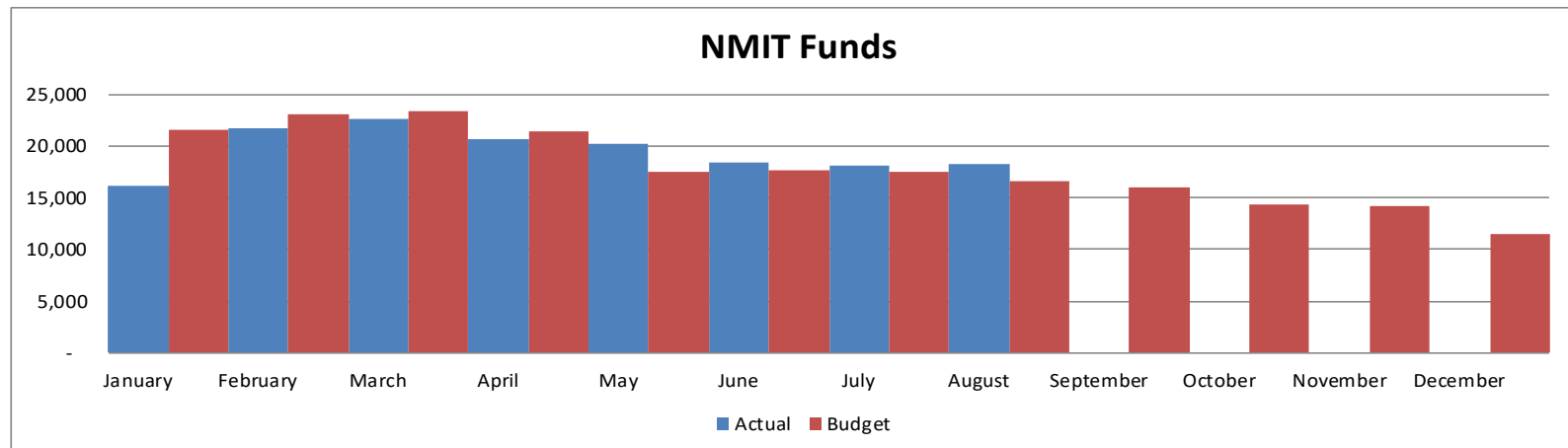
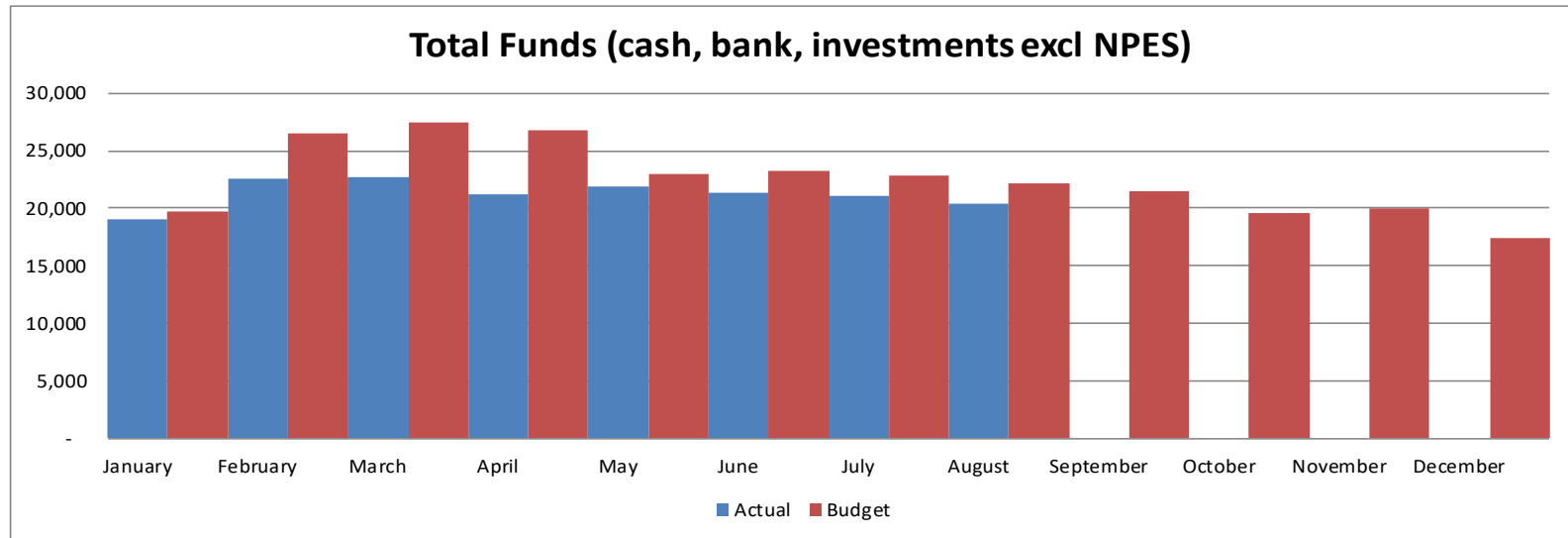


Capital Expenditure as at 10 September 2017

	2017 YTD Actual	2017 Original Budget	2017 Additional Approvals	2017 Revised Budget	Balance To Spend	%
Land	-	-	-	-	-	
Buildings	95	163	95	258	163	
Art	(0)	-	-	-	0	
Computers	1,006	2,311	110	2,420	1,414	
Programme Development	78	210	153	364	286	
Plant & Equipment	723	1,241	7	1,248	525	
Vehicles	112	141	-	141	29	
Books	57	108	-	108	51	
Work in progress - to allocate	1,449	-	-	-	(1,449)	
Total	3,520	4,174	365	4,539	1,019	78%

- 78% of capex budget spent to date.
- Tracking is on course. Actions in place to remain under budget to save.

Cash flow Graph



NMIT funds increased by \$0.1m during August to \$18.2m. They are \$1.5m higher than budget, due to lower than budgeted student fees in advance, due to lower EFTS.



NMIT Financial Statement of Position

As at 10 September 2017

	Institute Actual 10th September (\$000)	Budget 10th September (\$000)	Actual 11th September (\$000)
Assets			
Current assets			
Cash and cash equivalents	940	5,456	688
Debtors and other receivables	6,804	8,761	6,387
Investments	20,329	16,350	23,240
Prepayments	562	752	679
Total current assets	28,636	31,319	30,994
Non-current assets			
Property, plant and equipment	87,306	87,076	87,460
Intangible assets	2,801	3,966	2,692
Total non-current assets	90,107	91,042	90,152
Total assets	118,743	122,361	121,146
Liabilities			
Current liabilities			
Creditors & other payables	3,688	4,216	3,459
Revenue received in advance	4,430	6,747	5,103
Provisions	1,571	1,337	1,497
Other financial liabilities	1,604	1,550	1,973
Total current liabilities	11,293	13,849	12,031
Non-current liabilities			
Provisions	180	147	147
Total non-current liabilities	180	147	147
Total liabilities	11,474	13,996	12,178
Net assets	107,269	108,365	108,968
Equity			
Capital introduced	29,039	29,039	29,039
Accumulated funds	28,630	29,726	30,328
Revaluation reserves	46,745	46,745	46,745
Capital reserves	2,855	2,855	2,855
Total equity	107,269	108,365	108,968

Net assets \$(1.1)m unfavourable to budget. Current assets \$(2.7)m unfavourable largely due to a combination of lower than budgeted cash & investments \$(0.5)m and debtors \$(2.0)m. Current liabilities \$2.6m favourable overall largely due to lower revenue in advance \$2.3m (lower international student numbers). Non-current assets \$(0.9)m lower than budget due to timing of capital spend (later than budgeted) & higher depreciation.



NMIT Financial Statement of Cashflows

For the period ending 10 September 2017

	Institute		
	Actual	Budget	Actual
	10th September 2017 (\$000)	10th September 2017 (\$000)	11th September 2016 (\$000)
Cash flows from operating activities			
Receipts from government grants	14,851	12,339	14,242
Receipts from tuition fees	11,343	15,745	12,482
Receipts from other income	4,161	5,658	4,582
Interest income received	468	494	450
Payments to employees	(16,345)	(16,886)	(15,458)
Payments to suppliers	(10,996)	(9,907)	(9,606)
Interest paid	-	-	(0)
GST (net)	308	(22)	375
Net cash flows from operating activities	3,788	7,423	7,067
Cash flows from investing activities			
Receipts from sale of property, plant and equipment	-	-	-
Realisation of investments	-	-	-
Purchase of property, plant and equipment	(2,679)	(2,690)	(2,152)
Purchase of intangible assets	(332)	(1,408)	(420)
Acquisition of investments	(3,054)	-	(6,960)
Net cash flows from investing activities	(6,065)	(4,099)	(9,532)
Net increase/(decrease) in cash and cash equivalents	(2,277)	3,324	(2,465)
Cash and cash equivalents at beginning of year	3,218	2,132	3,154
Closing cash and cash equivalents	940	5,456	688

Net cash flows from operating activities are \$(3.6)m unfavourable to budget overall. Lower than budgeted receipts from tuition fees \$(4.4)m and other income \$(1.5)m, and higher than budgeted payments to suppliers \$(1.1)m are only partly offset by higher than budgeted receipts from government grants \$2.5m, lower than budgeted payments to employees \$0.5m, and lower than budgeted net GST \$0.3m. Net cash flows from investing are \$(2.0)m unfavourable to budget with the \$1m favourable variance on capex spend offset by \$3.0m increase in funds on 90+ days deposit.



Nelson & Marlborough Institute of Technology

Investments



Investments as at 10 September 2017

a) Summary		10 September 2017			16 July 2017		Change	
Bank	Rating	Amount	Average Rate	Average Term	Amount	Average Rate	Value	Average Rate
ANZ	AA-	9,003,932	3.898%	213.68	11,350,000	3.909%	(2,346,068)	(0.01)%
ASB	AA-	600,000	3.940%	206.00	-		600,000	3.94%
BNZ	AA-	6,500,000	3.845%	225.42	6,500,000	3.845%	-	0.00%
Westpac	AA-	-			-		-	0.00%
Rabobank	A	-			-		-	0.00%
SBS	BBB	4,225,000	3.838%	218.63	4,375,000	3.838%	(150,000)	0.00%
Total		\$20,328,932	3.881%	212.55	\$22,225,000	3.877%	(\$1,896,068)	0.004%
b) Other Cash not on deposit		\$ 940,401			\$ 1,675,329		(734,929)	
c) New Deposits during Month		\$ 600,000			\$ 2,800,000		(2,200,000)	
d) Deposits broken in month		\$ -			\$ -		-	
e) Due Repayment coming month		\$ 2,950,000			\$ 3,350,000		(400,000)	



Nelson & Marlborough Institute of Technology

Forecast Update

Vicki Bryson : Director Finance & Business Improvement



Forecast 2017 shows breakeven position is unlikely...

- 2017 has presented a range of financial challenges including:
 - Competitive funding late start and restraints of funding mechanism
 - Low international recruitment, both in Auckland and Nelson, and lower “tail” from 2016 than budgeted
 - EER costs and support
 - Additional blue tick costs
 - E Campus unbudgeted expenses and lower EFTS
 - Opportunities in maritime short courses lower than previous years (5 year cycle)
 - Increased programme area management costs
 - Increased capex (GC exit, simulators, timing)
 - Significant delays at Immigration NZ meaning visa delays for international students
- 2017 has presented a number of financial opportunities
 - Additional SAC L3+ funding approved
 - YG mix change allowing maximisation of YG enrolments
 - Increased offshore activity with China partners
 - Higher interest rates earning additional interest



Forecast 2017 shows breakeven position is unlikely...

- **2017 has 3 more months to make improvements**
 - October, November and December cohorts still to recruit international cohorts
 - Reduce annual leave liability
 - Optimise E campus enrolments (monthly intakes) to offset E campus courses
 - Follow up and run any short course opportunities (example 160+ first aid enrolments quoted for this week)
 - Maximise Summer School enrolments
 - GC TBC pending decision
 - Continue to make opex savings – 5% minimum was required but all being closely monitored
 - Capex savings – all capex stopped unless business critical
 - Another auction to dispose of old items, collection ongoing
 - Optimise every funding source as much as possible
 - Ensure clawback is kept to a minimum (through close monitoring of EPI)
 - Minimise 2017 withdrawals and refunds

- **2017 year end forecast is circa \$(1m) loss**

A number of unknowns remain such as:

 - two PG cases
 - ongoing complaints that may need refunds
 - international visa delays
 - Final JV numbers
 - Final funding % achieved
 - E campus overall achievement (as shareholders)



Forecast 2017 shows breakeven position is unlikely...

- **2017 cash levels remain strong**
 - Cashflow overall is likely to be positive for full year, depending on PNG debtors and International timing
 - Investments still over \$20m at present and forecasted to remain
 - Capital spend under budget and forecasted to remain under



SANITI Report to NMIT Council – Thursday 5 October 2017

Strategic Goal One – Fun social events and strong campus culture

- **Nelson** – The Association ran an event on 17th of August on Richmond Campus and free food events on 2nd, 22nd of August, 6th and 20th of September on Nelson Campus. In addition to these events, the Association supported Tony Gray (NMIT CEO) farewell on 17th of August, including a gift as a thank you on behalf of students. The Association advocacy and support services continue to be in heavy demand. In addition to these events the Association has been providing students with free food, with the support of the NMIT hospitality area and Ake Ake café. Planning is now underway for Autumn Festival, Diwali and Graduation.
- **Marlborough/Woodbourne Campuses** – The Association ran a soup event on Base Woodbourne on 9th of August and supported the CAEF Graduation on 24th of August. The Association ran a hot chocolate and muffin event on Marlborough campus on 21st of September. Preparation is now underway for Graduation
- **International Event Schedule** – The Association ran an Orientation trip from Nelson campus on 27th of July, Dinner and Games on 3rd of August, Social evening in Marlborough on 23rd of August and Farm Visit on 26th of August. The Association supported AVT with a rafting trip on 6th of September, ran the Kaiteriteri trip on 9th of September and a trip to Nelson Lakes on 16th September.
- **Global Campus** – The Association in conjunction with NMIT ran a lunch time event, including games on 28th of August and an orientation trip for the new intake on 22nd of September. Preparation for Diwali and Graduation was discussed at a meeting on 25th of September at Global Campus.

Strategic Goal Two – Friendly, quality support, advocacy and services for all students

- **Advocacy** – The advocacy and support services continue to be in heavy demand. The Association ran an advocacy session in Marlborough on 21st of August and met with the manager of Tertiary Support from StudyLink alongside NMIT staff on 30th of August.
- **Programme Representatives** – Programme Rep meetings were held on 28th, 29th and 30th of August for Nelson and Marlborough campuses and off site apprentices. The Global Campus Programme Rep meeting was held on 17th of August and a review date needs to be confirmed for Programme Representative Policy.
- **Employment** – Demand for this service continues to grow on all campuses with an increased number of job listing being made available to Global Campus students. The first Employment Information session was held on Base Woodbourne on 21st of July and sessions have now been scheduled in line with course dates.

Strategic Goal Three – Independent representation of the student voice and student engagement

- **Executive** – Executive meetings have been held on the 24th of February, 16th of March, 7th of April, 19th of May, 2nd of June, 21st of July, 11th August and 1st of September. The next meeting is scheduled for 13th of September.
- **SGM** – The Special General Meeting is scheduled for the 17th of October. The biggest agenda item for the SGM will be the constitution changes, which has been finalised ready for consultation.
- **China Project** – The Association has successfully run activity programmes for ZJWEU, HBPU, HUT, GDPI and Ning Xia tutors and student groups and has received positive feedback from the participants. Thank you to everybody involved.

STATE SERVICES COMMISSION
Te Komihana O Ngā Tari Kāwanatanga



9 August 2017

Dear Board Chairs and Chief Executives

Please find attached two important pieces of guidance for the upcoming general election:

- The State Services Commission's guidance Negotiations between political parties to form a government – support from the State sector
- A Cabinet Office Circular Constitutional procedures after the election

I am distributing the Circular on behalf of Cabinet Office, which can be found on the DPMC website here: <https://www.dPMC.govt.nz/publications/co-17-6-constitutional-procedures-after-election>

The SSC guidance is designed to ensure the required information and analysis from the State sector is available to political parties negotiating to form a government after the election, while protecting the political neutrality of the State sector.

The key points of the 2017 guidance, which are unchanged from the 2014 version, are;

- Only the Prime Minister may authorise access by political parties to State sector agencies
- The State Services Commissioner is the contact point and facilitator between political parties and State sector agencies

I am providing this guidance to all agencies within my legal mandate under the State Sector Act, and to agencies in the wider State sector on behalf of Ministers who expect those agencies to follow the same practices.

SSC has a dedicated election support and advice team if any of your staff need to check anything related to the election period. They can be reached at: election@ssc.govt.nz

Any questions about the Cabinet Office Circular should be directed to Anna Fleming, Legal and Constitutional Adviser, Cabinet Office at: Anna.Fleming@dPMC.govt.nz

Yours sincerely

Peter Hughes
State Services Commissioner

2 The Terrace
PO Box 329 Wellington 6140
New Zealand
Phone +64-4-495 6600
Fax +64-4-495 6686
www.ssc.govt.nz



Cabinet Office

CO (17) 6

Circular

Date: 8 August 2017

Intended for

All Ministers
All Chief Executives
Chiefs of Staff
All Senior Private Secretaries
Speaker of the House of Representatives
Chief Parliamentary Counsel
Controller and Auditor-General
Chief Ombudsman
Official Secretary, Government House

Constitutional Procedures after the Election

Introduction

- 1 In February this year the Cabinet Office issued guidance on decision making in the pre-election period.¹ That guidance reiterates that the government has the right to govern as usual until the election. As in previous election years, the government has chosen to exercise restraint in respect of significant appointments and government advertising.
- 2 This circular provides guidance on the constitutional procedures that will apply *after* the general election. It includes key dates, a summary of the transition process between administrations, and references to other guidance material.
- 3 All Ministers, Ministers' offices, and government agencies are expected to follow these guidelines.
- 4 For the purposes of this circular, "government agencies" means agencies in the state sector, including public service departments, other state services, agencies in the wider state sector (see [paragraphs 3.3-3.5](#) of the Cabinet Manual for a complete definition of the state sector), and other agencies within Ministers' portfolios that do not form part of the state sector.

¹ [Government Decisions and Actions in the Pre-election Period](#), Cabinet Office Circular CO (17) 1.

Key dates

- 5 The key dates in the immediate post-election period are as follows:

23 September 2017	Polling day.
12 October 2017	The day fixed for the return of the writ: formal announcement of successful constituency candidates. The return of the writ is followed by a declaration of the successful list MPs. The return of the writ must be postponed until the completion of any recount, and may be postponed in anticipation of any application for a recount.
21 October 2017	Ministers who are not returned as MPs must leave office by this date.
23 November 2017	Parliament must meet by this day. The opening of Parliament involves the Commission Opening (day 1) and the State Opening (day 2), including the Speech from the Throne. This date is a nominal date only. The actual first meeting day will be decided following the formation of the government.

- 6 Other dates, such as the appointment ceremony for Ministers, the first meeting of the new Parliament, and the full resumption of government business, will not be known until after the election. This information will be provided as soon as it is available.

The caretaker convention

- 7 After polling day, the Prime Minister is likely to indicate that the incumbent government will operate in accordance with the caretaker convention until the political situation is resolved and the new administration has been sworn in (see [paragraphs 6.21 to 6.40](#) of the Cabinet Manual about decision making during periods of caretaker government and the role of departments in that process).
- 8 During the caretaker period, Ministers continue to hold full executive authority, and are entitled to receive the same level of support that they normally receive from the departments and agencies for which they are responsible, including being advised and getting information for the purposes of administering government business within their portfolios.
- 9 Ministers should, however, ensure that any requests that they make for advice or information from their officials are for the purposes of their portfolio responsibilities and not for party political purposes (including negotiations to form a government).
- 10 In summary, there are two arms to the caretaker convention:
- 10.1 Where it is not clear who will form the next government:
- 10.1.1 the normal business of government, and the day to day administration of departments and other agencies in the State sector may continue as usual;
- 10.1.2 decisions taken and specific policy determined before the start of the caretaker period may usually be implemented;

- 10.1.3 decisions on significant issues, new policy or changes to existing policy, and issues with long-term implications should be deferred if possible. If deferral is not possible, short-term solutions should be sought. If this is not feasible, decisions should be made after consultation with other parties.

No hard and fast rules are possible. The practical consequences of this restraint may vary according to the political context. Ministers may need to take into account various considerations, both on whether it is appropriate or necessary to proceed on a matter, and how it should be handled.

- 10.2 Where it is clear who will form the new government, but they have not yet taken office, the government continues in caretaker mode until Ministers are formally appointed. The outgoing government should undertake no new policy initiatives, and should act on the advice of the incoming government on any significant constitutional, economic or other issue that cannot be delayed until the new government formally takes office – even if the outgoing government disagrees with the course of action proposed. Situations of this kind are likely to be relatively short-lived, as a swift transition between administrations is enabled by New Zealand's constitutional arrangements, including section 6(2)(a) of the Constitution Act 1986.

Decision making in the period immediately after the election

- 11 It is expected that Cabinet will meet soon after the election. Cabinet and individual Ministers may be constrained in their decision making during this period in accordance with the caretaker convention. Further information will be provided at that time on practical arrangements for Cabinet decision making after the election.

Ministers who are not returned as members of Parliament

- 12 Current Ministers continue with their existing responsibilities after the election, until new Ministerial appointments are made or their responsibilities are reassigned. Ministers who are not returned as MPs may continue in office as caretaker Ministers for a period, but must leave office no later than 28 days after polling day (that is, by 21 October 2017), under [section 6\(2\)\(b\) of the Constitution Act 1986](#). The Cabinet Office will arrange for Ministers in this situation to submit their resignations to the Prime Minister and the Governor-General, if required.

The government formation period

- 13 It is possible that following the general election, two or more parties will negotiate to form a new government.

Guidance on support from the State sector

- 14 While inter-party negotiations to form a government are the business of politicians, negotiating parties may seek access to the State sector for information and analysis on issues that might form part of any coalition, support or other agreement.
- 15 The State Services Commissioner manages any involvement by officials in the government formation process. The Commissioner has issued guidance in relation to this process, entitled [Negotiations Between Political Parties to Form a Government: Guidelines on Support from the State Sector](#). It is expected that all agencies in the State sector will follow the process set out in the guidelines.

- 16 Only the Prime Minister may authorise access by a political party to State sector agencies. The State Services Commissioner is the contact point and facilitator between political parties and State sector agencies. If government agencies receive direct requests for information or assistance from political parties (including parties represented in the government), they should refer them to the Commissioner and notify the relevant department. Ministers must refer such requests to the Prime Minister.

The role of the Governor-General

- 17 By convention, the Governor-General's role in the government formation process is to ascertain where the confidence of the House of Representatives lies, based on the political parties' public statements, so that a government can be appointed. It is not the Governor-General's role to form the government or to participate in any negotiations (although the Governor-General may wish to talk to party leaders if the talks have no clear outcome).
- 18 The Governor-General will, by convention, abide by the outcome of the government formation process in appointing a government. The Governor-General will also accept the political decision as to which individual will lead the government as Prime Minister.
- 19 During the government formation process, the Clerk of the Executive Council provides official, impartial support to the Governor-General, including liaising with party leaders as required on the Governor-General's behalf.

Appointment of new government and allocation of portfolios

- 20 Once the outcome of any government formation process is known, the timing and arrangements for the transition from one administration to the next depend on a number of practical matters, including the allocation of portfolios. Portfolio responsibilities will not formally change until the current Ministers have resigned and the new Ministers have been appointed by the Governor-General.
- 21 In practice there is usually a period of some days between the formation of a new government and the new ministry taking office. Current Ministers continue in office, in a caretaker capacity, until new appointments are made (subject to [section 6\(2\)\(b\) of the Constitution Act](#) – see paragraph 12 above).
- 22 It is the practice for a full appointment ceremony to be held when a government is formed after an election, even when the composition of the government has not changed greatly. The ceremony formally marks the formation and commencement of a new administration, and marks the end of the caretaker period.
- 23 Once the new ministry is ready to be sworn in, the Cabinet Office will arrange for all Ministers to submit their resignations to the Prime Minister and the Governor-General. The new ministry will be sworn into office and the Governor-General will sign the warrants appointing Ministers to particular portfolios.
- 24 Portfolio responsibilities may change after the election, either as a result of a reshuffle or a change of government. Agencies should not assume, therefore, that an existing Minister will retain a certain portfolio or that a party spokesperson for a certain portfolio will be appointed as the Minister for that portfolio.

Briefing the incoming government

- 25 Each new Minister will receive a Briefing for the Incoming Minister (BIM) in respect of each of his or her portfolios.
- 26 Agencies in the wider State sector and agencies within Ministers' portfolios that do not form part of the State sector would normally brief the incoming government through the relevant department. If an agency considers it appropriate to brief a Minister separately, it is expected that the agency will comply with the rules that apply to departments concerning the timing, content, and release of BIMs. If a separate briefing is provided, the agency should provide a copy of it to the relevant department.

Content

- 27 Guidance on the content of BIMs is set out in [paragraphs 3.16 to 3.21](#) of the Cabinet Manual, and in [Chapter 3](#) of the State Services Commission's *Guidance for the 2017 Election Period: State Servants, Political Parties, and Elections*.

Timing

- 28 BIMs are usually provided to new Ministers following their appointment (that is, after the appointment ceremony). The incumbent Prime Minister may, however, wish to authorise the provision of BIMs to incoming Ministers once portfolio allocations have been announced through the Ministerial List. The Secretary of the Cabinet will inform chief executives of any such authorisation from the Prime Minister.
- 29 Departments and agencies must inform the incumbent Minister and the State Services Commissioner before providing BIMs in such cases. The incumbent Minister continues to hold full executive authority until the incoming Minister has been appointed.
- 30 If government formation negotiations have concluded and there is to be a change of government, but portfolio allocations have not yet been announced, chief executives may, *in cases of great urgency*, provide advice to the incoming government through the Prime Minister-designate. This advice may be given only after the express consent of the incumbent Prime Minister has been obtained and a process has been agreed with the State Services Commissioner.

Release of BIMs

- 31 While BIMs are subject to the [Official Information Act 1982](#), there is no presumption of public release. Whether a BIM is released publicly is a matter for the Minister, not the department or agency, to decide (see [paragraph 3.19](#) of the Cabinet Manual).

Distribution of circular and further guidance

- 32 The State Services Commissioner will provide copies of this circular to agencies in the State sector, including non-Public Service departments, statutory Crown entities, Crown entity companies, organisations listed in [Schedule 4](#) and companies listed in [Schedule 4A](#) of the Public Finance Act 1989, the Reserve Bank of New Zealand, tertiary education institutions, State Owned Enterprises, and the Offices of Parliament.
- 33 Public Service chief executives should forward copies of this circular to the heads of other agencies within their Ministers' portfolios that do not form part of the State sector.
- 34 Further information on constitutional procedures after the election is available as follows:
- 34.1 The [Cabinet Office website](#), including:
- 34.1.1 [Elections, Transitions, and Government Formation](#), Chapter 6 of the Cabinet Manual;
- 34.1.2 [Briefing for Incoming Ministers](#), paragraphs 3.16 to 3.21 of the Cabinet Manual;
- 34.1.3 [Government Decisions and Actions in the Pre-election Period](#), Cabinet Office circular CO (17) 1;
- 34.1.4 [Management of Parliamentary Business after the Dissolution of Parliament](#), Cabinet Office Circular CO (17) 4.
- 34.2 The website of the [State Services Commission](#), including:
- 34.2.1 [Guidance for the 2017 Election Period: State Servants, Political Parties, and Elections](#);
- 34.2.2 [General Election 2017 – Political Neutrality: Questions and Answers for State Servants](#) and [General Election 2017: Factsheet for State Servants](#);
- 34.2.3 [Negotiations between Political Parties to Form a Government: Guidelines on Support from the State Sector](#).
- 35 Following the election, the Cabinet Office will issue [circulars](#) on the practical requirements for decision making in the post-election period.

Michael Webster
Secretary of the Cabinet and Clerk of the Executive Council

Enquiries:

Rachel Hayward, Deputy Secretary of the Cabinet (Constitutional and Honours)
Ph: (04) 817 9778
rachel.hayward@dpmc.govt.nz

Anna Fleming, Legal and Constitutional Adviser
Ph. (04) 817 9741
anna.fleming@dpmc.govt.nz

Acting in the Spirit of Service Negotiations between political parties to form a government

STATE SERVICES COMMISSION
Te Komihana O Ngā Tari Kāwanatanga



Following the general election on 23 September 2017 negotiations between political parties may occur in order to form a government. As part of these negotiations political parties may request information and analysis from State sector agencies. There is a public interest in providing this assistance to parties, as it allows negotiating parties to form a government on an informed basis.

This guidance outlines the principles and processes under which assistance from agencies may be provided to political parties. It is designed to facilitate the provision of useful information to negotiating parties in a way that protects the political neutrality of the State sector, and is transparent, flexible and pragmatic.

WHICH AGENCIES DOES THIS GUIDANCE APPLY TO?

The guidance applies to all agencies within the State sector. It has been sent to Public Service departments, statutory Crown entities (excluding school boards of trustees), Crown entity companies, agencies on the 4th Schedule of the Public Finance Act, Public Finance Act Schedule 4A companies, New Zealand Police, New Zealand Defence Force, Parliamentary Counsel Office, Reserve Bank of New Zealand, State-Owned Enterprises, Crown Research Institutes, Tertiary Education Institutions, the New Zealand Security Intelligence Service, Offices of Parliament, Office of the Clerk of the House of Representatives and Parliamentary Service.

PRINCIPLE

State servants, through their chief executives, should (if requested) be made available to provide information and analysis to negotiating parties. They must not, however, be involved in, or be present for, any political negotiations.

The following key points support the principle in practice:

- Only the Prime Minister may authorise access by a political party (or parties) to State sector agencies.
- The State Services Commissioner (the Commissioner) is the contact point and facilitator between political parties and State sector agencies.

RECEIVING A REQUEST FOR INFORMATION

Political parties (including those represented in the Government) should direct all requests for information relating to negotiations to the Prime Minister, who will in turn refer the request, if authorised, to the Commissioner.

The Commissioner will act as the central contact point between political parties and State sector agencies. Ministers should not approach their departments directly for information to be used in any coalition, support or other negotiations aimed at forming a government.

If a request is received by a State sector agency directly from a political party, the agency must immediately refer the request to the Commissioner. Upon receiving a request for information from a political party, the Commissioner will confirm with the Prime Minister that the assistance may be provided.

Negotiations between political parties to form a government

STATE SERVICES COMMISSION
Te Kōwhirihiā o Ngā Tari Kāwanatanga

CENTRAL AGENCY COORDINATION OF THE REQUEST

After the Prime Minister has granted a political party access to the State sector, the Commissioner and the Secretary of the Cabinet/Clerk of the Executive Council or their representatives will offer to meet with the political party to explain what assistance is available (with the Secretary to the Treasury and the Chief Executive of the Department of Prime Minister and Cabinet or their representatives consulted, and attending any meeting as required). This meeting will be used to identify precisely what assistance is required, and which State sector agencies are best placed to provide it.

Once the information required by the negotiating parties has been identified and agreed, the Commissioner will make a written request to the relevant agency or agencies. If the request involves agencies outside the Public Service, it will be copied to the chief executive of the monitoring department where applicable.

The Commissioner will keep the Prime Minister informed, in general terms, of the assistance that is being provided but will not disclose the details of the information sought and provided. The Prime Minister will, in turn, inform responsible Ministers of requests that are being processed by an agency in their portfolio area.

PROVIDING THE INFORMATION AND ANALYSIS¹

Once a request is received by an agency, the response is the responsibility of the chief executive. If the request is made to an agency outside the Public Service, that agency must involve the monitoring department (where relevant) in the development of its response. The following processes must be observed when developing the response:

1. At all times, chief executives must safeguard the political neutrality of their agencies.
2. All information and analysis must be approved by the agency's chief executive before it is provided.
3. The information and analysis will ordinarily be presented in writing but face-to-face meetings can be arranged to explain it.
4. Information and analysis may be provided only on matters explicitly identified by a political party.
5. If information and analysis is to be provided at a face-to-face meeting between a political party and an agency, the meeting should be arranged through the Commissioner. A representative of the State Services Commission (or another central agency) must attend the meeting and will take full minutes.
6. Information and analysis presented by agencies is likely to be highly sensitive, and its provision will require both judgement and discretion. Therefore only a small group of senior State servants in any affected agency should be involved in its provision.
7. If an agency is requested to provide costings of party policies, these costings must be developed in consultation with the Treasury. The Treasury's guidance on costing political party policies can be found at: www.treasury.govt.nz/publications/guidance/planning/costingpolicies.
8. Following approval by the agency's chief executive, the information and analysis should be sent directly to the political party. A copy must be simultaneously sent to the Commissioner, although it is not necessary for agencies to have the Commissioner approve or peer review their responses in advance.
9. The Official Information Act 1982 will apply to information and analysis provided to political parties negotiating to form a government.

1. Information and analysis includes: briefing on existing government policy; information relating to and analysis of a party's proposals, including costings; discussing the implications of proposed policies; and discussing the effects of modifying or combining policies and the details of their implementation.

Negotiations between political parties to form a government

STATE SERVICES COMMISSION
Te Komihana O Ngā Tari Kāwanatanga



OTHER CHANNELS THROUGH WHICH INFORMATION MAY BE SOUGHT

Political parties may seek information through channels other than those described above. This may take the form of a request under the Official Information Act (an OIA request), or, if the House has met, a written or oral parliamentary question.

If an OIA request is made, the response is the responsibility of the relevant agency, however, the State Services Commission must be informed of the request when it is received. Such requests must be handled promptly and scrupulously, to avoid any appearance of political bias or delay in the formation of a government.

CONCLUSION

This guidance has been designed to assist State sector agencies to safeguard and maintain their political neutrality throughout a period of government formation. If agencies have any concerns relating to this period, they should immediately contact the Commissioner.

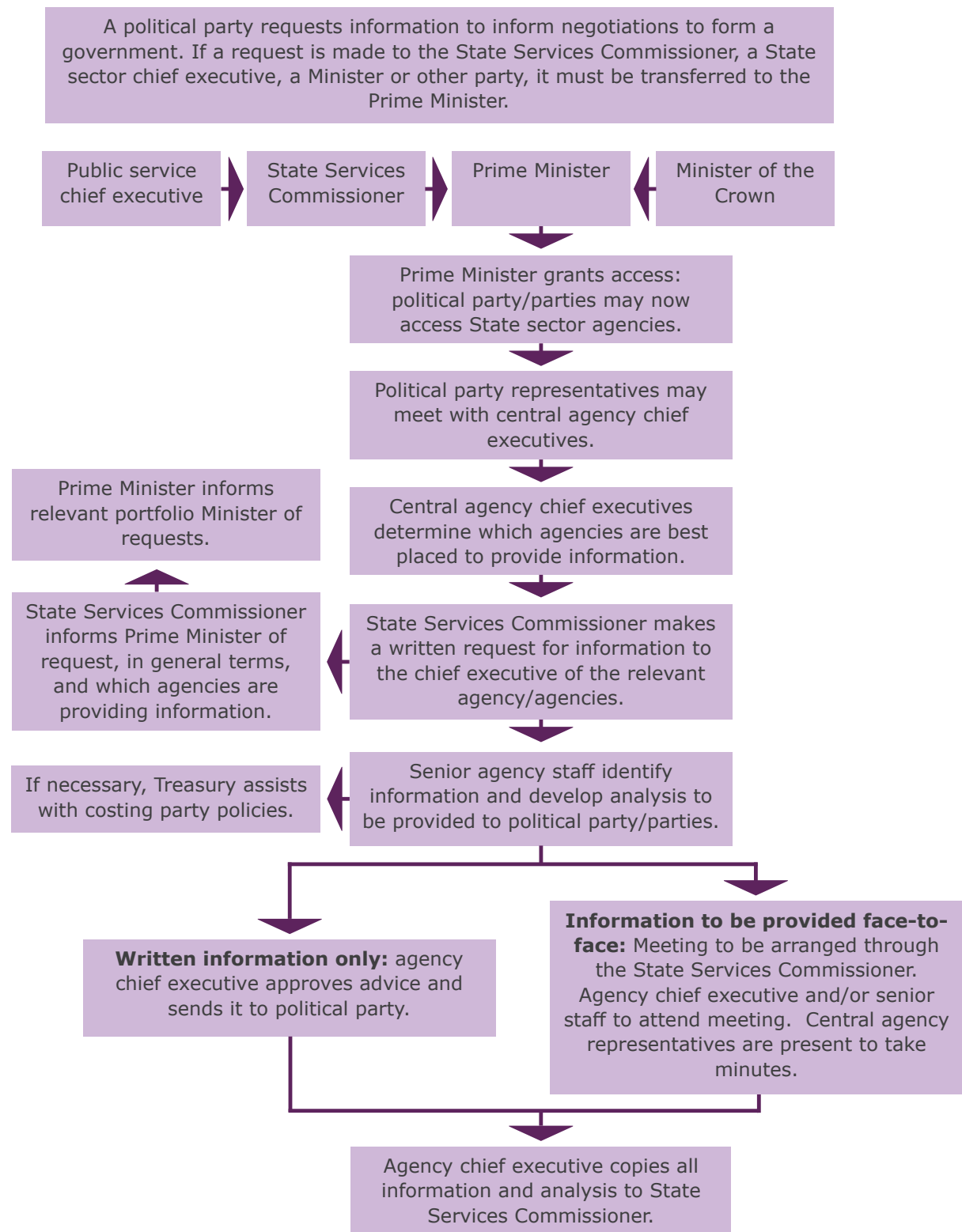
Negotiations between political parties to form a government

STATE SERVICES COMMISSION

Te Kōwhirihihi o Ngā Tari Kāwanatanga



PROCESS FOR SUPPORT FROM THE STATE SECTOR



NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC BOARD

MINUTES OF THE MEETING HELD ON 16 AUGUST 2017 AT 3.15 P.M.

- PRESENT:** Liam Sloan (Chair), Justin Carter, Mark Burdass, Sarah Thornton, Karen Graham, Carole Crawford, Darcy Liddell, Shine Kelly (proxy for Silvia Gassebner), Abbey Paterson, Carmen Cayuelas (non-voting), Mary Woodward (non-voting)
- APOLOGIES:** Silvia Gassebner, Suzie Peacock, Stuart Whitehouse, Karina Russ; Mark Burdass for leaving meeting early

1. MINUTES OF PREVIOUS MEETINGS

1.1 Minutes of the Meeting of 17 July 2017

105/17 The minutes of the meeting held on 17 July 2017 were approved as a true and correct record.

1.2 Minutes of the Special Meeting of 23 July 2017

106/17 The minutes of the special meeting held on 23 July 2017 were approved as true and correct record.

2. MATTERS ARISING FROM THE MINUTES

2.1 Action List

Action Item 1: Raise issue around timeframes for expiring and discontinuing qualifications at NZQA ITP Advisory Committee: **Liam Sloan to discuss with Tony Gray.**

Action Item 2: Raise concerns in relation to potential changes to apprenticeship funding models at ITP CE Forum: **Liam Sloan to discuss at forum.**

Action Item 3: Investigate options for Academic Board SAR - **Closed**

Action Item 4: Discussion on Productivity Commission Report: **Report on agenda for discussion at this meeting.**

Action Item 5: Send Executive Summary of Productivity Report to Academic Board members: **Resend summary.**

Action Item 6: Discussion on RPL with Silvia Gassebner and HoD A&Q: **Discussion on hold until September**

3. CORRESPONDENCE SCHEDULES

The bulk of correspondence was in regard to programme approval and accreditations.

107/17 The inward correspondence was received and outward correspondence was approved.

4. ACADEMIC AND QUALITY

4.1 Academic Development Projects

The Academic and Quality Team and the Flexible Learning Team are working on a number of projects. NMIT will meet Academic Board and NZQA accreditation timelines.

4.2 Academic Development Proposals (ADPs)

4.2.1 NZ Certificate in Light Automotive Engineering (Level 4)

This is a Toi Ohomai programme. The capability letter for this proposal is to be sent to NZQA.

108/17 The ADP for the NZ Certificate in Light Automotive Engineering (Level 4) was approved to proceed through Approval Procedure B.

4.3 EER, Self-Assessment and Internal Review

4.3.1 EER

NZQA has awarded NMIT Category 1 status and NMIT has formally confirmed with NZQA that they had received the response and would not be challenging the report. A press release is scheduled for the week

starting 21.08.2017 and announcements will be released through social media. One of the priorities for the new HoD of Academic and Quality will be the development of a post evaluation action plan.

NZQA had made the following recommendations to NMIT:

- Develop the information currently being gathered on graduate destinations in employment and further study to include other valued outcomes, including how well programmes and qualifications are meeting employers', and particularly graduates', needs in the workplace.
- Develop the full use of the new information dashboard tool to realise its potential for all staff in presenting and analysing achievement and other related information, and identifying trends, progress and areas for improvement.
- Analyse the gap in achievement between Māori and non-Māori students, determine the reasons for the gap, and develop a targeted strategy to address them.
- Analyse the gap in achievement between Pasifika and non-Pasifika students, determine the reasons for the gap, and develop a targeted strategy to address them.

Liam Sloan thanked all NMIT staff for their commitment to the EER process. He acknowledged Darcy Liddell for the significant role she played in administrating and planning, Justin Carter for his hard work, and Karen Graham and Mark Burdass who had been involved in the evaluation of nursing and aquaculture programmes. He also acknowledged and thanked Abbey Patterson and the students, both existing and graduates, who met with evaluators. Darcy Liddell thanked Liam Sloan and Tony Gray for their work towards the EER.

4.3.2 Self-Assessment

Darcy Liddell noted the following points;

- 12 Degree SARs were submitted on 02.08.2017; hard copies were provided to Departments to circulate amongst teams and to be given to new staff.
- MyQ graduate survey link was sent on 14.08.2017 so far a favourable response of 29.11% has been received. The report was demonstrated with HODs on 04.08.2017 with positive feedback.
- Currently in process of updating ActionPlan+ with new TEIs and evaluative question for Consistency Reviews – now part of KEQ 2. (CR qu: "How well does the evidence demonstrate that its graduates match the graduate outcomes at the appropriate threshold?")

Liam Sloan advised that Tim Fowler, TEC Chief Executive, had commended NMIT for leading on the My Qualification (MyQ) project and being one of the first ITPs to implement the project.

4.3.3 Draft Internal Review Plan

The Draft Internal Review Plan had been endorsed at the Quality Committee meeting. Once it was approved the next step will be to select and brief volunteer staff who will form the Internal Review teams.

109/17 The Draft 2017 Internal Review Plan was approved.

4.3.4 Consistency Reviews:

Darcy Liddell noted the following points;

- Templates have been developed for student self-assessment against Graduate Profile Outcomes (GPO)-suggested during Learning Conversations; also for work place learner employers to assess as part of evidence gathering. MyQ will be an evidence piece.
- Suggestion for this year's consistency reviews that Programme Coordinators are trained, with Darcy Liddell to act as evaluator, to help build confidence/ask questions/suggest evidence etc. (similar to the EER preparation but targeted to GPOs for the qualifications)
- Recently met with Marja Kneepkens who has experience with the consistency review process; also meeting with Monique Day & Stuart Whitehouse for Maritime Operations
- Employability Skills Framework-L1-4 delivery at secondary, tertiary and foundation programmes; MOE is launching this with schools and industry. NMIT will need to ensure alignment of foundation delivery to build on the same skills

4.4 **Safety, Health and Wellbeing**

The scheduled Safety, Health and Wellbeing Committee meeting had been postponed.

At the last council meeting information was presented on the New Zealand-wide rise in student to student sexual harassment. Research on this issue has recently been conducted by the New Zealand Student Association. Abby Patterson advised the issue of student sexual harassment was not new to her or to NMIT. She noted there had been instances where incidents had not been dealt with properly and asked if staff are aware of best practice when incidents are reported to them. Liam Sloan to discuss this with POD at the next PD session. The issue of student sexual harassment was addressed in international student orientations. Liam Sloan will meet with Carole Crawford and Abbey Patterson to discuss student wellbeing in regards to stress and safety.

4.5 Other Academic and Quality Projects

4.5.1 Outstanding 2017 course results

Outstanding course results were currently at 15% across all areas, with a large number in the Primary Industries Department. Outstanding results will continue to be monitored at performance panels.

5. SECTOR UPDATES

5.1 NZQA : Assuring Consistency Workshop held in Wellington 22 July 2017

Liam Sloan referred members to the presentation notes and actions from the Consistency Workshop and noted how course reviews could be mapped against GPOs to assess levels of learner confidence.

5.2 NZQA: Micro-credential pilots

NZQA is undertaking a micro-credential pilot project with three organisations. Micro-credentials are more responsive to learner needs and give the opportunity for learners to develop a skill set to suit their individual needs.

5.3 NZQA: NZQA Rule changes announced

Liam Sloan noted there were a number of changes listed in the announcement.

5.4 NZQA: Government releases response to Productivity Commission Report

The government had released its responses to the priorities and recommendations identified in the Productivity Commission Report. The new Tertiary Education Strategy addressing these recommendations will be released in 2018.

6. REPORTS FROM COMMITTEES AND WORKING PARTIES

6.1 Programme Approval Committee NZ Certificate in Cellar Operations (Level 3), 6 July 2017

The PAC report for the New Zealand Certificate in Cellar Operations (Level 3) has been signed off except for a reply back to the qualification developer regarding new regulations.

110/17 The New Zealand Certificate in Cellar Operations (Level 3) and an application to NZQA for programme approval and accreditation were approved.

6.2 Programme Approval Committee NZ Certificates in Health and Wellbeing (Levels 3 and 4), 26 July 2017

That NZQA advice is waited on in regard to accreditation for two Auckland delivery sites.

111/17 The New Zealand Certificates in Health and Wellbeing (Levels 3 and 4) and an application to NZQA for programme approval and accreditation were approved.

6.3 Programme Approval Committee NZ Diploma in Aeronautical Maintenance Certification, 31 July 2017

Not all recommendations made at the PAC meeting had been completed. After discussion it was agreed that an e-vote to approve this programme of study would be sent out to board members pending recommendations being completed and a reply from the qualification developer being received.

6.4 Programme Approval Committee Bachelor of Commerce, 11 July 2017

This Programme Approval Committee meeting had been chaired by Tony Gray. As the meeting had not finished looking at all PAC documents a second PAC meeting has been scheduled for Monday 21 August; Liam

Sloan to chair. It was noted that all recommendations from the PAC meeting 11.07.2017 had been completed.

6.5 Quality Committee Meeting of 13 July 2017, 16 August 2017

As at 13.07.2017 there were no outstanding 2016 SARs. Three ADPs had been endorsed for the NZ Certificate in Project Management (Level 4) E-Campus; Certificate in Small Business (Level 3 and 4) E-Campus; Certificate in Business (Administration and Technology) (Levels 3 and 4) E-Campus

112/17 The minutes of the Quality Committee Meeting of 13 July and 16 August 2017 were received.

6.6 Research and Ethics Committee

The next Research and Ethics Committee meeting was scheduled for 12 September 2017.

6.7 Learning and Teaching Committee Meeting of 31 July 2017

The 31.07.2017 meeting minutes had not yet been released. At the meeting there had been discussion on New Zealand youth suicide rates. As a result of the discussion Carole Crawford plans to highlight the issue of suicide and depression during New Zealand Mental Health Week, 9 to 15 October 2017.

Doc Ferris will provide plans for the continuation of Te Ara Wai, before he leaves NMIT.

6.8 Academic Committee Meetings

Council will be carrying out a review of the Academic and Central Academic Committees, the Academic Board and Statute plus other committees. Vasi Doncheva had worked on developing a new process for how these committees could run.

Carole Crawford commented on the improved quality of applications being presented to the Central Academic Committee, it was noted this is due in part to applications being checked before being submitted to the Committee. Liam Sloan advised that he had heard positive reports in regard to the Central Academic Committee meetings and that the Academic and Quality Team are being seen as protectors of the processes and not as challenger.

113/17 The minutes of the meetings of the Red Academic Committee, Blue Academic Committee and Central Academic Committee were received.

7. GENERAL BUSINESS

7.1 Approval of Course and Programme Changes

114/17 The approval of the new course was endorsed.

MEETING CLOSURE

The meeting closed at 4.25pm.

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC BOARD MEETING 16 AUGUST 2017 ACTION LIST

RES NO	ACTION	WHO	WHEN	PROGRESS
	<i>Action items still to be completed:</i>			
1	Raise issue around timeframes for expiring and discontinuing qualifications at NZQA ITP Advisory Committee.	L Sloan	Report back at September meeting	
2	Raise concerns in relation to potential changes to apprenticeship funding models at ITP CE Forum	L Sloan	Report back at September meeting	
3	Discussion on Productivity Commission Report.	AB	Discussion at August 2017 meeting	
4	Send Executive Summary of Productivity Report to Academic Board members.	S Gassebner	Prior to relevant meeting	
5	Discussion on RPL.	AB	September meeting	
	<i>New Action Items:</i>			
6	Raise issue with POD around best practice for staff when sexual harassment incidents reported to them	L Sloan	Report back after next PD session	
7	Raise issue with Carole Crawford and Abbey Patterson around student wellbeing in regards to stress and safety	L Sloan	Report back at September 2017 meeting	

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC BOARD

MINUTES OF THE MEETING HELD ON 19 JULY 2017 AT 3.15 P.M.

- PRESENT:** Tony Gray (Chair), Liam Sloan (from 3.20 pm), Doc Ferris, Marja Kneepkens (proxy for Justin Carter), Sarah Thornton, Karen Graham, Carole Crawford, Darcy Liddell, Silvia Gassebner, Abbey Paterson, Suzie Peacock (non-voting), Shine Kelly (non-voting), Carmen Cayuelas (non-voting), Mary Woodward (non-voting)
- APOLOGIES:** Justin Carter, Stuart Whitehouse, Mark Burdass and Karina Russ
Doc Ferris and Liam Sloan for lateness

1. MINUTES OF PREVIOUS MEETINGS

1.1 Minutes of the Meeting of 7 June 2017

86/17 The minutes of the meeting held on 7 June were approved as a true and correct record of that meeting.

1.2 Minutes of the E-Meeting of 19 to 26 June 2017

1.3 Minutes of the E-Meeting of 4 to 7 July 2017

87/17 The minutes of the e-meetings held from 19 to 26 June 2017 and 4 to 7 July 2017 were approved as true and correct records of those meetings.

2. MATTERS ARISING FROM THE MINUTES

2.1 Action List

Action Item 1: Raise issue around timeframes for expiring and discontinuing qualifications at NZQA ITP Advisory Committee: **Tony Gray to raise issue at NZQA Advisory meeting, 09.08.2017.**

Action Item 2: Raise concerns in relation to potential changes to apprenticeship funding models at ITP CE Forum: **Liam Sloan to raise concerns at ITP CE meeting, 04.08.2017.**

Action Item 3: Investigate options for Academic Board SAR: **Darcy Liddell noted this is still ongoing, Liam Sloan made the decision to close off this action.**

Action Item 4: Discussion on Productivity Commission Report: **Report due for release 19.07.2017, Tony Gray and Liam Sloan to attend feedback session, 02.08.2017. Academic Board to review at August meeting.**

Action Item 5: Send Executive Summary of Productivity Report to Academic Board members

Action Item 6: Discussion on RPL: **Liam Sloan to discuss with Silvia Gassebner and HoD Academic and Quality.**

3. CORRESPONDENCE SCHEDULES

88/17 The inward correspondence was received and outward correspondence was approved.

4. ACADEMIC AND QUALITY

4.1 Academic Development Projects

A number of Academic Development Projects were progressing.

4.2 Academic Development Proposals (ADPs)

4.2.1 NZ Certificate in Project Management (L4)

Suzie Peacock advised that this certificate was intended to be offered through e-campus and had been updated to include both blended and on-line delivery. She noted that this is an Ara Institute of Canterbury programme and required only the standard notification of variance for the NMIT delivery.

4.2.2 NZ Certificates in Business (Introduction to Small Business (L3) and Small Business (L4))

Suzie Peacock advised that this programme was from the Eastern Institute of Technology and required a small amount of variance for the NMIT delivery. The certificate would be offered for both online and blended delivery.

4.2.3 NZ Certificates in Business (Administration and Technology) (L3) and (L4)

These programmes are already being offered using the Ara Institute of Canterbury programmes and this application is for delivery of the Otago Polytechnic online and blended learning programmes. It is the same qualification but different programme and structure; some variance is required for the NMIT delivery.

- 89/17 The ADPs for the NZ Certificate in Project Management (L 4), NZ Certificates Business (Introduction to Small Business (L3) and (Small Business) (L4) and the NZ Certificates in Business (Administration and Technology) (L3) and (L4) were approved to proceed through Approval Procedure B.

4.3 Academic Approvals

4.3.1 NZ Certificate in Project Management (L 4) – e-Campus and blended delivery

This Ara Institute of Canterbury programme required only a small amount of variance and the standard changes for the NMIT delivery.

- 90/17 The NZ Certificate in Project Management (L 4) for e-Campus online and blended delivery was approved.

4.3.2 NZ Certificates in Business (Introduction to Small Business) (L3) and (Small Business) (L4) delivery

This Eastern Institute of Technology programme required no major changes for the NMIT delivery.

- 91/17 The NZ Certificates in Business (Introduction to Small Business) (L3) and NZ Certificate in Business (Small Business) (L4) for e-Campus online and blended delivery were approved.

4.3.3 NZ Certificates in Business (Administration and Technology) (L3) and (L4)

This is an Otago Polytechnic programme.

- 92/17 The NZ Certificates in Business (Administration and Technology) (L3) and (L4) for e-Campus online and blended delivery were approved.

4.3.4 NZ Certificate in Mechanical Engineering (L3)

This programme has been developed in collaboration with Toi Ohomai and will replace the current pre-trade programme. A correction is required to the directed workshop hours.

- 93/17 The NZ Certificate in Mechanical Engineering (L3) was approved.

4.3.5 NZ Certificate in Foundation (L1)

This qualification is a redevelopment of the youth guarantee level 1 programme. The programme is from UCOL. The programme aims to support students' progression.

- 94/17 The NZ Certificate in Foundation (L1) was approved.

4.3.6 NZ Certificate in Skills for Living for Supported Learners (L1)

This programme is to replace the current Certificate in Vocational Skills programme offered in the Supported Training programme area, and is an Ara Institute of Canterbury programme.

- 95/17 The NZ Certificate in Skills for Living for Supported Learners (L1) was approved.

4.3.7 Degree Self-Assessment Reports

Degree SARs have been completed; Thank you to the QC and Report Authors- this process is always a knowledge share/training exercise however, it was apparent that there has been improvement in SA capability from report writers from previous year; expectations are understood better

- 96/17 The Degree SARs for the following programmes were approved to be submitted to NZQA:
- Bachelor of Aquaculture and Marine Conservation & Postgraduate Diploma in Sustainable Aquaculture
 - Bachelor of Applied Social Science (Social Work)
 - Bachelor of Commerce
 - Bachelor of Nursing
 - Bachelor of Social Work
 - Bachelor of Viticulture and Wine Production
 - Bachelor of Information Technology
 - Paetahi Tumu Korero Bachelor of Counselling
 - Postgraduate Diploma in Business Enterprise
 - Postgraduate Diploma in International Business
 - Postgraduate Certificate in Professional Supervision

4.3.8 Student Exchange Recommendation: Fonty's University of Applied Sciences

It was noted that Fonty's University of Applied Sciences had not been included in the list of recommended student exchange partners noted in the e-vote dated 4 to 7 July 2017. Students attending NMIT achieve credit towards their own qualification at their institute or university but are awarded a NMIT Certificate of Proficiency; only single and specific courses will be available for students to enrol in. There is also an opportunity for NMIT students to study in other countries.

97/17 The Student Exchange proposal between NMIT and Fonty's University of Applied Sciences was approved.

4.4 **Self-Assessment and Internal Review**

NMIT submitted its response to the draft EER report three weeks ago and their response is expected the first week of August. Once a response is agreed then NMIT will decide on the way forward. Tony Gray noted that this is part of the regular EER process.

4.4.1 Self-Assessment

Darcy Liddell noted the following items:

- All 2016 SARs are now 100% complete
- Training on demystifying self-assessment has been scheduled for all Nelson staff
- New SAR due dates have been set: 19 Dec 2017 draft to be completed; 16 February 2018 final version
- The 2017 Internal Review plan draft has been created, Darcy Liddell will be discussing this with Liam Sloan to finalise draft before it is sent to QC for endorsement and AB for approval

4.4.2 Internal Review

Darcy Liddell advised that an Internal Review Plan for 2017 was currently being finalised.

4.5 **Safety, Health and Wellbeing**

4.5.1 Safety, Health and Wellbeing Leadership Group Meeting 14 June 2017

Tony Gray advised that this was the first leadership meeting after the decision had been made to remove the working group. The Safety, Health and Wellbeing Leadership committee was made up of a representative group of NMIT people and was working well.

There had been discussion on the impact mental health concerns on students and what NMIT might look at to help this.

The leadership group is exploring PD for tutors working with students with mental health concerns.

There is an intention to introduce a drug and alcohol policy to cover both staff and students, the first draft is with council, after which it will be sent for consultation to Abby Patterson, SANITI and Unions.

4.6 **Other Academic and Quality Projects**

4.6.1 2017 Outstanding Course Results

2017 outstanding results is at 15%. An email has been sent to HoDs and DHoDs explaining the 2% threshold. Vicki Bryson has been working at identifying awards that have been achieved but have not been identified in the EPIs as having been completed. Claiming these awards may have a positive impact of 7% on NMIT's qualification completion EPIs, which would put NMIT into the top quartile. Students who were close to completing an award had also been identified. Regarding results NMIT is doing better than this time last year.

5. **SECTOR UPDATES**

5.1 **NZQA : Reviewed Tertiary Evaluation Indicators (TEIs)**

There had been changes to the KEQs. Darcy Darcy Liddell noted that the new TEI's are more detailed and the new indicators more defined, these were used at a recent training;

5.2 **NZQA: Draft International Education Strategy for NZ to 2025**

Tony Gray referred members to the draft International Education Strategy for their information.

5.3 NZQA: Decision Regarding Statutory Actions Publication

When an ITP is not compliant with the Act, NZQA Rules and/or the Code, NZQA is empowered to use a range of statutory actions, where relevant and applicable..

6. REPORTS FROM COMMITTEES AND WORKING PARTIES

6.1 Programme Approval Committee NZ Diplomas in Sport Fitness and Recreation, 14 June 2017

As a result of MRoQ it was an opportunity to re-write, keep current within industry and embed the right materials into the programme to lead onto the AUT degree; it also allowed Claire Dallison to look at assessment practice such as the development of an NMIT staff and wellness centre. All PAC recommendations have been completed. This was a good example of a well led team working together and taking opportunities presented to them.

98/17 The New Zealand Diplomas in Sport Fitness and Recreation (Level 5) and (Level 6) and an application to NZQA for programme approval and accreditation were approved.

6.2 Programme Approval Committee Bachelor of Arts and Media Redevelopment, 27 June 2017

This was phase one of the changes to the revised degree set to take place over three years. The new Level 5 New Zealand Diploma is due to start in 2018 and the Level 6 in 2019. One of the key changes had been the inclusion of Māori art terminology.

99/17 The redeveloped Bachelor of Arts and Media be approved and an application to NZQA for approval of Category 2 changes were approved.

6.3 Programme Approval Committee NZ Certificate and Diploma in Christian Ministries, 29 June 2017

This was a good, robust PAC meeting with the Annesbrook Leadership College (ALC) team in attendance. NMIT and ALC have been joint venture partners since 2012. After the MRoQ, ALC had made the decision to collaborate with NMIT to develop a level 4 and a level 5 programme that was a better fit with what they required. The PAC meeting led to successful discussion around learning outcomes, and all requirements noted in the meeting have been actioned.

100/17 The New Zealand Certificate in Christian Ministries (Level 4) (Internship strand) and the Diploma in Christian Ministries (Christian Studies strand) and an application to NZQA for programme approval and accreditation were approved.

6.4 Programme Approval Committee NZ Certificate Cellar Operations, 6 July 2017

The PAC meeting had been very straight forward but not all documentation had been totally signed off. This is a new NMIT developed programme which will provide a qualification for those working in this part of the wine industry. The documents will be submitted to the special AB meeting scheduled for Monday 24 July. Liam Sloan thanked the Academic and Quality team for the quality of the PAC documentation.

6.5 Quality Committee Meeting of 21 June and e-votes of 09 June, 14 June #1, 14 June #2, 27 June, 28 June, and 29 June 2017

The main activity for the 21 June meeting had been on reviewing and endorsing 6 degree SARS and endorsing 3 E-Campus ADPS. The final degree SARS not endorsed at 21 June meeting, were endorsed by evote. The next Quality Committee Meeting is scheduled for 10 August 2017, quorum was not reached for the meeting scheduled for 13 July 2017.

101/17 The minutes of the Quality Committee Meeting of 21 June and e-votes of 09 June, 14 June #1, 14 June #2, 27 June, 28 June, and 29 June 2017 were received.

6.6 Research and Ethics Committee

Tony Gray noted the update to the Performance Based Research Fund.

6.7 Learning and Teaching Committee Meeting of 29 May 2017

102/17 The minutes of the Learning and Teaching Committee of 29 May 2017 were received.

Liam Sloan noted the following points from the Learning and Teaching Committee Meeting 26 June 2017.

- Exploration of alternative ways to improve engagement of staff sharing good practice; Kate Ross and Stuart Campbell to look at other ways to engage staff; the process expectation is every area

will have one staff member sharing

- Change to how Facilities set up classrooms, set up now in clusters
- The L and T coaches have increased the number of learning tips being posted
- Abby Patterson now actively engaged in learning walks
- Matt Peacey provided an update to the ITP Research Symposium scheduled for 2019.

6.8 Academic Committee Meetings

Suzie Peacock noted the work of the academic committees in reducing the percentage of outstanding results. Silvia Gassebner recommended that the committee approve a process similar to how credit transfers are approved for approving Cross Credit and RPL applications where cross credits or RPLs were included in approved schedules; this would mean Cross Credit and RPL applications would not have to be held up whilst waiting to be approved at a Central Academic Committee meeting.

Regarding a process for checking RPL and Cross Credit applications Silvia Gassebner noted that RPL and Cross Credits on schedules had already been scrutinised and approved by the Central Academic Committee .

103/17 The minutes of the meetings of the Red Academic Committee, Blue Academic Committee and Central Academic Committee were received

and a recommendation for the approval of learners' Cross Credit and RPL applications be delegated to the Chair of the Central Academic Committee where cross credits and RPL have previously been approved by the Committee to be included in a cross credit or RPL schedule was approved.

7. GENERAL BUSINESS

7.1 Approval of Course and Programme Changes

104/17 The approval of the above new courses and course and programme changes be endorsed.

7.2 Approval of Academic Seals

105/17 Academic seals were approved.

7.3 Farewell to Tony Gray

Liam Sloan took the opportunity to acknowledge that this was Tony Gray's last Academic Board meeting. On behalf of the Academic Board he thanked Tony Gray for his hard work, commitment and leadership of NMIT. He noted he was honoured to work with Tony Gray and wished Tony and his family all the best in Christchurch and at ARA. Tony Gray acknowledged Liam's thanks and noted that everyone recognised over the past few years the Academic Board's significant role in governance and debate. He noted the quality of discussion at the meetings has grown and he is proud of the quality of the Academic Boards performance and everything that goes into achieving that quality. He noted that he will miss the meetings and thanked current and past members of the Academic Board.

MEETING CLOSURE

The meeting closed at 4.45 pm.

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC BOARD MEETING 19 JULY 2017 ACTION LIST

	RES NO	ACTION	WHO	WHEN	PROGRESS
		<i>Action items still to be completed:</i>			
1		Raise issue around timeframes for expiring and discontinuing qualifications at NZQA ITP Advisory Committee.	T Gray	Report back at July 2017 meeting	
2		Raise concerns in relation to potential changes to apprenticeship funding models at ITP CE Forum	Liam Sloan	Report back at August meeting	
3		Investigate options for Academic Board SAR.	D Liddell	For June meeting	Closed
4		Discussion on Productivity Commission Report.	AB	Review report at August meeting	
5		Send Executive Summary of Productivity Report to Academic Board members.	S Gassebner	Prior to relevant meeting	
6		Discussion on RPL with Silvia Gassebner and HoD A&Q	Liam Sloan	Future meeting	

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC BOARD

MINUTES OF THE SPECIAL MEETING HELD ON 24 JULY 2017 AT 11.05 A.M.

- PRESENT:** Liam Sloan (Acting Chair), Doc Ferris, John Inglis (non-voting), Sarah Thornton, Susannah Roddick (non-voting), Carole Crawford, Darcy Liddell, Silvia Gassebner, Karina Russ, Suzie Peacock (proxy for Stuart Whitehouse) Carmen Cayuelas (non-voting), Mary Woodward (non-voting)
- APOLOGIES:** Tony Gray, Justin Carter, Stuart Whitehouse, Karen Graham, Abbey Paterson,

1. REPORTS FROM COMMITTEES AND WORKING PARTIES

1.1 Programme Approval Committee Master of Applied Management, 17 July 2017

The Programme Approval Committee meeting for the Masters of Applied Management had been held on 17.07.2017 and that the actions agreed to at that meeting had been completed. There are three qualifications available under this programme of study; Master of Applied Management, Postgraduate Diploma in Applied Management and Postgraduate Certificate in Applied Management.

The initial Master of Applied Management programme consultation had started in 2016. From consultation feedback it was determined that people want flexible, part-time, online study options with industry contact and real world learning. After the PAC meeting a Work Based Project course had been added to the programme of study for potential students already in work and those wanting to complete an internship. There have been intense discussion leading up to the PAC meeting. The PAC had requested some changes be made plus the inclusion of a Work Based Project course to be added to the programme of study. At the Postgraduate Diploma in Logistics and Supply Chain Management approval the panel had liked the possibility of including elective Logistic courses in the Masters programme of study to offer a pathway for post graduate students to gain a Masters.

The Masters programme would be open to NMIT staff and an Education Management course was included in the programme of study. A number of staff members had expressed interest in studying on the programme.

John Inglis noted that he had received an email offering contacts for internships after the Postgraduate Diploma in Logistics and Supply Chain Management accreditation panel meeting.

- 104/17 The Master of Applied Management, Postgraduate Diploma in Applied Management and Postgraduate Certificate in Applied Management and an application to NZQA for programme approval and accreditation were approved.

John Inglis and Susannah Roddick, left 11.15am

1.2 Programme Approval Committee NZ Certificate in Cellar Operations (Level 3), 6 July 2017

The signed version of the PAC minutes for the NZ Certificate in Cellar Operations (Level 3) were not available to the Academic Board at this stage. After discussion it was agreed that an e-vote would be sent together with a signed copy of the PAC minutes for the NZ Certificate in Cellar Operations (Level 3) to Academic Board members to confirm that the requirements for the Programme Approval Committee have been met. Liam Sloan asked that members respond to the e-vote as soon as possible

MEETING CLOSURE

The meeting closed at 11.20 am.

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC BOARD MEETING 24 JULY 2017 ACTION LIST

	RES NO	ACTION	WHO	WHEN	PROGRESS
		<i>New Action Item from this meeting</i>			
7		E-vote to be sent to members asking for approval of the NZ Certificate in Cellar Operations (Level 3)	MW	ASAP	



ITP sector update

Issue 2017-3

24 August 2017



Plan amendments for 2017 and indicative allocations for 2018

With the SDR due date of 21 August having just past, I thought now would be a good time to outline how we are approaching 2017 Plan amendments and 2018 allocations for the majority of ITPs.

- As many of you will be aware, a number of Plan amendments for 2017 have already been agreed with providers, with a few still to work through. These funding changes are in the process of flowing through into the relevant 2017 MoPs.
- Following analysis of the August SDR we will take another look at forecast 2017 delivery numbers. Depending on what we see, we may again engage in discussions with you about 2017 Plan amendments. However, where applicable, any identified under-delivery at an ITP will first be used to fund any grand-parenting of learners. Once this is done we will then consider whether Plan amendments are still needed.
- As some of you know, earlier in 2017 we made changes to indicative 2018 allocations for some ITPs. Post-August SDR analysis we will determine whether those indicative 2018 allocations are still accurate, or need to be revised upwards or downwards; using TEC, and individual ITP, forecasts for 2017 year-end delivery to assist us with this process. Ultimately the 2018 allocations that are arrived at will go to the TEC Board in early October as funding recommendations for their consideration.

DualPathways Pilot (DPP)

As you are aware DPP is continuing on into 2018 with funding available for additional students (approximately 300 places). The goals of the pilot haven't changed, with their focus on transitioning students from the world of secondary school into the world of work and/or continuing or higher level industry focused tertiary education.

However, to better achieve the positive outcomes sought we are making some shifts in terms of where we prioritise 2018 funding:

- *We are prioritising* funding towards industry qualifications at level 3 on the New Zealand Qualifications Framework (NZQF) in preference to industry qualifications at level 2 on the NZQF.
- *We are not prioritising* funding towards NCEA Level 3 or NCEA Level 2 with a vocational pathway.

ITPs with 2017 DPP funding will need to complete a form and MoP, which were emailed out on 23 August.

If you don't currently have DPP funding and would like to apply for 2018 then you will need to submit a funding application; further details can be found [here](#).

If you have any questions or concerns then please email these to dpp@tec.govt.nz, cc'ing in your investment manager.

Māori and Pasifika Trades Training

With our revised MPTT fund pages recently being published [here](#), now is a good time to remind everyone about the large number of related resources that are accessible through that link. We encourage you, and the organisations you work with, to draw on that information and expertise - which includes research findings, databases and YouTube videos. Further resources can also be found on our [consortia page](#).

Secondary-Tertiary Partnerships (STP) and student eligibility

As some of you will be aware, we have recently clarified our expectations around identification documentation needed for STP students. Where a secondary school is the “owner” of a student’s principal enrolment and the student has already demonstrated their eligibility to that school, then an ITP is able to use a copy of the student’s enrolment record from the school to validate eligibility to participate in an STP programme.

Police Vetting

An agreed position has recently been arrived at between MoE and the TEC as to how ITPs should approach the cost of police vetting learners where it is required for a particular programme of study. There are two options: either the TEO bears the cost themselves, or it invoices the learner directly.

Think pieces

Below are some tertiary-related links that are worth a quick read if you have the time. While they may be more directly relevant to universities, they do provide some good messages for ITPs too (particularly for those of you delivering at degree level and above).

https://www.nytimes.com/2017/03/14/opinion/when-a-few-bucks-can-get-students-to-the-finish-line.html?_r=0

<https://www.nytimes.com/2017/03/28/opinion/at-college-a-guided-path-on-which-to-find-oneself.html>

<http://oregonstate.edu/ua/ncs/archives/2017/jul/economic-issues-are-key-predicting-whether-students-will-graduate-college-study-sh>

If you have any feedback or suggestions for content on the sector update please let me know.

Many thanks

Seth

NMIT Acronyms *[June 2017]*

AB and EL	Applied Business and English Language
ACE	Adult and Community Education
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)
DTLT	Diploma in Tertiary Learning and Teaching
EAP	Employee Assistance Programme
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
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)
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
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
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

[illegible]

Frequently used Academic Definitions

	Meaning	Definition
Academic Committees		<p>A standing committee of the Academic Board responsible for maintaining academic standards for designated programmes and courses.</p> <p>There are three Academic Committees:</p> <ul style="list-style-type: none"> • 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
ActionPlan+		Software used for Self-Assessment reporting. Captures judgements, strengths, areas for improvement, evidence and quality improvement plans.
A & Q Team	Academic & Quality Team	<p>Located in A111</p> <p>All information about the team can be found via the staff intranet.</p> <p>http://intranet.nmit.ac.nz/NMIT/CQ/default.aspx</p>
CMR (previously AMAP)	Consent and Moderation Requirements (previously Accreditation and Moderation Action Plan)	<p>This is an NZQA document that outlines the requirements for achieving 'consent to assess against standards' and the ongoing moderation expectations. CMRs are developed by standard-setting bodies (SSBs).</p> <p>Before assessing learners against unit standards NMIT has to be granted consent to assess against those standards.</p> <p>NMIT already has consent to assess against a large number of unit standards. If however a new / revised programme requires unit standards that we do not have consent to assess against, we would have to prepare and submit an application to NZQA.</p>
Credit		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	<p>Internal Credit Transfer: Credit for the same course already earned in another qualification from NMIT</p> <p>External Credit Transfer: Credit for the same course already earned in another qualification from another institution</p>
CC	Cross Credit	The granting of academic credit towards a qualification delivered by NMIT, from a similar course already completed as part of another approved qualification.
DAS	Directory of Assessment Standards	The Directory of Assessment Standards (DAS) lists all quality assured unit and achievement standards, known collectively as 'assessment standards'.
ebs	Unit Instances (UIs)	<p>The Student Management System used at NMIT to establish student study contracts, report to TEC and to generate academic records.</p> <p>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</p>
	Unit Instance Occurrences (UIOs)	The details that will change with each year or Semester the course is offered (e.g. dates, fees, venues, etc).
EFTS	Equivalent Full Time Student	One EFTS is 1.0 Equivalent Fulltime Student.
EER	External Evaluation and Review	A periodic evaluation of NMIT, by NZQA, to provide a statement of confidence (judgement) about the organisation's educational performance and capability in self-assessment.
EPIs	Educational Performance Indicators	<p>The TEC has published information on the educational performance of tertiary education organisations based on agreed educational performance indicators:</p> <ul style="list-style-type: none"> • successful course completion • student retention • qualification completion, and • student progression.
ILP	Individual Learning Plan	An Individual Learning Plan essentially belongs to the student.

		It identifies a student's learning goals, personal goals, timescales, resources and any support required to meet those goals.
ITP	Institute of Technology and Polytechnic	
MoE	Ministry of Education	
NZQA	New Zealand Qualifications Authority	<p>New Zealand Qualifications Authority.</p> <p>Key aspects of the NZQA role are to:</p> <ul style="list-style-type: none"> • develop, register and support the New Zealand Qualifications Framework • manage the external assessment of secondary school students and moderate secondary schools' internal assessment activities and processes • quality assure non-university tertiary education organisations and their courses, and moderate assessment activities and processes for national qualifications for NZQA-owned unit standards • maintain effective liaison with overseas certifying and validating bodies in order to recognise overseas educational and vocational qualifications in New Zealand, and to achieve recognition of New Zealand educational and vocational qualifications overseas • act as a standard-setting body
NZQF	New Zealand Qualifications Framework	A list of all quality assured qualifications in New Zealand. The framework is the definitive source for accurate and current information on each qualification.
PAC	Programme Approval Committee	A standing committee of the NMIT Academic Board responsible for evaluating and recommending approval of academic developments.
Programme Regulations - including Course Descriptors		<p>The Programme Regulations describe the formal rules for the completion of the Programme and its constituent courses.</p> <p>Programme Regulations are the legally binding contractual obligations of staff and enrolled students. They are used by academic staff to guide delivery of the Programme and its courses.</p> <p>Course Descriptors indicate teaching hours, hours of total student learning, course aims, learning outcomes, unit standards (if included), assessment methods, learning and teaching approaches, requirements for successful completion of the course.</p>

		<i>Approved Programme Regulations and Course Descriptors are not altered, and are used by academic and administrative staff to guide delivery of the programme and its courses.</i>
PLATO	Programme of Learning and Teaching Observations	<p>The Programme is an important and integral part of NMIT's Quality Assurance System.</p> <p>It is designed to ensure maximum effectiveness of curriculum delivery by encouraging the sharing of good practice within NMIT. The Programme encourages discussion within programme teams and across NMIT on improving teaching and learning.</p>
QMS	Quality Management System	<p>A system of clearly defined institutional structures, processes, responsibilities and resources used to manage quality improvement.</p> <p>Accordingly, the QMS includes all aspects of NMIT operations, all work areas and all geographic locations.</p>
RAC	Recognition of Academic Credit	<p>The process for formally recognising relevant experience and/or study that has been achieved prior to completion of a qualification offered by NMIT, as academic credit for a course or courses at NMIT. Includes: Cross Credits, Credit Transfers and RPLs</p>
RPL	Recognition of Prior Learning	<p>A process that makes use of evaluation of evidence of academic achievement and/or work/life experience to assess relevant learning.</p>
Records Management		<p>The effective and efficient operation of NMIT's record keeping systems, including implementing the use of the electronic document management system across the institute.</p>
SA	Self-assessment	<p>The ongoing processes NMIT uses to gain evidence of its own effectiveness in providing quality education.</p>
SAC Funding	Student Achievement Component (SAC) funding	<p>The Government's contribution to the direct costs of teaching, learning, and other costs driven by learner numbers.</p> <p>SAC funding comprises two elements:</p> <ol style="list-style-type: none"> 1. The programme element, which relates to the types of programmes or courses approved for funding in NMIT's Investment Plan, is based on the SAC funding categories (A, B C etc) 2. The volume element, which relates to the number of valid enrolments in those programmes or courses.

SAR	Self-assessment Report	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	<p>Data items that are specifically required by the Ministry of Education (MOE) and the Tertiary Education Commission (TEC) for funding, monitoring performance against Investment Plans, publishing performance information, as well as statistical reporting purposes.</p> <p>All students for which a valid enrolment has been made in ebs are required to be reported, regardless of the level of study or the funding source.</p> <p>Information is required on student characteristics, course enrolment details, course and qualification completions, course details, and actual EFTS on a monthly basis. Further information on EFTS forecasts is required as part of the validation process.</p> <p>Submitted three times a year (April, August and December).</p>
SMS	Student Management System	How NMIT manages all its student data. Currently using ebs
Student Feedback <ul style="list-style-type: none"> • First Impressions • Course / Tutor • Learner Experience • Graduate Destination 		<p>Student feedback is a vital tool for conducting systematic, evidence based, inquiries that are an integral part of NMIT's Self-Assessment process - not just for specific programmes but also for business support areas.</p> <p>It also provides evidence that improvements are actually occurring.</p> <p>First Impressions – within first 4 – 8 weeks of the programme</p> <p>Course / Tutor – scheduled, at suitable time, by Programme Area</p> <p>Learner Experience – within last 2-4 weeks of the programme</p> <p>Graduate Destination – conducted 6 months following Graduation</p>
TANZ	Tertiary Accord of New Zealand	<p>A network of ITPs - comprising:</p> <ul style="list-style-type: none"> • NorthTec • Bay of Plenty Polytechnic • 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