![NMIT - Nelson Marlborough Institute of Technology - Te Whare Wānanga o Te Tau Ihu o Te Waka a Maui](logo)

NMIT COUNCIL MEETING OPEN AGENDA

THURSDAY, 22 FEBRUARY 2018

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

ITEM	TOPIC
Administrative	
1.	Apologies
2.	Register of Interests and Conflicts of Interests
3.	Confirmation of Minutes of meeting held 16 November 2017
4.	Action items
5.	Council work-plan for 2018
Safety, Health & Wellbeing	
6.	Safety, Health & Wellbeing Dashboard
Strategic	
7.	Investment Plan Priority Commitment Progress Report
Performance Reporting	
8.	Interim Chief Executive's Report
9.	Educational Performance update
10.	EFTS & Applications summary
For Information	
11.	SANITI Report
12.	Inward Correspondence
	a) Letter from Office of the Auditor-General re results of the 2017 Tertiary Education Institution Audits (28 November 2017)
13.	Academic Board Minutes from the meeting held 12 October 2017
14.	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
- Directorate Team Proposal
- Draft 2017 Annual Report including draft 2017 year-end accounts
- Interim CEO Priority Projects
- Cyber Insurance Proposal
- Sale of 2 Seymour Street, Blenheim
- Interim Chief Executive's Report (In Committee)
- NMIT Risk Register
- Complaints & Misconduct Report
- Group & Service Team Reports
- Global Campus exit summary

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

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

MEETING TIMETABLE

Time:	10.00am – 11.00am	Open Council meeting discussions
	11.00am – 12.30pm	In Committee Council discussions
	12.30pm – 1.00pm	Lunch
	1.00pm – 2.30pm	In Committee Council discussions continue
	2.30pm	Conclusion of meeting

COUNCIL MEMBER REGISTER OF INTERESTS	
Daryl Wehner	• Port Nelson Ltd: Chief Financial Officer • Chartered Accountants Australia and New Zealand: Member • Tasman Bay Stevedoring Co. Ltd: Director
Andrew Rowe	• 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 • Hockey New Zealand: Board Member • Offers accommodation to NMIT nursing students during placements in Marlborough • Marlborough Youth Trust: Director
Paul Steere	• 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 • Aquaculture Advisory Group South Pacific Committee Suva and Nouméa: Member
Gabrielle Hervey	• 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 **Possible Conflicts of Interest:** • Suter Art Gallery – Some NMIT art students work on projects and exhibitions • Wine Nelson has some contact with NMIT hospitality students
Charles Newton	• Education consultant **Possible Conflict of Interest:** • A family member on Staff at NMIT

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Abbey Paterson	**Possible Conflict of Interest:** • A family member on Staff at NMIT
Win Greenaway	• Economic Development Manager for Ngati Rarua • Blenheim Business Association: Board Member **Possible Conflicts of Interest:** • Chairperson of Ngati Rarua works for NMIT
Des Ashton	• Ashton Technologies Ltd (Aviation, Defence, Engineering and Business Consultant): Director • NZ Aeronautical Trusts Ltd: Director **Possible Conflicts of Interest:** • Next door neighbour and friend on Staff at NMIT • Some Ashton Technologies clients have potential training business interests with NMIT – will declare these individually if they arise

DIRECTORATE REGISTER OF INTERESTS	
Andrew Luke	• Trustee, Te Runanga O Ngāti Rārua • Kahui Māori Member, Sustainable Seas National Science Challenge
Carole Crawford	• Director, Singer Solutions Ltd
Liam Sloan	• None
Vicki Bryson	• None
Virginia Watson	• 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

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UNCONFIRMED MINUTES OF NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY COUNCIL MEETING HELD AT NMIT MARLBOROUGH CAMPUS ON 16 NOVEMBER 2017, COMMENCING AT 1.56PM.

PRESENT

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

IN ATTENDANCE

L Sloan (Interim Chief Executive), V Bryson (Director of Finance and Business Improvement), A Cooke (Minute Taker)

1.   APOLOGIES

None

2.   REGISTER OF INTERESTS AND CONFLICTS OF INTERESTS

P Steere advised that he is on the Aquaculture Advisory Group South Pacific Committee Suva and Nouméa, A Rowe advised that he is a Director on the Marlborough Youth trust, W Greenaway advised he is a Board Member for the Blenheim Business Association.

The register of interests and conflicts will be updated to reflect the above additions.

3.   CONFIRMATION OF MINUTES OF MEETING HELD ON 5 OCTOBER 2017

Resolved: That the Minutes of the meeting held on 5 October 2017, as circulated and read by members, be confirmed.

4.   ACTION ITEMS

D Ashton left the meeting at 1.57pm

There were no action items for follow up.

5.   SAFETY, HEALTH & WELLBEING DASHBOARD

Council expressed their concerns in relation to the machinery use risk identified in the report, advising that cost is not a barrier for mitigating this risk. The Interim Chief Executive to follow this up with the Health and Safety Manager and report back to Council.

Council suggested adding timeframes and deadlines for actions noted in the report.

D Ashton re-joined the meeting at 1.58pm

In relation to the land transport critical risk mentioned in the report, Council would again like to see timeframes assigned to actions, such as action to be taken to improve driver confidence and competence through training and coaching.

Council requested 'near misses' be scored as low risk, medium risk and high risk, and that any high risk near misses are reported to Council. Council do have assurance that this is taking place internally, but would like high risk near misses included in the report in the future.

Council received the safety, health and wellbeing report provided.

6.   COUNCIL'S SELF-ASSESSMENT REPORT (SAR)

Council agreed to the proposed approach to collectively complete the Council self-assessment report (SAR). A Cooke to arrange a separate meeting for Council to complete their SAR by the end of February 2018.

7.   COUNCIL REVIEW OF APPOINTMENTS AND SKILLS ANALYSIS

Council discussed the report provided highlighting the skill sets across the Council, and how this will change with the departure of A Rowe and P Steere from Council in 2018.

The Council Chair to arrange to meet with Hon Damian O'Connor to discuss NMIT's impending Ministerial appointments.

The Council Chair to seek names for consideration, in relation to Ministerial appointments, from Council members to put forward to TEC.

8.   COUNCIL REMUNERATION POLICY

Resolved: That, Council approve the Council Remuneration Policy as presented.

9.   EQUAL EDUCATION OPPORTUNITIES POLICY

Resolved: That, Council approve the Equal Education Opportunities Policy as presented.

10.   2018 ACADEMIC STATUTE

Council sought confirmation around the internal process for dealing with prospective students with criminal offences, to ensure those dealing with these people had sound processes in place to minimise any risk to colleagues and students. The Interim Chief Executive was of the view that a risk assessment is undertaken in any instance where a criminal offence is declared, and a decision to enrol a student or not, is made based on the outcome of this assessment. The Interim Chief Executive to confirm this process.

Resolved: That, Council approve the 2018 Academic Statute, subject to clarification around the process for dealing with potential students with criminal convictions.

11.   2018 COUNCIL & AUDIT COMMITTEE WORK-PLANS

Amend the Council work-plan to include the following; an induction for the new Ministerial Council members in May 2018; H&S walkabouts for all Council members throughout the year; review the Health and Safety Policy once a year.

Resolved: That, Council approved the 2018 Council and Audit Committee work-plans, subject to the above amendments.

12.   INTERIM CHIEF EXECUTIVE'S REPORT

Council noted the Interim Chief Executive's report.

13.   EFTS AND FINANCIAL REPORT AS AT 22 OCTOBER 2017

The Director of Finance and Business Improvement informed Council that NMIT's year-end positon was forecasted to between a $1.4m-$1.6m deficit. Lower than expected international recruitment was the main driver of this deficit result.

Council noted the EFTS and Financial Report as at 22 October 2017.

14.   KEY EDUCATIONAL PERFORMANCE INDICATORS (EPIS)

Council requested that targets be added to each EPI so that Council can gauge how NMIT is tracking, as well adding commentary to support any changes in the report, since the last report. The Council Chair agreed to look to escalate this item on the agenda. Council also suggested adding international and domestic recruitment numbers (actual vs. forecasted), budget (actual vs. forecast), comparisons on the previous year, while also noting the raw number when reporting on EPIs.

15.   SANITI REPORT

Council noted the SANTI report provided.

16.   INWARD CORRESPONDENCE

Council noted the inward correspondence received.

17.   ACADEMIC BOARD MINUTES FROM THE MEETING HELD ON 26 SEPTEMBER 2017

Council received the minutes from the Academic Board meeting held 26 September 2017.

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
TANZ eCampus 2018 budget
2018 budget
Interim CEO Report
Legislative Compliance
NMIT Risk Register
Complaints & Misconduct Report
Group & Service Team Reports
Update from Marsh in regards to Cyber Insurance
Outward correspondence

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:

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

Resolved: That Council move out of 'In Committee'

There being no further business, the meeting closed at 3.05pm

Confirmed: _____ Dated: 22 February 2018

ACTION ITEMS FROM OPEN NMIT COUNCIL MEETING – 16 NOVEMBER 2017

Chair: Daryl Wehner

ACTION ITEMS

ACTION ITEMS FROM 16 NOVEMBER 2017 MEETING

	TASK	RESPONSIBLE	DEADLINE
1.	Follow up on the machinery use risk identified in the November H&S report	L Sloan	*(verbal update)* 22 February 2018
2.	Arrange a time for Council to meet to complete their 2017 self-assessment report (SAR)	A Cooke	Completed
3.	Arrange a meeting with Hon Damien O'Connor to discuss NMIT's impending Ministerial Appointments	D Wehner	*(verbal update)* 22 February 2018
4.	Seek names from Council members in relation to possible Ministerial Appointment candidates	D Wehner	*(verbal update)* 22 February 2018
5.	Seek clarification in regards to how NMIT deals with prospective students who have criminal convictions	L Sloan	*(verbal update)* 22 February 2018
6.	Review the Council agenda in relation to where the EPI report is tabled and discussed	D Wehner	Completed

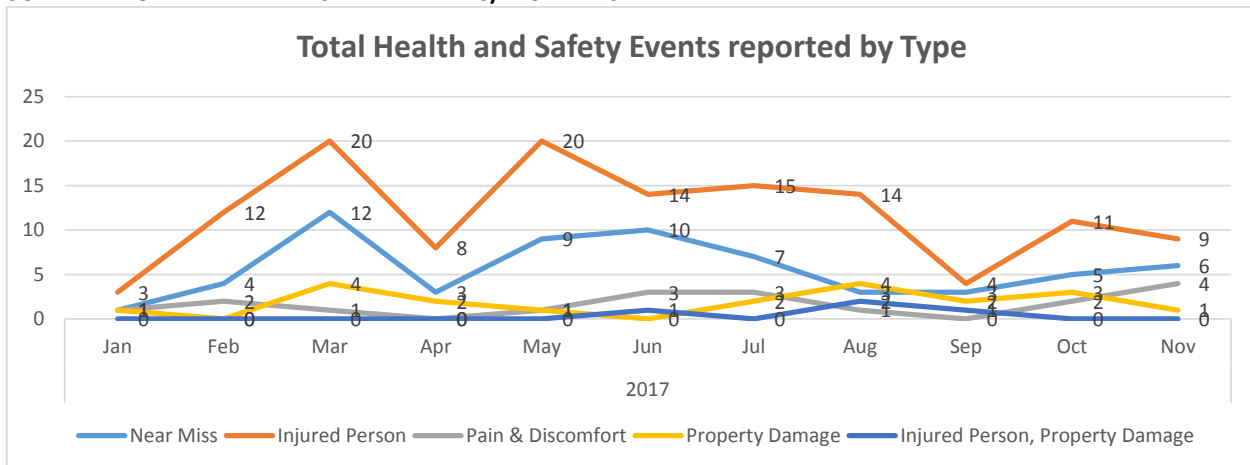| Annual Calendar for Council and Audit Committee - 2018								
	February	March	April	May	June	August	October	November
Meetings 2018	Thurs 22 February	Thurs 22 March	Fri 20 April	Thurs 10 May	Thurs 14 June	Thurs 9 August	Thurs 4 October	Thurs 15 November
	10.00am Marlborough Campus	Audit 8.00am Council 9.30am Nelson Campus	Strategic Planning Workshop (Location to be confirmed)	9.30am Nelson Campus	Audit 8.00am Council 9.30am Nelson Campus	9.30am Nelson Campus	Audit 8.00am Council 9.30am Nelson Campus	10.00am Marlborough Campus
Strategic Review/Investment Plan	Review		Review		Review		Revise & Review	
Annual Budget	Draft Yr End				Reforecast		Audit Cttee review & recommendation to Council	
CEO Performance Agreement			Complete CEO Appraisal					Review and prepare new agreement
Council Review of Appointments	Review					Review		Revise and Review
Council Performance Review (SAR)				Revise and Review (SAR)				
Performance Review of Directorate								Review
NMIT's Educational Performance Indicators (EPIs)	Review	Review	Review	Review	Review	Review	Review	Review
Annual Report	Council to review draft	Audit Cttee review & recommendation to Council		Printed copy to all members of Council				
Council Member Induction				Undertake				
Health & Safety walk-abouts	Undertake	Undertake	Undertake	Undertake	Undertake	Undertake	Undertake	Undertake
Health & Safety Policy					Review			
Audit/Financials							Agree new budget	
Audit New Zealand Management Report					Audit Committee receive report and agree actions		Audit Ctte report on actions taken	
Audit New Zealand 2017 Audit Arrangement					Audit Cttee recommendation re fees and approval by Council		Audit Cttee to discuss and develop Audit Plan with Auditors	
Internal Audit Programme							Audit Committee Review 3 year programme	
Legislative Compliance		Report to Council			Report to Council			Report to Council
Academic Board Statute Approval								Council to approve
TEC					Chair & CEO meeting with NMIT Council	Investment Manager		
NB: Other key dates: Nelson Semester 1 Powhiri - Mon 26 Feb; Nelson Semester 2 Powhiri - Mon 23 July; Marlborough Semester 1 Powhiri - Thurs 1 March; Marlborough Semester 2 Powhiri - Thurs 26 July 2018 Graduation dates: Te Toki Pakohe - 8 December; Marlborough - 13 December; Nelson - 18 December								

SAFETY, HEALTH AND WELLBEING WORKFORCE DASHBOARD

November to December 2017

SUMMARY OF ALL CRITICAL RISKS

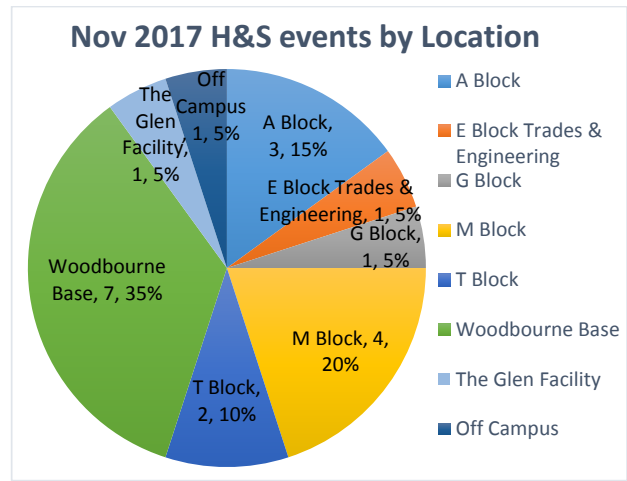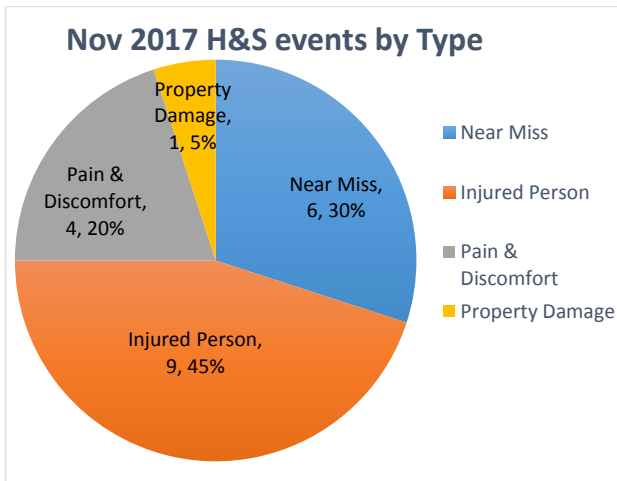| Risk	Description	Management Overview	*Level of assurance	Issues
Hazardous substance use	Use of multiple chemicals and compressed gasses for cleaning, maintenance, repair, laboratory, art, flares and contact with biohazards	Inventories reviewed annually and Safety Data Sheets (SDS) held and readily available	🟢	2018 inventories review in progress due for completion by 31 March.
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.	🟡	Driver evaluations to commence by 31 March.
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.	🟡	Due to the difficulty to retrospectively install, some machines do not have interlock guarding as recommended in WorkSafe guidelines. It is not reasonably practicable to replace all this machinery, however other control measures such as retrofit guarding without interlock, ensuring close supervision of students by tutor, enforce wearing of PPE have been implemented and the old machinery will be progressively phased out and replaced with new machinery fitted with guards and interlocks.
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 and expected to be completed by August 2018. AVT Safety Manual and SOPs have been reviewed and updated for 2018.
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.	🟡	AVT Safety Manual and SOPs have been reviewed and updated for 2018.
Fire fighting training	Advanced fire fighting including use of Breathing Apparatus and controlled fires in specialist facility.	Medical examination required prior to training. Annual audit of Fire training facility by H&S team. Competent trainers. Regular equipment inspections.	🟢	none

* 🟢 High 🟡 Satisfactory 🔴 Low

SUMMARY OF HEALTH AND SAFETY EVENTS/INCIDENTS

Total Health and Safety Events reported by Type

Near Miss, Injured Person, Pain & Discomfort, Property Damage, Injured Person, Property Damage

2017

HEALTH AND SAFETY YEARLY COMPARISONS

Health and Safety event totals

Near Miss, Injured Person, Pain & Discomfort, Property Damage, Injured Person, Property Damage

2016: 43, 122, 2, 6
2017: 63, 130, 18, 20, 4

Safety Observation totals

Safe Practice, Suggestion, Unsafe Practice / Hazard

2016: 1, 1, 35
2017: 9, 29, 129
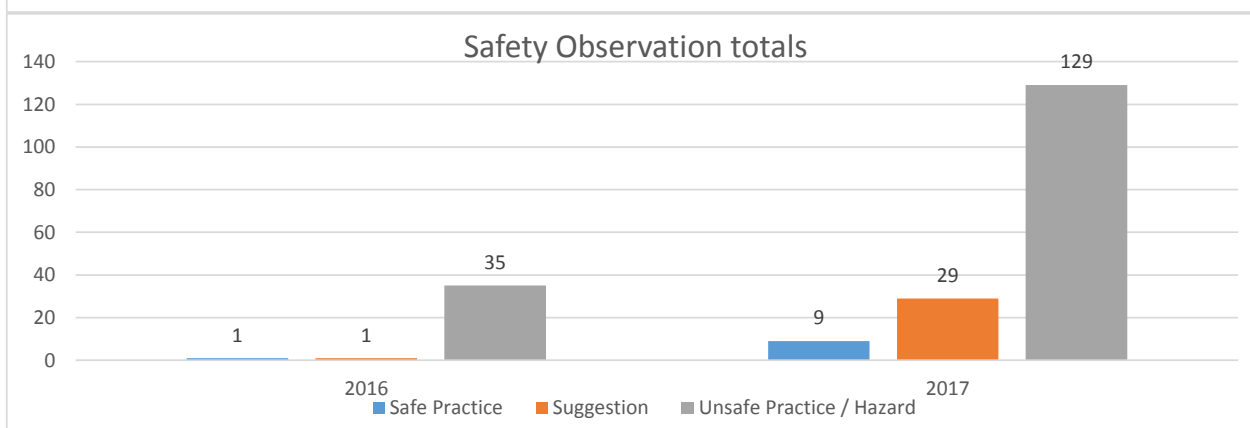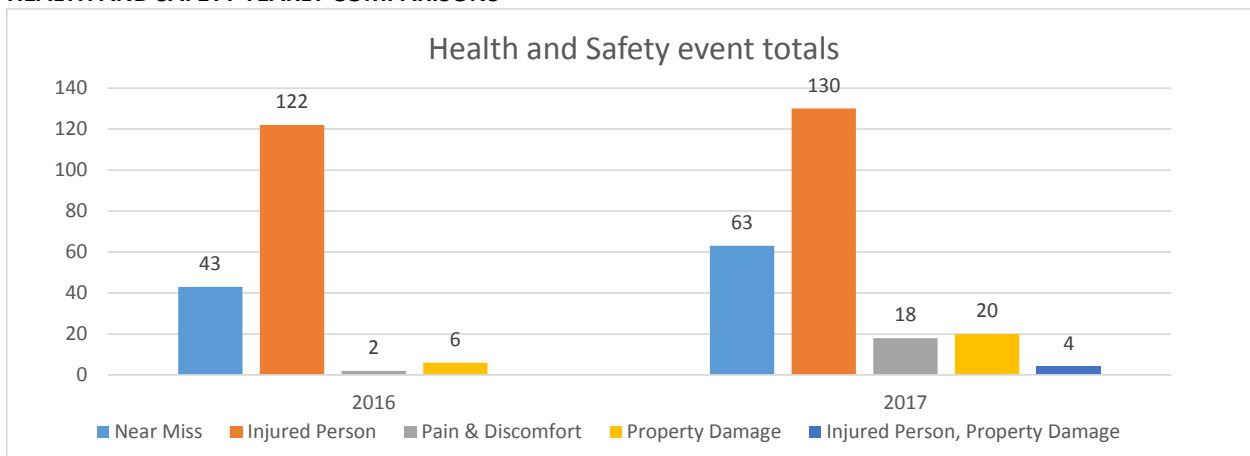
Summary	Findings/Comments
Trends and Analysis	• With the introduction of Assura in February 2017 there is now a simple and easy way of reporting injuries, near misses, pain and discomfort, property damage, environmental damage and safety observations. • 36% increase in the number of health and safety events (incidents) reported • 47% increase in near miss reports • Although there is 9 times as many reports of pain and discomfort in 2017 than 2016, this is more about encouraging reporting than pain and discomfort issues being on the rise • Since July 2017, a report of pain and discomfort is logged in Assura for any workstation assessment requests • There is 4 times the number of property damage reports in 2017 than 2016 • Since June 2017, a report of property damage is logged in Assura for any vehicle insurance claims • Woodbourne Base only was recording safety observations in 2016 and reported 62% of the safety observations in 2017. • Woodbourne Base use safety observations as a learning tool for students. For example students are required to complete a safety observation if they are not wearing the correct Personal Protective Equipment in the workshop

Nov 2017 H&S events by Type

- Near Miss
- Injured Person
- Pain & Discomfort
- Property Damage

Nov 2017 H&S events by Location

- A Block
- E Block Trades & Engineering
- G Block
- M Block
- T Block
- Woodbourne Base
- The Glen Facility
- Off Campus

NOVEMBER TO DECEMBER 2017

Event Summary	Occurred This Period	YTD
Accident	**10**	**154**
Injuries	**9**	**134**
LTI (Medical)	0	0
LTI (Non Medical)	0	0
Non LTI (Medical)	0	28
Non LTI (First Aid)	8	79
Non LTI (Non Medical)	1	27
Property Damage	**1**	**24**
Environmental	**0**	**1**
Near Miss	6	63
Pain & Discomfort	4	18

EVENT LEARNING AND IMPROVEMENT

Summary	Findings
Overview	No events reported in December.
	Of events reported in November; no-one required medical treatment, there was one serious near miss.
	Risk assessments are now mandatory in Assura for all events before investigation can be marked as complete. There are four risk levels in the risk matrix – low, medium, urgent and critical. From now on summary and findings will include all events, including near misses, where risk level has been assessed at urgent or critical.
Gas leak from split pipe on one of the ovens in the Culinary Kitchen	Gas was not turned off at end of day and damage to pipe caused by pulling oven out for cleaning. Smell of gas noticed by cleaners and reported to Campus Services on Saturday. Shut down checklist to be implemented, ovens to be secured by chains so can't be pulled out too far, and researching mechanical aids to assist in moving ovens. Actions to be completed by end of February.

LEADERSHIP AND ENGAGEMENT

Action	Findings/outcomes/ issues raised
H&S Committee meeting (Nov)	PD days to include a health and wellbeing topic.
	Signage and layout of Building Barn being reviewed in anticipation of new machinery arriving in February.
	New biohazard waste and laundry collection bin in A Block.
	Hazardous substances regulation effective 1 December.
	SANITI preparing RAMs for graduation.
	DHoD having conversations with staff to get them to think about safety when doing installations for Art Show.

CONTRACTOR SAFETY MANAGEMENT (Nelson Campus only)

Action	Contractor monitoring findings
3 inductions	Most regular contractors on Nelson Campus have now completed the contractor online induction.

OTHER ACTIVITIES
Safety Observations

Type	Created in Period	YTD
Safe Practice	0	8
Unsafe Practice / Hazard	10	126
Suggestion	5	28
Total	**26**	**162**

Audits and Inspections

Type	Created in Period	YTD
Area Inspection	0	1
Audit - External	0	3
Audit - Internal	2	11
Trial Evacuations	1	4
Site Inspection	1	1
Total	**3**	**20**

Information Paper: Safety, Health & Wellbeing Dashboard

INVESTMENT PLAN PRIORITY COMMITMENT PROGRESS REPORT

LIAM SLOAN (INTERIM CEO)

PURPOSE

To provide Council with a progress update against the Priority Commitments that NMIT agreed to deliver in the 2017 Investment Plan endorsed by the Tertiary Education Commission.

SUMMARY

In 2017 NMIT submitted an Investment Plan to TEC that included a number of Priority Commitments. NMIT records progress against its Investment Plan Priority Commitments at Directorate and Institute Leadership Team meetings.

Progress against each of NMIT's Primary strategic objectives has been variable and we will continue to make, and report on, progress for the remainder of the 2018 academic year.

ALIGNMENT TO NMIT'S PRIMARY STRATEGIC OBJECTIVES

This progress update details progress made against all of NMIT's primary strategic objectives and is aligned to NMIT's business strategy.

Primary Strategic Objectives	Y / N	Comments
Build a high-performing customer-focused team	Y	
Deliver a personalised customer experience through the learner life cycle	Y	
Enable learning that develops and inspires capable and connected graduates	Y	Our Investment Plan priority commitments were seamlessly aligned to our Primary Strategic Objectives.
Optimise our programme mix to meet work and world ready outcomes	Y	
Grow partnerships that provide opportunities and solutions	Y	

RECOMMENDATION

That Council members:

a)   Receive this progress report for information.

NMIT

(Information Paper)

Nā:	Liam Sloan (Interim CEO)
Ki a:	NMIT Council
Te Kaupapa:	Investment Plan Priority Commitment Progress Report
Te Kaituhi:	Liam Sloan
Te rā:	22 February 2018

1. PURPOSE:

1.1 To provide Council with a progress update against the Priority Commitments that NMIT agreed to deliver in the 2017 Investment Plan endorsed by the TEC.

2. BACKGROUND/INTRODUCTION:

2.1 In 2017 NMIT submitted an Investment Plan to TEC that included a number of Priority Commitments.

2.2 NMIT records progress against our Investment Plan Priority Commitments at Directorate and Institute Leadership Team meetings.

3. POINTS OF INFORMATION:

3.1 In 2018 NMIT will be required to submit a new Investment Plan to TEC that will identify Priority Commitments for 2019 and beyond.

3.2 NMITs Priority Commitments align to the six Tertiary Education Strategy commitments of:

   3.2.1 Deliver skills for industry;

   3.2.2 Getting Youth and At-risk learners into a career;

   3.2.3 Boosting achievement and participation of Māori and Pasifika;

   3.2.4 Improving adult Literacy and Numeracy;

   3.2.5 Strengthening research based institutions, and

   3.2.6 Growing international linkages

Information Paper: Investment Plan Priority Commitment Progress Report
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4. PROGRESS REPORT

4.1 Progress against each of our Primary strategic objectives has been variable and we will continue to make, and report on, progress for the remainder of the 2018 academic year. For ease, progress has been colour rated green (good progress); amber (satisfactory progress) and red (some progress).

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.	Managers are having performance conversations and booking appraisals. Further embedding of principles and practice is planned to ensure focus is on quality discussion, development and succession planning and identifying key talent. Celebration of success events continue to be identified and implemented. Compliance is effectively measured during Performance Panels.
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.	A range of activities are underway, including action planning, following the recent Gallup employee engagement survey. Key themes have been identified from feedback received and these areas are being addressed to facilitate culture change.
Ensure that recruitment, induction and development programmes reflect core expectations and accountabilities for team members.	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. The implementation of micro-teaches has seen learners involved in the selection of their teachers.
Ensure that all roles are fit for purpose and reflect the range of capabilities required in a future-focused learning organisation.	Job descriptions to be reviewed to ensure alignment with core priorities. Job evaluation methodology to be introduced in 2018. The review of our Salary Assessment Framework identified key elements that NMIT wish to

Information Paper: Investment Plan Priority Commitment Progress Report
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	acknowledge and encourage. For example, Research, Teaching Qualifications etc.

Strategic Objective 1 – Build a high-performing customer focused team	
Over the period of this plan we will	**Progress update**
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.	Successful Treaty Week designed to build passion, collaboration and understanding. Progress being monitored through performance panels. Momentum needs to be driven with clear implementation plans developed that ensure the whole institute continues to be engaged and they are clear of actions and expectations. The implementation and development of our Strategy will be a priority project for the new Director of Māori starting February 2018.

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.	New tools delivered, including: • KIS data now displaying on NMIT 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.	NMIT has adopted 'A2E5', a business process improvement aiming to confirm enrolments within 5 days following a potential student's application. Keep Warm strategy is in progress that aims to keep students engaged during the wait time between applying to study, and day one of class.

Information Paper: Investment Plan Priority Commitment Progress Report
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	Compliance and progress is regularly monitored through performance panels and in Directorate meetings.
Continue development of 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.	Work progressing to identify causes that place learners at risk e.g. academic, personal, attendance. This will enable appropriate targeted support in a timely manner.
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.	Programme Reps effective through Saniti. Digital screens in place – communications and responsibilities need further clarification. Learner Voice policy being reviewed that will help clarify expectations and targets.
Use wholly online and blended learning to support self-directed learning and promote learning in a time and place convenient to learners.	We continue to be involved in TANZ eCampus delivery and development. Programme Approval Committees and development teams prioritise blended and online approaches to delivery. The CAM plan commits to reviewing our spaces and approaches to learning delivery and assessment. Work continuing with curriculum colleagues on our Prototyping project that will see curriculum delivered differently at NMIT.
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.	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. Learners and other stakeholders involved and engaged in informing the outcome of our CAM Plan 2017. Feedback continues to shape the design of our space with process continuing throughout 2018.
Ensure that all our learners have a "destination focused" learning plan that enables them to work towards their employment goals, not just qualifications.	Performance Panels provide opportunity for compliance measuring and at the same time offer support and challenge discussions. A variety of strategies and tools used across the organisation. Need to focus on consistency and ensure all learners are having learning conversations.

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	Procedure document and policy has been reviewed and is ready for implementation throughout 2018.
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 learners have access to in-work learning that assists them to build relationships with employers and develop industry-relevant and up to date skills.	Increasing number of employers supporting learning: guest speakers, visits. Review will be undertaken to identify gaps. If co-location opportunities with NRDA and NTCC proceed in 2018 this will support achievement of the objective.
Work with regional employers to enhance opportunities for people already in the workforce to upgrade their skills and qualifications.	Business to business activity increasing including work with Kono. 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 and has been influential in the proposed Directorate Team re-structure.
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.	Ongoing capability development, including through PD opportunities, TLAC, etc. Orientation programme has been reviewed and modified.
Use online learning and international connections to enable our learners to access global expertise and networks that support 'anytime, anywhere' learning.	Increasing utilisation of Lynda.com, TED, databases and e-books as part of learning strategies. 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.
Provide innovative solutions to the development and provision of higher level learning that meets the needs of employers and learners.	Programme development continues to be in collaboration with external stakeholders including employers. There is a need to engage more employers in the assessment of learning process. This gap has been influential in shaping the proposed Directorate Team re-structure.

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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.	Discussions are underway with NRDA to ensure that NMIT continues to be aligned to regional priorities. Review NMIT Strategy to better align with this objective. Our five current Strategic objectives could be aligned to any ITP and do not identify or celebrate our uniqueness. Deryck Shaw 'Assess and Optimize' draft final report will be presented to Council and should help shape discussions and planning at Strategic Development session in April 2018.
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.	Advisory boards in place, including TTP. Department rebalancing is complete including the introduction of Deputy Head of Department roles. Work still required to gain employer/industry endorsement of specific qualifications. Still require wider engagement of employers in the assessment of learning process.
Use the Mandatory Review of Qualifications as a catalyst to review the coherence and alignment of programmes.	Robust support and challenge continues at Programme Approval Committee stage. Programmes have been developed however this has been at a significant financial cost to NMIT.
Recognise and celebrate skills and competencies, for example by prioritising the involvement of learners in World Skills competitions.	Internal competitions continue within some programme areas. 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 in 2018.
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.	TLAC to support this development. Funded pilot started with community involvement. Required focus for 2018.
Involve employers in assessing competency, for example, through endorsing skills and work-readiness.	This will continue to be a focus and priority once relationships develop with employers.

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	Co-location with NRDA and NTCC seen as opportunity to further develop.
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.	Likely a late 2018 / early 2019 action. Blue Tick update EOY: eCampus, TANZ, Ara, Engineering, Apprentices. Decisions on secondments to eCampus pending.

Strategic Objective 5 – Grow Partnerships that provide Opportunities and Solutions	
Over the period of this plan we will	**Progress update**
Take our TANZ partnerships to the next level of development through: • 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	TANZ senior leadership workshop took place 20 and 21 September 2017. Shared Services opportunities have been explored with W², the JV established between WelTec and Whitireia. Strong relationships and knowledge sharing between the IT teams. W² has completed a Procurement Effectiveness Review across NMIT. This report provided a good basis for focussing on procurement related activities and improving the value NMIT derives from suppliers including rationalising supplier numbers and leveraging All of Government and syndicated procurement arrangements.
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.	Prioritise and develop these relationships once 'Asses and Optimise' strategy has been approved.
Developing a strategic approach to meeting requirements for continuing professional development (CPD) with industry partners.	We are providing a range of PD experiences to employers including Kono, Nelson Port etc. We have identified the potential need to establish a Business to Business function within NMIT to better respond to the needs to employers.
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 (NZWG) on the new Regional Research Institute.	NZWG have appointed a new Project Manager to lead the RIVO initiative. Meeting scheduled with NZ Wine growers in February 2018. NMIT have identified space requirements and space available for lease.

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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.	See CEO report in relation to Marlborough. Positive engagement continues across Nelson with the work of our Marketing teams. The Interim CEO will meet with all Principals to explore further opportunities for improved relationships. Progression from Trades Academy has improved in 2017.
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.	Recently signed MOU with Whenua Kura signalling continued collaboration throughout 2018. Interim CEO has started to meet with iwi Chairs and CEs. Will continue to be a priority focus for new Director of Māori 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.	We added four new institution-to-institution articulation agreement partnerships to our international portfolio during 2017, including three Chinese universities and one Vietnamese University. We have signed Study Abroad partners (universities) from Germany, France, Japan, Denmark, Norway, USA.

5.   ALIGNMENT TO BUSINESS STRATEGY:

5.1   This progress update details progress made against our primary strategic objectives and is aligned to our business strategy.

6.   FURTHER WORK PLANNED:

6.1   Interim CEO will work with Directorate to compile Investment Plan submission for 2019.

6.2   Progress monitoring will continue in 2018 against existing Investment Plan with progress reporting to Council as per work plan.

7.   RECOMMENDATIONS:

That Council members:

a)   Receive this progress report for their information.

Liam Sloan   31 January 2018

NMIT

(Information Paper)

Nā:	Liam Sloan (Interim CEO)
Ki a:	NMIT Council
Te Kaupapa:	Interim Chief Executive's Report (Open)
Te Kaituhi:	Liam Sloan
Te rā:	22 February 2018

1.   PURPOSE:

1.1   To provide Council with a high level update on NMIT Chief Executive business for the period January/February 2018.

2.   POINTS OF INFORMATION:

2.1   ITP Roadmap 2030:

TEC have announced a planned review of the ITP sector that aims to secure sector sustainability. A recent TEC report highlighted financial challenges faced by ITPs and recognised that these challenges could also provide opportunities for the sector.
ITP domestic student numbers have declined by nearly a third in the last decade, driven by demographic, economic and other changes. As a result, some ITPs face immediate and pressing challenges to their financial viability and sustainability. For others the challenges are less imminent, but certainly a future possibility.

The report states that the need for change is as much about the nature and quality of delivery as it is about ITP finances – the two are intertwined. This is not about solving a short-term financial problem – it's about finding a sustainable growth path for ITPs to help them deliver vocational training and education that addresses students' and employers' needs in a rapidly changing world.

The new Government has indicated that it wants the tertiary sector to be more flexible and responsive, to better meet New Zealand's changing labour market. During the first quarter of 2018, the 'ITP Roadmap 2030' project will establish an information base and problem definition that is widely understood and shared between government and the sector.

Moving forward in 2018 , TEC will start engaging collaboratively with ITPs, to explore and test different options for change.
Chairs, Deputy Chairs and TEC met collectively, in February, to map the road to sustainability.

It is essential that NMIT is well positioned to respond to and reflect required sector change. The Council will be aware that I have been considering a structure review and the issues raised as part of the ITP Roadmap 2030 will be central drivers in terms of our review and response. Consultation with Directorate around the review process has commenced and I anticipate that the review and restructure process will be complete by March 2018. Council will be kept up to date with progress regarding the restructure.

2.2   NMIT Excellence Awards and Staff Christmas Party:

300 staff members attended our annual Excellence Awards ceremony and around 450 people (including family and friends) attended the after- party.

The six Excellence Award winners were: John Van Der Burg Research Award; the Hospitality Team won the Team Award; Robin Mc Arthur Business Support Award; Lisette De Wit Business Support Award; Sarah Proctor Thompson The Barnes Academic Award and Linda Heath The Cretney Award.

2.3   25 Years of Bachelor of Commerce celebrations:

NMIT celebrated 25 years of our Bachelor of Commerce on November 31 2017. Successful local business people who kick-started their careers at NMIT were in attendance. Since its inception more than 1000 students have graduated from this degree at NMIT.

2.4   ITP Perceptions Project:

The ITP Perceptions project is funded by ITPs. The core aim of the project is to reposition ITPs in a positive manner focusing on the fact 'the world is changing' 'skills are changing' and 'ITPs are the future'. A website changingworld.co.nz will be developed and we have sought financial support from the government to allow a three phase implementation process to proceed.

2.5   TEC Investment Plan 2019 Onwards:

TEC has published guidance for the next round of Investment Planning. The 'newish' emphasis is on Māori and Pasifika outcomes, while also emphasising skills demand and student pathways. TEC would like to see parity of success across Māori, Pasifika and other learners by 2022.

All submissions presented to TEC are required to:

- Provide more evidence on how they respond to skill demand
- Help students make good enrolment choices and transitions, including showing links with local secondary schools, and reducing the "summer melt"
- Have a credible plan to improve Māori and Pasifika participation, achievement, and post-study outcomes
- Help learners to acquire literacy and numeracy skills, do excellent research, add value in international education and invest in quality teaching.

As a result of the release of the TEC Investment plan process I will take responsibility for ensuring that by 2019 NMIT is well positioned to maximise the opportunities available. In order to compile an Investment Plan of high quality I, supported by Directorate, will facilitate

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a number of workshops with key stakeholders and take personal responsibility for ensuring the final plan is complete and clearly demonstrates the role NMIT has to play in supporting the Government transform the lives of individuals.

2.6   Kaihautu Matauranga Māori – Pōwhiri:

After our much anticipated wait we finally got the opportunity to welcome Andrew Luke, our new Director of Māori, and his family to the Top of the South and NMIT.

On 12 February a large number of internal and external stakeholders attended a Pōwhiri on Nelson Campus.

Early priorities for Andrew include:

1.   Meet with iwi to further improve relationships to ensure NMIT understands the variety of needs and wants and is therefore suitably positioned to support.

2.   Collaborate with stakeholders to review Te Ara Wai to ensure it continues to be fit for purpose and responds to feedback from within the EER report

3.   Support and collaborate teams to ensure that appropriate action plans are in place to further improve outcomes for Māori and Pasifika learners.

2.7   Graduation 2017:

Saturday 16 December was the final graduation ceremony of 2017. In 2017 NMIT approved 2255 Awards and at the end of year graduations, 1095 Awards were presented. The Te Toki Pakohe graduation was significantly larger than last year's with 76 attending.

Overall the ceremonies were a success, however we have identified some areas for improvement. .

Liam Sloan

6 February 2018

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![nmit - Nelson Marlborough Institute of Technology - Te Whare Wānanga o Te Tau Ihu o Te Waka a Māui]

REPORT TO NMIT COUNCIL | 22 FEBRUARY 2018
ITEM 9

EDUCATIONAL PERFORMANCE UPDATE

CAROLE CRAWFORD (INTERIM DIRECTOR OF LEARNING, TEACHING AND QUALITY)

PURPOSE

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

SUMMARY

As part of Councils annual work plan there is a commitment to review and scrutinise educational performance of NMIT. There are four Educational Performance Indicators (EPIs), course completion; qualification completion; retention and progression.

Two of these indicators, progression and qualification completion, are best measured at the end of the academic year unless programmes end during the year (as per this report)

ALIGNMENT TO NMIT'S PRIMARY STRATEGIC OBJECTIVES

Primary Strategic Objectives	Y / N	Comments
Build a high-performing customer-focused team	Y	The monitoring of NMIT's educational performance is critical to NMIT's overall commitment to ensuring graduates are work and world ready.
Deliver a personalised customer experience through the learner life cycle	Y	
Enable learning that develops and inspires capable and connected graduates	Y	
Optimise our programme mix to meet work and world ready outcomes	Y	
Grow partnerships that provide opportunities and solutions	N	

RECOMMENDATION

That Council members:

a)   Note the current performance levels and provide feedback on appropriateness and suitability of topics covered in relation to suitability for future reporting.

TOPIC	STATUS REPORT	COMMENTARY
Literacy and Numeracy Testing		▪ ALNAT assessment integral to student induction period. ▪ As we are reporting during Summer School, learner numbers are low. ▪ With the exception of numeracy in Social Sciences and Te Toki Pakohe, all areas are green rated for having completed tests. ▪ A number of students not yet performing at the national standard are indicated by Amber and Red in not passed columns. Work continues with these learners.

'At Risk' Learners			
	Department	**At Risk Learners**	▪ Template to be used going forward.
	Applied Business and English Language		▪ Discussed at performance panels:
	Trades, Engineering and Aviation		
	Primary Industries, Maritime and Adventure Tourism		– At risk learners known.
	Arts, Media and Digital Technology		– Next actions agreed.
	Health, Fitness and Social Sciences		
	Te Toki Pakohe		▪ Performance panels commence in March.
	TOTAL		
			▪ Once performance panels commence, Council will be given data on learners at risk.
Outstanding Course Results			▪ Outstanding results dropped from 1,463 to 196 between 18 January and 5 February 2018. – Primary Industries, Maritime and Adventure Tourism – high @ 139. – Arts, Media and Digital Technology – low @ 1.

Attendance and Register Marking				
	NMIT Overview — 99% Registers Marked — 88% Learner Attendance			▪ Expectations for 2018: – 100% registers marked; and – 85% attendance (may vary due to level and programme design).
	Department	**Registers Marked**	**Learner Attendance**	▪ Overall attendance for 2017 at 88% is above target (3%).
	Applied Business and English Language	99%	89%	
	Trades, Engineering and Aviation	100%	89%	
	Primary Industries, Maritime and Adventure Tourism	98%	87%	
	Arts, Media and Digital Technology	95%	84%	
	Health and Fitness	100%	88%	
	Social Sciences and Te Toki Pakohe	99%	84%	
	OVERALL	**99%**	**88%**	
Programme Learning and Teaching Observations (PLATO) Update	2017 results: GRADE 1's 29 GRADE 2's 53 GRADE 3's 5			87 completed (2017 target was 80). **Grade 1 (Outstanding)** has improved from 25 to 29. **Grade 2 (Good)** has improved from 48 to 53. **Grade 3 (Satisfactory)** only 5.

EPI's and Course Retention		**Trends 2015 - 2017**
		All learners course EPI has improved from 76% to 83%. Retention has improved from 66% to 68%.
		Under 25 course EPI has improved from 82% to 86%. Retention has improved from 72% to 77%.
		Māori course EPI has improved from 69% to 76%. Retention coming back up on last year 61% to 62%.
		Pasifika course EPI has improved from 70% to 75%. Retention though has declined 67% to 63%.
		▪ Qualification completions have increased overall from 73% to 76%.
		▪ Progression rates fluctuate so we are working on programme
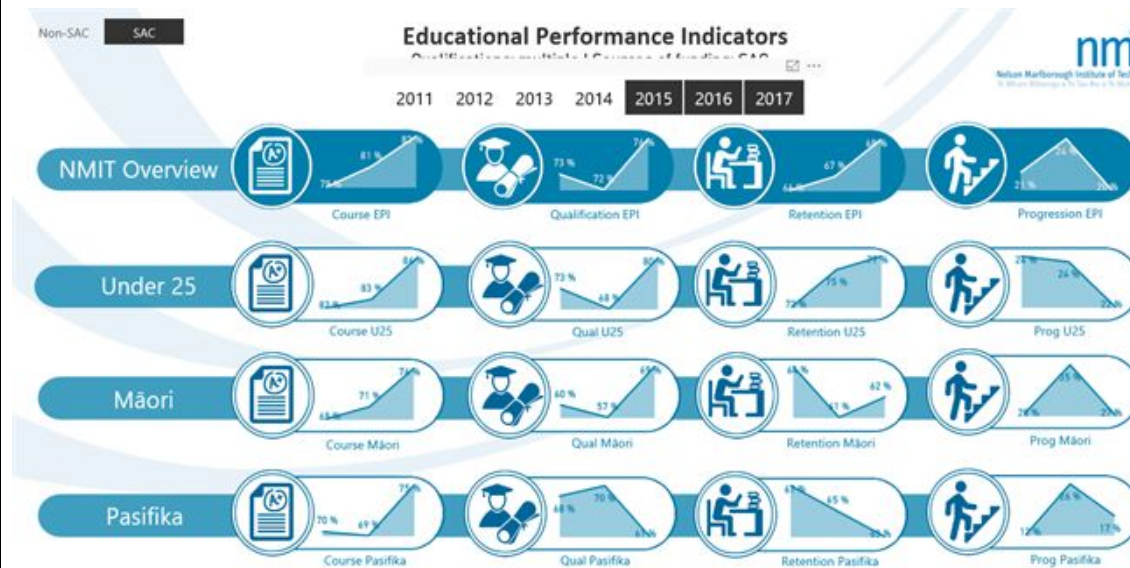
		- mix adjustments to enable improved rates. - Course and retention EPIs all at or above target except for Māori and Pasifika. - Strategic focus for 2018/2019. - Monitored at performance panels.
Stakeholder Voice		- Extremely high level of satisfaction at 92.9%. - 7.2% unfavourable rating. Issues known, understood and mitigated.
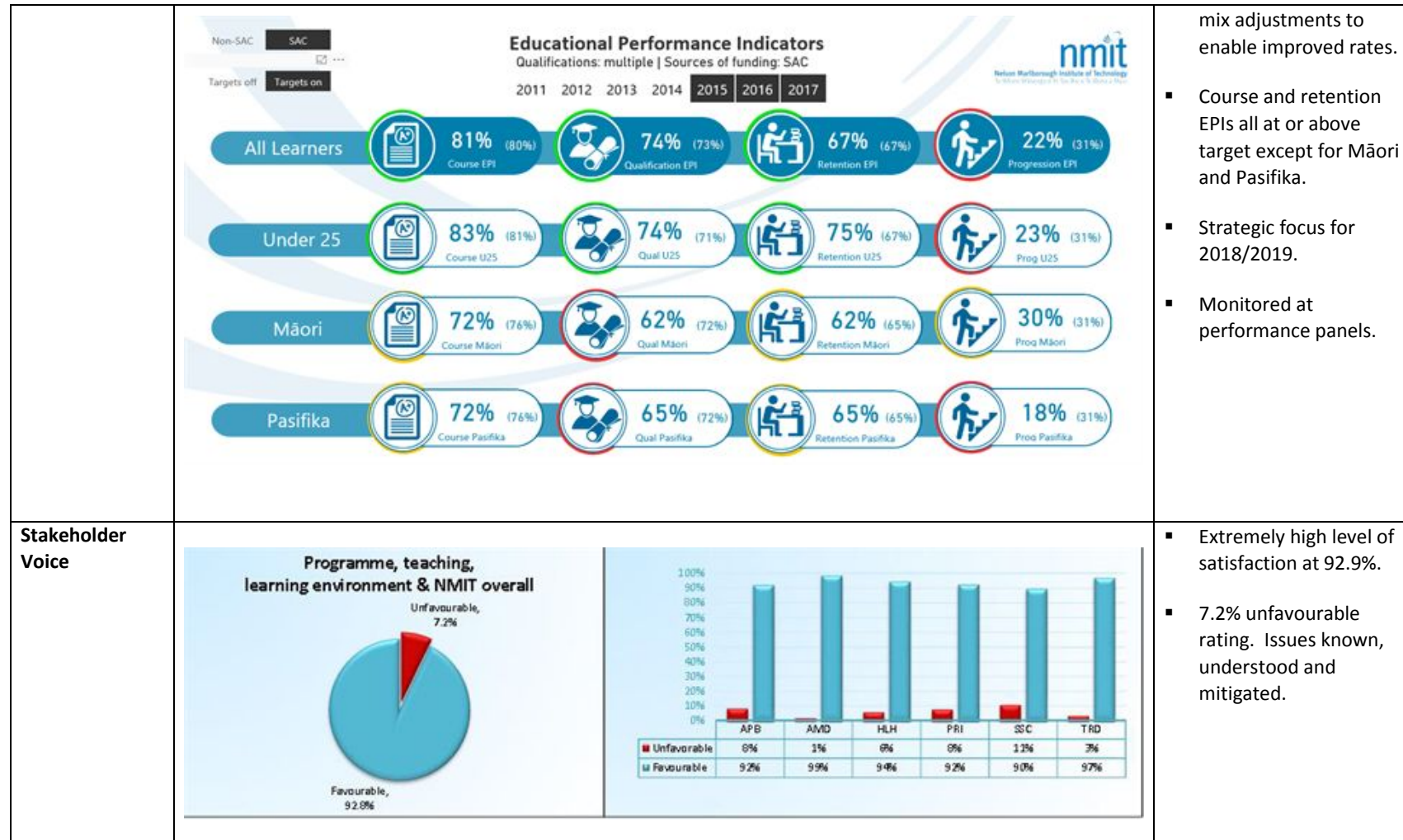
EFTS & APPLICATIONS SUMMARY

VICKI BRYSON (DIRECTOR FINANCE & BUSINESS IMPROVEMENT)

PURPOSE

Provide Council with an EFTS and Applications summary and comparison to 2017

SUMMARY

February is a critical time for enrolments and applications, with majority of programmes having a February intake. These are indicative EFTS and applications compared to the same point in 2017. On the whole both EFTS and applications are higher than the previous year.

An update regarding achievement of full year targets will be provided later in the year.

EFTS Summary

EFTS	SAC	INT	China	ITO	YG	Star/TA	Other	Ace	Total	Budget
2018	1,322.30	213.94	269.09	0.41	35.08	34.83	6.33	6.91	1,888.89	3,075.19
2017	1,155.63	213.45	141.63	0.68	30.01	35.53	17.25	5.70	1,599.88	3,288.62
Diff	166.67	0.49	127.46	- 0.27	5.07	- 0.70	- 10.92	1.21	289.01	
Diff %	14%	0%	90%	-40%	17%	-2%	-63%	21%	18%	
Budget	2,031.12	474.62	300.00	16.60	108.28	43.62	73.40	27.55	3,075.19	
Diff	- 708.82	- 260.68	- 30.91	- 16.19	- 73.20	- 8.79	- 67.07	- 20.64	- 1,186.30	

EFTS	App Bus	Arts, Media, IT	GCA	H,SS,TTP	LS/Mktg	Prim & Mar	Trd, Eng & Avi	China	Total	Budget
2018	213.83	191.96	88.30	584.19	0.20	221.68	319.53	269.21	1,888.90	3,075.19
2017	229.33	172.99	53.62	537.84	0.01	199.46	264.93	141.69	1,599.87	3,288.62
Diff	- 15.50	18.97	34.68	46.35	0.19	22.22	54.60	127.52	289.03	
Diff %	-7%	11%	65%	9%	1900%	11%	21%	90%	18%	
Budget	408.10	375.75	89.30	674.85	0.88	635.47	588.86	302.00	3,075.21	
Diff	- 194.27	- 183.79	- 1.00	- 90.66	- 0.68	- 413.79	- 269.33	- 32.79	- 1,186.31	

- Total EFTS 289 higher than this time last year, being 18% higher. This is an improvement compared to mid-January, where the year on year (YOY) comparison was +153EFTS, being 13%.
- Most sources of EFTS funding are higher than YOY comparison, with the exception of ITO and Star/Trades Academy which are slightly under and Others which is significantly under.
- 61% of 2018 total target has been enrolled, compared to equivalent 49% in 2017. This is result of higher EFTS year-to-date (YTD) and lower target (7% decrease in total EFTS target)
- Most programme areas remain in good position compared to 2017, with exception of Applied Business/English Language Programme (ELP) that remains lower than equivalent period in 2017.

Applications received (count) YOY comparison

Apps Dom	App Bus	Arts, Media, IT	GCA	H,SS,TTP	LS/Mktg	Prim & Mar	Trd, Eng & Avi	China	Total
2018	467	603	-	1,040	13	645	1,027	-	3,795
2017	265	602	-	1,135	5	572	915	-	3,494
Diff	202	1	-	- 95	8	73	112	-	301
Diff %	76%	0%		-8%	160%	13%	12%		9%

Apps Int	App Bus	Arts, Media, IT	GCA	H,SS,TTP	LS/Mktg	Prim & Mar	Trd, Eng & Avi	China	Total
2018	809	229	259	157	-	204	174	298	2,130
2017	559	170	418	189	-	238	196	155	1,925
Diff	250	59	- 159	- 32	-	- 34	- 22	143	205
Diff %	45%	35%	-38%	-17%		-14%	-11%	92%	11%

- Total applications received are higher for both Domestic and International learners. YOY Domestic +301A, +9%, International 205A, +11%
- Domestic applications are higher YOY for all programme areas except Social Sciences.
- International applications are higher YOY for Applied Business/ELP and Arts, Media & Digital. All other programme areas have fewer applications YOY, with significant reduction in Health & Fitness (-32, -17%) and Primary, Maritime & AVT (-34, -14%)

ALIGNMENT TO NMIT PRIMARY STRATEGIC OBJECTIVES

Primary Strategic Objectives	Y / N	Comments
Build a high-performing customer-focused team	Y	Ensure all teams have access to up to date and accurate data regarding EFTS and applications
Deliver a personalised customer experience through the learner life cycle	Y	Ensure all applications and enrolments are dealt with quickly and professionally to maximise enrolment and enhanced student experience
Enable learning that develops and inspires capable and connected graduates		
Optimise our programme mix to meet work and world ready outcomes	Y	Ensure programmes are reviewed to ensure cohorts at risk are identified early and actions in place to mitigate cancellations/postponements or small cohorts. Manage EFTS mix within funding steams.
Grow partnerships that provide opportunities and solutions	Y	Ensure Joint Venture partners have access to EFTS and information as required to ensure smooth partnership and expectations

RECOMMENDATIONS

That Council members:

a)   Note the information provided.

22 February 2018

SANITI REPORT FOR COUNCIL

ABBEY PATERSON, STUDENT PRESIDENT

Events and Campus Culture

What's been happening?

The graduation after functions were all delivered successfully in December 2017– with feedback being that they were extremely enjoyable and seamlessly run. It's such a huge week for the SANITI team, especially at the end of the year, so a huge thank you and congratulations to everyone that took part, and made the after functions a success.

Opportunities

The events schedule has been finalised and is in place for 2018. There are exciting concepts being discussed to bring more campus culture to our students. One idea being a combined student and staff evening 'pub quiz' night, with Nelson Venues being hired to serve alcohol much like the graduation after function. SANITI and NMIT believe it would be a great opportunity to bring everyone together for a fun night to kick off the year.

The 'container bar' discussion has been reignited, with discussions being had around the fit into the CAM project and the possibility of SANITI investing funds into the structure.

Support, Advocacy & Employment

What's been happening?

StudyLink support has been a huge priority for the SANITI advocates, already in January and February. Students starting early and those who will start at the end of February are asking for more help with loan applications, and some seem to be confused about the details around fees free and how to 'apply' for fees free.

We have noticed an increase in students asking about residencies and accessing NZ schemes such as Student Loans under certain residency statuses.

Opportunities

With the increase in uncertainty and confusion with fees free, NMIT's Interim Chief Executive and I have discussed the idea of having a joint workshop, where students, staff and families can come and ask NMIT and SANITI questions about fees free. There may also be an opportunity to have a representative from StudyLink or TEC involved.

22 February 2018

SANITI's Employment Coordinator is looking into an innovative opportunity to streamline internships, in partnership with NMIT staff. This is looking to be an exciting concept, where by templates and an organised structure will be utilised for students wanting internships and employers needing interns. This should increase efficiency with everyone being on the same page and decrease confusion around what internships may entail.

Representation & Student Voice

Student President Representation of the student voice within NMIT:

- Learning and Teaching committee meeting
- An Academic Appeal meeting
- Research and Ethics managers programme review – it was super exciting to see the level of progress that has been made during my 2 years being a part of REC. The level and amount of research and outputs coming out of NMIT is fantastic. A huge thank you to Liam, the REC team and the researchers on behalf of the students who will benefit from the research work.
- Bachelor of Commerce 25 years celebration event
- Academic Board
- Policy review working groups – the new 'Learner Voice' policy has been a big job, and the policy is looking fantastic. A huge thanks to Carole Crawford, Darcy Liddell and Eleanor Upton for constantly involving SANITI in the process. Next step is to link the Programme Rep policy, which is being re-written by Toni Baigent and I over the next month.
- Nelson, Marlborough, TTP and Global Campus Graduations – SANITI's busiest but most rewarding time of year, seeing all the students and staffs' success being celebrated.
- Micro teach sessions – this is a really valuable initiative that gives students the opportunity to feed in to the hiring of new tutors.
- Met with Derek Shaw – discussion around opportunities for business and community growth strategies for NMIT.
- Visit to Global Campus – feedback from this trip was fantastic! The students spoke extremely highly of the staff at GC, the level of support they are receiving and of the experience they were having, new and current cohorts.
- Meeting with Pitt & Moore – regarding the opportunity of establishing multiple grants for international students.
- Regular catch ups with the CEO – Liam's open door policy has been much appreciated. Discussing the ongoing relationship between SANITI and NMIT and how we can constantly improve has been positive and really encouraging. I am really proud of the work we are doing and excited about the opportunities coming up in 2018.

22 February 2018

Other SANITI business

After the update and changes to the constitution in 2017, SANITI are now undertaking the update of the organisations job descriptions, policies and procedures. This is turning out to be a substantial workload, even with the expertise of Geoff Ormandy, the advisor to the Executive.

Currently there are 3 new Executive members for 2018 and there will be more new members elected at the AGM in April. The hope is that there will be some continuity on the Student Executive from 2018 into 2019 with the transition into a new Student President.

SANITI's Marketing Coordinator, has been doing an amazing job of updating and rebranding some of SANITI's documentation, website and signage. She is a very skilled designer who we are lucky to have on board!

The SANITI team

Abbey Paterson – Student President

Alison Hart – Association Manager

Alyssa Watson - Marketing & International Activities Coordinator

Chel Hernandez - Global Campus Employment & Event Coordinator

Cherie Baker – Employment Coordinator

Jaycob Brown – Operations Manager

Toni Baigent – Student Advocate

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28 November 2017

Daryl Wehner
Nelson Marlborough Institute of Technology
Private Bag 19
Nelson 7042

Dear Mr Wehner

RESULTS OF THE 2017 TERTIARY EDUCATION INSTITUTION AUDITS

Please find attached a copy of our letter to Sarah Dowie MP, Chairperson of the Education and Workforce Committee. We have sent copies directly to your Chief Executive, the Minister of Education, the Ministry of Education and the Tertiary Education Commission. The letter is also available on the OAG website.

If you would like to discuss the letter, or any other aspect of our work in the tertiary sector, please contact Patricia Johnson on 021 222 6257 or email patricia.johnson@oag.govt.nz

Yours sincerely

Greg Schollum
Deputy Controller and Auditor-General

OFFICE ᵒ𝖿 AUDITOR- GENERAL

Te Mana Arotake

28 November 2017

Sarah Dowie MP
Chairperson
Education and Workforce Committee
Parliament Buildings
Wellington

Dear Ms Dowie

RESULTS OF THE 2016 AUDITS OF TERTIARY EDUCATION INSTITUTIONS

1. In this letter, we summarise the results of the tertiary education institution (TEI) audits for the year ended 31 December 2016. We provide a brief introduction to our audit work and an update on timeliness and completion of the 2016 audits. We also report on the types of audit opinions we issued, and note the main matters we identified from our audits.

2. The Committee may find this information useful in its examination of the performance and accountability of entities in the tertiary sector. We will also publish this letter on our website and copy it to TEIs, the Minister of Education, the Tertiary Education Commission (TEC), and the Ministry of Education.

Introduction

3. Our office provides independent assurance that TEIs are properly accounting for the public money and assets they use.

4. Our audit work supports effective governance and management of TEIs. We do this by providing assurance and comment on the financial and service performance information reported by the TEIs. Each year, we give an opinion on whether that information is a fair reflection of each TEI's performance.

5. This letter includes our comments on both financial and service performance, as well as summarising other matters we identified in our 2016 audits.

Timeliness and completion of the 2016 TEI audits

6. Public entities must give us financial statements within statutory time frames. Doing so enables us to complete our audit work as soon as possible after the end of the TEI's financial year. Public entities must publish those audited financial statements. Prompt reporting is an important aspect of public accountability.

7. Recent amendments to the Education Act 1989 removed the requirement for us to audit TEI subsidiaries. However, we continue to audit some subsidiaries on request or when required by a TEI's constitution or deed.

8. With one exception, all of the TEI group audits for the year that ended on 31 December 2016 were completed within the statutory time frame (by 30 April 2017).[1]

9. We have been unable to give an audit opinion for Tai Poutini Polytechnic for 2016. This is because the Council of the Polytechnic cannot yet provide us with adequate audit evidence to explain why it considers the "going concern assumption" is appropriate as a basis for its 2016 financial

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[1] Because 30 April 2017 was a Sunday, the reporting deadline moved to 1 May 2017, under the provisions of the Interpretation Act 1999.

statements.[2] We will also need to assess final reports, when received, from investigations carried out by TEC and the Crown Manager into the Polytechnic's operations. Also, the Polytechnic needs to formally assess whether it is a going concern, and this will depend on a government decision on its proposed business case.

The types of audit opinions we issued

10.   We issued audit opinions for:

- each TEI (usually called "the parent"); and
- for the combined entities (the parent and its subsidiaries) that comprise the TEI group (usually called "the group").

11.   We issued unmodified opinions for all 26 completed audits of TEI group accounts for the year that ended on 31 December 2016. When we issue an unmodified opinion, it means that, in our view, the financial statements and performance information we audited:

- fairly reflected each TEI group's financial position, the results of its operations, and cash flows; and
- fairly reflected each TEI's actual service performance as measured against its performance targets.

12.   In three cases, we included in our audit report an explanation of specific matters of importance that do not affect our overall opinion.

13.   For the University of Auckland, we drew attention to the accounting treatment used by the University for "Partnerships for Excellence" funding.

14.   For Toi Ohomai Institute of Technology, we drew attention to it being formally set up on 1 May 2016 as a result of the merger of the Bay of Plenty Polytechnic and Waiariki Institute of Technology. We commented on aspects of the merger occurring part-way through the financial year.

15.   For the Western Institute of Technology in Taranaki, we drew attention to disclosures made by the Institute about:

- its reliance on TEC funding;
- its need to amass enough cash reserves to meet future loan repayments to the Crown; and
- the way the Institute had applied the going concern assumption in preparing its financial statements.

16.   We include further information about each of these matters in our audit reporting for these entities.

Matters we identified from our audits

17.   We set out below the main matters identified in our TEI audits.

Financial viability

18.   Financial viability remained a significant area of focus in our TEI audits. We found that conditions affecting viability included rising operating costs and changes in (non-student) income. Sometimes, student numbers fell below the targets set for enrolment. This puts pressure on the revenue

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[2]   Going concern is a basic accounting assumption that the TEI will continue, and will be able to meet its obligations when they fall due. It is inherently linked to financial risks, although there are other conditions or events that can cast doubt on an entity's ability to continue as a going concern.

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generated, and can lead to a TEI having to make repayments to the TEC. In some instances, the TEC may formally review the TEI.

19. Of the TEIs with completed audits, 16 of the 26 achieved a financial result that exceeded either their target result or their 2015 result.

20. Our audit work for all TEIs involved reviewing the going concern assumption.

21. TEIs continue to look for new revenue sources and efficiencies. Some TEIs have carried out large change programmes, including:

   - reviewing how and where courses are delivered;
   - seeking more international students; and
   - carrying out activities overseas.

Valuation of land and buildings

22. We regularly focus our audit on the fair value of land and buildings. In 2016, many TEIs revalued their assets. We had to do a lot of work to get sufficient assurance on these revaluations. Sometimes, the valuations increased significantly, arising from increased building costs and major property redevelopment.

Capital expenditure

23. During 2016, a number of TEIs had major campus development projects under way or planned. We saw a substantial level of capital spending in the sector as TEIs implemented plans to maintain and develop their campuses.

Performance reporting

24. We reviewed the TEIs' performance information systems and reporting. Generally, the performance reporting gave a clear picture of each TEI's performance. We made several suggestions to individual TEI councils and managers to further improve their performance reporting. These suggestions included:

   - linking long-term objectives and what the TEI achieved in the year more clearly in investment plans;
   - providing more context; and
   - providing clearer explanations where there was variation between actual results and targets.

Procurement and contract management

25. We noted some areas for improvement in procurement and contract management policy and practice in individual TEIs. These included;

   - maintaining appropriate documentation;
   - having clearer expectations for identifying and managing risk;
   - accounting correctly for research contracts; and
   - checking that procurement practice follows policy.

26. Each year, we carry out audit work based on a theme for the year. For 2018/19, our proposed theme is *Procurement and contract management*. We are currently identifying the specific areas of focus for our work under this theme.

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Fraud risk

27. We have analysed information from our auditors to identify fraud risk factors.

28. Paying fees and other course-related costs in cash often represents a significant sum and presents an attractive target for theft by an employee. We encourage TEIs to collect fees electronically rather than in cash.

29. We have also seen a steady number of procurement-related thefts, mainly using false invoices. This risk can increase where TEIs are involved in significant building and construction projects. Sometimes, the existing internal controls have not been designed or updated to cope with the increased volume or complexity of expenditure, and weaknesses emerge.

30. We found a few incidents where fraudsters sent public entities legitimate-looking emails or documents, claiming to be from an established supplier, telling them of a change in bank account details. In a couple of instances, the TEI made the account change without first confirming it by phoning or separately contacting the supplier, and then paid the fraudster.

31. Compliance with adequate policies and procedures is a strong defence against fraud, as is proactive and engaged supervision. One of the best tools to prevent fraud is employee awareness, where there is a fraud policy used as the basis for training and regular reinforcement of the message that fraud is unacceptable.

Broader audit risk

32. Auditors consider where risks arise in an audit, and plan their audit work to target those risks.

33. The top four risks identified by our auditors were:

    - There are diverse contract management practices across TEIs despite there being largely the same level of inherent contracting risk.

    - All aspects of contract management practice had weaknesses compared to our good practice expectations (although the level of weakness was similar to that in the wider public sector).

    - Procurement was often devolved, and a lack of review and assurance limited our confidence that the systems were working effectively.

    - There were weaknesses in linking asset management planning to overall service and financial planning, strategic planning, and financial forecasting.

34. We continue to report these findings to TEI governors and managers to support their improvement work on these risks.

Further information

35. We look forward to working with the Education and Workforce Committee.

36. If you have any questions, or need any further information on the matters raised in this letter, please contact Patricia Johnson on 021 222 6257 or at Patricia.Johnson@oag.govt.nz.

Yours sincerely

Greg Schollum
Deputy Controller and Auditor-General

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NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY
ACADEMIC BOARD

MINUTES OF THE MEETING HELD ON 12 OCTOBER 2017 AT 1.00 P.M.

PRESENT: Carole Crawford (Acting Chair), Justin Carter, Mark Burdass, Adrienne Dawson (Proxy for Darcy Liddell), Kim Davies (Proxy for Stuart Whitehouse), Silvia Gassebner, Abbey Paterson, Karina Russ, Shine Kelly (non-voting), Suzie Peacock (non-voting), Carmen Cayuelas (non-voting), Mary Woodward (non-voting)

APOLOGIES: Liam Sloan, Stuart Whitehouse, Karen Graham, Darcy Liddell, Sarah Thornton

1. MINUTES OF PREVIOUS MEETINGS

1.1 Minutes of the Meeting of 26 September 2017

131/17 **Resolved** that the minutes of the meeting held on 26 September 2017 be approved as a true and correct record of that meeting.

Adrienne Dawson / Silvia Gassebner

CARRIED

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 report back at November 2017 meeting.**

Action Item 2: *Raise concerns in relation to potential changes to apprenticeship funding models at ITP CE Forum:* **Liam Sloan to contact Tony Gray in regard to outcome at NZQA Advisory meeting 09.08.2017.**

Action Item 3: *Discussion on RPL with Silvia Gassebner and HoD A&Q:* **A discussion on Recognition of Academic Credit has been scheduled for today's meeting**

Action Item 4: *Propose plan on how NMIT are going to identify missed finding opportunities on existing programmes:* **Silvia Gassebner noted a schedule of courses with current funding categories had been generated to enable checking of funding opportunities.**

Action Item 5: Raise issue with Carole Crawford and Abbey Patterson around student wellbeing in regards to stress and safety: **Abbey Patterson to work with SANITI and Learner Services on developing process on where people can seek help.**

3. CORRESPONDENCE SCHEDULES

Silvia Gassebner advised that the September 2017 eQuate Newsletter had been forwarded to AB members. She noted that Darcy Liddell had provided feedback on the EER report to NZQA, and members have until 13 October 2017 to forward their own feedback.

After noting the number of correspondence in regard to MRoQ applications and approvals Suzie Peacock noted a vote of thanks was due to the Academic and Quality Team for the work they had done in regard

to MRoQ. Carole Crawford agreed and noted her thanks to all the teams involved with MRoQ.

132/17 **Resolved** that the inward correspondence be received and outward correspondence be approved.

Justin Carter / Mark Burdass

CARRIED

4. ACADEMIC AND QUALITY

4.1 Academic Development Projects

Silvia Gassebner reported that the application for the revised Bachelor of Commerce programme is still to be submitted to NZQA. She advised that approval was received for the Writing for Creative Industries Training Schemes on 12 October 2017and that approval is expected shortly for the New Zealand Certificate in Health and Wellbeing (Advanced Support) (Level 4). She noted that accreditation visits for the Master of Management and the Bachelor of Career Development are scheduled for October.

4.2 Academic Development Proposals

4.2.1 Conservation Field Skills Training Scheme

Kim Davies reported that the Conservation Field Skills Training Scheme is currently part of a suite of training schemes embedded in the expiring conservation qualification that the department still want to deliver. She advised the five current conservation training schemes have been revised down to this one 20 credit training scheme comprised of five compulsory and 15 elective credits and noted that these changes should increase the level of completions.

Kim Davies further noted that this ADP had been submitted as information only to the 26 September 2017 meeting as it had not been presented to the Quality Committee for endorsement. The ADP was endorsed by the Quality Committee by e-vote on 6 October 2017. A number of questions and comments were received from the Quality Committee which, although not subject to the endorsement, need to be considered.

She advised that a mini Programme Approval Committee will be convened in the next week to consider the questions and comments received from the Quality Committee and if the ADP documentation will need to be altered to reflect these.

133/17 **Resolved** that the Academic Development Proposals for the Conservation Field Skills Training Scheme be approved subject to the consideration of the Quality Committee recommendations to proceed through Approval Procedure B.

Kim Davies / Adrienne Dawson

CARRIED

4.2.2 Industrial Safety Short Courses and Consent to Assess ADP

Justin Carter advised that the purpose of this ADP was to meet industry demand for health and safety compliance. He noted that the intention of these self-funded courses is to develop and deliver courses in collaboration with Maxsafe (Maximum Safety NZ Ltd), an industry provider of industrial safety training and manufacturer of high quality industrial safety equipment, and that the focus of the courses will be on preparing students to meet the relevant workplace and industry health and safety requirements.

Suzie Peacock advised that there will be challenges in meeting timelines for student to receive their results.

134/17 **Resolved** that the Academic Development Proposals for the Industrial Safety Short Courses and Consent to Assess ADP be approved, subject to feedback from Quality Committee, to proceed through Approval Procedure B.

Mark Burdass / Abbey Paterson

CARRIED

4.2.3 Applied Research Training Schemes

Matt Peacey reported that the Applied Research Training Schemes have been designed to develop the practical research capability of academic staff members at NMIT and to provide the opportunity for staff doing research to develop practical research skills.

He advised the Training Schemes will be offered as monthly two hour workshop sessions and one to one scheduled mentored sessions and will focus on the completion of a research plan and submitting a short literature review to an academic publication.

Suzie Peacock noted the Performance Based Research Fund (PBRF) is designed around quality and it is important for institutes to score well as funding and status is related to research outputs.

Carole Crawford acknowledged the work Suzie Peacock and Matt Peacey had done in regard to the development of these Training Schemes.

135/17 **Resolved** that the Academic Development Proposals for the Research Training Scheme be approved to proceed through Approval Procedure B.

Adrienne Dawson / Mark Burdass

CARRIED

4.3 Approvals

4.3.1 NZ Certificate in Adult and Tertiary Teaching

Kim Davies advised this application is for accreditation to deliver the Ara Institute of Canterbury programme of study through the TANZ eCampus platform with additional NMIT workshops. She noted that the supporting variance documents do not indicate any change to delivery hours but are general enough if a change is required. The teaching hours should be confirmed next week and if a change is required this will be reflected in what is submitted to NZQA by Silvia Gassebner.

136/17 **Resolved** that the NZ Certificate in in Adult and Tertiary Teaching be approved.

Adrienne Dawson / Justin Carter

CARRIED

4.3.2 NZ Certificate in Agriculture (Vehicles, Machinery and Infrastructure) (Level 3)

Shine Kelly advised that an application had been made for accreditation to offer an Ara Institute of Canterbury programme of study but due to funding issues the application and variance document have been updated for accreditation to offer the Toi Ohomai programme of study.

Shine Kelly noted that this programme of study is designed for rural workplaces.

137/17 **Resolved** that the NZ Certificate in Agriculture (Vehicles, Machinery and Infrastructure) (Level 3) be approved.

Mark Burdass / Adrienne Dawson

CARRIED

4.3.3 <u>Training Scheme: Certificate in Preparation for Study for Supported Learners, Level 1</u>

Shine Kelly advised that this application is for accreditation to deliver the Ara Institute of Canterbury developed training scheme. She noted this training scheme is associated with the New Zealand Certificate in Skills for Living for Supported Learners programme of study that NMIT had been given approval to start delivery of in 2018.

138/17 **Resolved** that the Training Scheme: Certificate in Preparation for Study for Supported Learners, Level 1 be approved.

Justin Carter / Silvia Gassebner

CARRIED

4.4 Self-Assessment and Internal Review

4.4.1 <u>Self-Assessment</u>

Adrienne Dawson advised the following
- Main focus has been on ISO preparation for the audit scheduled for 9 to 11 October 2017.
- As self-assessment is the cornerstone of Quality Assurance at NMIT, Darcy Liddell and her team have been heavily involved with both overseeing and participating in the audit.
- Draft SAR reports are due 19 Dec 2017, final SAR reports are due 16 February 2018. Teams should have scheduled their end of year self-assessment meetings.
- The MyQ Graduate Report is now available. ILT has received information on how to access the MyQ Report. A quick analysis has shown that NMIT ranks as second highest TEO in benchmarking tab for all three categories: responses, average satisfaction and percentage of respondents in paid employment. Darcy Liddell will prepare a more detailed report to be shared with ILT and Academic Board.

4.4.2 <u>Draft Internal Review Plan</u>

Adrienne Dawson advised that the Internal Review team training workshops had been completed and noted that the teams are a good mix of volunteers, many of whom are eager to get the reviews underway before the holiday break. The first status check, to ensure teams have had their initial meetings and planned their reviews, is scheduled for 24 October 2017, The final Internal Review reports are due 26 January 2018.

4.4.3 <u>Quality Committee Meetings</u>

Adrienne Dawson advised that a Quality Committee E-Meeting had been held on 5 to 6 October 2017 to endorse the following Academic Development Proposals
Conservation Field Skills Training Scheme
Practical Research Skills Training Schemes
Industrial Safety Short Courses (Working Title)

4.5 Safety, Health and Wellbeing

Carole Crawford reported that the Safety Health and Wellbeing Leadership Group meeting held 4 October 2017 reviewed the Drug and Alcohol Policy. It was agreed that Jackie Britz would liaise with SANITI and unions for feedback on the policy, after which it will be referred for legal checking. She noted that the timeline for the policy approval is January 2018.

136/17 **Resolved** that the minutes of the Safety, Health and Wellbeing Leadership Group dated 4 October 2017 be received.

                                        Carole Crawford / Adrienne Dawson

       CARRIED

4.6 Other Academic and Quality Projects

4.6.1 Programme/Course Development and Change Procedure – update and redevelopment

Adrienne Dawson reported that the Programme/Course Development and Change Procedure is currently being redeveloped and updated. She advised that once the updated procedure is approved and staff are clear on the updated procedures, feedback will be sought on where any efficiencies or alterations can be made . She noted any amendments to the procedure should be available mid 2018.

4.6.2 TANZ Collaborative Academic Regulations and Glossary

Adrienne Dawson moved the motion that the TANZ Collaborative Academic Regulations and Glossary be appended to the NMIT statute. She noted that the TANZ Regulations will be attached to all new programmes approved from January 2018 and all eCampus programmes. She noted that for existing programmes the change-over to the TANZ Regulations will be phased in as programmes are reviewed and updated.

137/17 **Resolved** that the TANZ Collaborative Academic Regulations Version September 2017and the TANZ Collaborative Academic Glossary of Key Terms Version September 2017 be appended to the NMIT Statute.

                                        Silvia Gassebner / Adrienne Dawson

       CARRIED

4.6.3 Outstanding Results Overview 10 October 2017

Carole Crawford noted that the outstanding results are at 8% which is unchanged since the last Academic Board meeting. She noted outstanding results are still being viewed at performance panels.

5. SECTOR UPDATES

5.1 NZQA eQuate Newsletter September 2017

Carole Crawford noted that the Code of Practice self-review attestation is due 31 October. She also noted that the updated definition for notional hours takes effect from 1 January 2018.

5.2 Consultation on Guidelines for the recognition and award of credit for learning

Silvia Gassebner noted that the consultation period for the Guidelines for the recognition and award of credit for learning closes on 3 November 2017.

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6. REPORTS FROM COMMITTEES AND WORKING PARTIES

6.1   Quality Committee Meetings of 14 August and 14 September and E-meeting of 16 August 2017

138/17 Resolved that the minutes of the Quality Committee Meetings 14 August and 14 September and E-meeting of 16 August 2017 be received.

Adrienne Dawson / Mark Burdass

CARRIED

6.2   Learning and Teaching Committee, Meetings of 31 July and 5 September 2017

Carole Crawford noted there had been a Learning and Teaching Committee meeting on 10 October with the next meeting scheduled for 31 October.

139/17 Resolved that the minutes of the Learning and Teaching Committee, Meetings 31 July and 5 September 2017 be received.

Carole Crawford / Mark Burdass

CARRIED

6.3   Academic Committees

Silvia Gassebner noted the Central Academic Committee was trying to become smarter in regard to RAC applications.

140/17 **Resolved** that the minutes of the
- Red Academic Committee meeting of 29 August 2017 and e-meetings of 30 August, 6-7 September and 13-14 September 2017
- Blue Academic Committee meeting of 27 July and 23 August 2017 and e-meetings of 2 August, 7 August, 9 August, 10 August, 16 August, 28 August and 30 August 2017
- Central Academic Committee meeting of 12 September, 26 September 2017 and e-meetings of 14 July and 21 September 2017

be received

Adrienne Dawson / Justin Carter

CARRIED

7. GENERAL BUSINESS

7.1 Approval of Course and Programme Changes

Silvia Gassebner noted there was a backlog of approvals of programme changes.

Programme/ Course	Change	Date endorsed by AC	Date completed docs. received by A&Q Team	Date approved by DLT or delegate	Effective from
Trades, Engineering and Aviation					
Trades Academy – Mechanical Engineering	MEA203: Trades Academy Mechanical Engineering Year 1:	25.08.17	25.08.17	31.08.17	**1 January 2017**
	Unit standard incorrectly recorded in course descriptor - version and credits transposed. This has an effect on total credits, teaching hours, self-directed learning, and total hours of student learning. New course code MEA205 Incorrectly recorded as: Unit standard 2387 Assemble mechanical components under supervision, Level 2, Credits 6, Version 2 Should be: Unit standard 2387 Assemble mechanical components under supervision, Level 2, Credits 2, Version 6 Total credits: 22 Teaching hours: 154				

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Programme/ Course	Change	Date endorsed by AC	Date completed docs. received by A&Q Team	Date approved by DLT or delegate	Effective from
	Total hours of self-directed learning: 66 Total hours of student learning: 220 Total NZQF credits: 22				

141/17 **Resolved** that the approval of the above course change be endorsed.

<div align="center">Adrienne Dawson / Silvia Gassebner</div>

CARRIED

7.2 Topic for Discussion: Recognition of Academic Credit

Silvia Gassebner led a discussion on Recognition of Academic Credit (RAC). She noted that the proposed NZQA Guidelines for the recognition and award of credit for learning show that current NMIT Recognition of Academic Credit practice are in line with the guidelines.

She noted that the underlying principles for RAC were to provide a service to students that was based on tight and robust procedures ensuring the integrity of NMIT awards. She highlighted the importance of early initiation of RAC processes which should be considered at the time of student enrolment. NZQA emphasised the need for clear information to be available to students and an expectation that institutes will provide academic and administrative advice and guidance to RAC applicants.

Members noted that each area should have a designated RAC advisor. These are already in place in some programme areas. Student advisor will help to ensure that the RAC process is not to arduous for students.

Suzie Peacock emphasised that the RAC process has to be as robust as any other student assessment. NZQA defines RAC as "a process that involves formal assessment of a learner's relevant and current knowledge and skills (gained through prior learning) to determine achievement of learning outcomes of a qualification". Assessment of prior learning would normally involve a mapping of such learning against course learning outcomes. Mark Burdass added that students' evidence of their learning needed to be current, authentic, realistic and sufficient.

Carole Crawford thanked members for a good discussion and asked them to provide their feedback on the proposed NZQA guidelines to Silvia Gassebner before 3 November.

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ACTION
Academic Board
Forward feedback on proposed Guidelines to
Silvia Gassebner before 3 November 2017
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Meeting closed 4.25pm

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC BOARD
MEETING 12 October 2017
ACTION LIST

	RES NO	ACTION	WHO	WHEN	PROGRESS
		Action items still to be completed:			
1		Raise issue around timeframes for expiring and discontinuing qualifications at NZQA ITP Advisory Committee.	L Sloan	Report back at November 2017 meeting	
2		Raise concerns in relation to potential changes to apprenticeship funding models at ITP CE Forum	L Sloan	Report back at November 2017 meeting	
3		Discussion on RPL.	AB	October meeting	Closed

	RES NO	ACTION	WHO	WHEN	PROGRESS
4		Propose plan on how NMIT are going to identify missed funding opportunities on existing programmes.	S. Gassebner	October meeting	Closed
5		Raise issue with Carole Crawford and Abbey Patterson around student wellbeing in regards to stress and safety	C. Crawford /A Patterson		
		New Action Items:			
6		Forward feedback on proposed Guidelines to Silvia Gassebner before 3 November 2017	AB	3 November	

NMIT Acronyms *[February 2018]*

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

EAP	Employee Assistance Programme
EEdO	Equal Education Opportunities
EEO	Equal Employment Opportunities
EER	External Evaluation and Review
EFTS	Equivalent Full-Time Student
ELP	English Language Programme
EoI	Expression of Interest
EPI	Education Performance Indicator
ESOL	English for Speakers of Other Languages
FLiT	Flexible Learning Team
FTE	Full Time Equivalent
GC	Global Campus
GSE	Group Study Exchange
GTW	Ground Training Wing (at Woodbourne Air Force Base)
HITO	Hairdressing Industry Training Organisation
HOD	Head of Department
HR	Human Resources
IEA	Individual Employment Agreement
ITO	Industry Training Organisation
ITPNZ	Institutes of Technology and Polytechnics of New Zealand
ITPQ	Institutes of Technology and Polytechnics Quality
ITPs	Institutes of Technology and Polytechnics
KPI	Key Performance Indicator
LLC	Library Learning Centre
LLN	Literacy, Language and Numeracy
MDC	Marlborough District Council
ML	Marlborough
MoA	Memorandum of Agreement
MoE	Ministry of Education
MoP	Mix of Provision
MoU	Memorandum of Understanding
MRoQ	Mandatory Review of Qualifications

NAMS	New Zealand Asset Management Support
NCC	Nelson City Council
NCEA	National Certificate of Educational Achievement
NEET	Not in Employment, Education or Training (Youth)
NMIT	Nelson Marlborough Institute of Technology
NQF	National Qualifications Framework
NRDA	Nelson Regional Development Agency
NZDB	NZ Diploma in Business 120 credits L5 (new qualification 2017)
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	STEM	Science, Technology, Engineering and Mathematics	TTMU	Te Tiriti o Waitangi Monitoring Unit
SAC	Student Achievement Component			TTP	Te Toki Pakohe
SANITI	Students Association of Nelson Marlborough Institute of Technology Inc	SUTI	Skills Update Training Institute	YG	Youth Guarantee
		TAMU	Tertiary Advisory Monitoring Unit		
SAR	Self-Assessment Report	TANZ	Tertiary Accord of New Zealand		
SASM	Senior Academic Staff Member	TDC	Tasman District Council		
SDL	Staff Digital Literacy	TEC	Tertiary Education Commission		
SDR	Single Data Return	TEC/Skill NZ	Training Opportunities Programmes Funded by TEC/Skill NZ		
SHW	Safety, Health and Wellbeing				
SIG	Special Interest Group	TEI	Tertiary Education Institution		
SME	Subject Matter Expert	TEO	Tertiary Education Organisation		
SMS	Student Management System	TEOC	Tertiary Education Organisation Component fund		
SSC	State Services Commission				
SSG	Special Supplementary Grants	TES	Tertiary Education Strategy		
SSP	Sub-sector Provider	TEU	Tertiary Education Union		
STAR	Secondary Tertiary Alignment Resource	TIASA	Tertiary Institutes Allied Staff Association		
STCW	Standards of Training and Certification of Watchkeepers	TOTSTA	Top of the South Trades Academy		
		TRoQ	Targeted Review of Qualifications		

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Frequently used Academic Definitions

	Meaning	Definition

Academic Committees		A standing committee of the *Academic Board* responsible for maintaining academic standards for designated programmes and courses.
		There are three Academic Committees:
		• BLUE
		    Applied Business and English Language;
		    Arts, Media and Digital Technology;
		    Health and Fitness
		• RED
		    Primary Industries, Maritime and Adventure Tourism;
		    Trades, Engineering and Aviation;
		    Social Sciences and Te Toki Pakohe
		• Central

ActionPlan+		Software used for Self-Assessment reporting. Captures judgements, strengths, areas for improvement, evidence and quality improvement plans.
A & Q Team	Academic & Quality Team	Located in A111 All information about the team can be found via the staff intranet. http://intranet.nmit.ac.nz/NMIT/CQ/default.aspx
CMR (previously AMAP)	Consent and Moderation Requirements (previously Accreditation and Moderation Action Plan)	This is an NZQA document that outlines the requirements for achieving 'consent to assess against standards' and the ongoing moderation expectations. CMRs are developed by standard-setting bodies (SSBs). Before assessing learners against unit standards NMIT has to be granted consent to assess against those standards. NMIT already has consent to assess against a large number of unit standards. If however a new / revised programme requires unit standards that we do not have consent to assess against, we would have to prepare and submit an application to NZQA.
Credit		A numerical value assigned to unit standards, courses and programmes of study that reflects the estimated student time/effort required to meet the assessment requirements. In most cases, one credit represents approximately ten hours of student learning time (inclusive of scheduled class contact, assessment time,

		work experience or internships, other directed time and independent/self-directed study). A credit value of 120 is generally equivalent to one year of full time study and 1.0 EFTS.
CT	Credit Transfer	Internal Credit Transfer: Credit for the same course already earned in another qualification **from NMIT** External Credit Transfer: Credit for the same course already earned in another qualification **from another institution**
CC	Cross Credit	The granting of academic credit towards a qualification delivered by NMIT, from a **similar** course already completed as part of another approved qualification.
DAS	Directory of Assessment Standards	The Directory of Assessment Standards (DAS) lists all quality assured unit and achievement standards, known collectively as 'assessment standards'.
ebs	Unit Instances (UIs)	The Student Management System used at NMIT to establish student study contracts, report to TEC and to generate academic records. The specifications of all NMIT's approved programmes of study. Holds all the general information about a programme of study, but not the details that will change with each year or Semester the course is offered
	Unit Instance Occurrences (UIOs)	The details that will change with each year or Semester the course is offered (e.g. dates, fees, venues, etc).
EFTS	Equivalent Full Time Student	One EFTS is 1.0 Equivalent Fulltime Student.
EER	External Evaluation and Review	A periodic evaluation of NMIT, by NZQA, to provide a statement of confidence (judgement) about the organisation's educational performance and capability in self-assessment.
EPIs	Educational Performance Indicators	The TEC has published information on the educational performance of tertiary education organisations based on agreed educational performance indicators: • successful course completion • student retention • qualification completion, and • student progression.
ILP	Individual Learning Plan	An Individual Learning Plan essentially belongs to the student.

		It identifies a student's learning goals, personal goals, timescales, resources and any support required to meet those goals.
ITP	Institute of Technology and Polytechnic	
MoE	Ministry of Education	
NZQA	New Zealand Qualifications Authority	New Zealand Qualifications Authority. Key aspects of the NZQA role are to: • develop, register and support the New Zealand Qualifications Framework • manage the external assessment of secondary school students and moderate secondary schools' internal assessment activities and processes • quality assure non-university tertiary education organisations and their courses, and moderate assessment activities and processes for national qualifications for NZQA-owned unit standards • maintain effective liaison with overseas certifying and validating bodies in order to recognise overseas educational and vocational qualifications in New Zealand, and to achieve recognition of New Zealand educational and vocational qualifications overseas • act as a standard-setting body
NZQF	New Zealand Qualifications Framework	A list of all quality assured qualifications in New Zealand. The framework is the definitive source for accurate and current information on each qualification.
PAC	Programme Approval Committee	A standing committee of the NMIT Academic Board responsible for evaluating and recommending approval of academic developments.
Programme Regulations - including Course Descriptors		The Programme Regulations describe the formal rules for the completion of the Programme and its constituent courses. Programme Regulations are the legally binding contractual obligations of staff and enrolled students. They are used by academic staff to guide delivery of the Programme and its courses. Course Descriptors indicate teaching hours, hours of total student learning, course aims, learning outcomes, unit standards (if included), assessment methods, learning and teaching approaches, requirements for successful completion of the course.

		Approved Programme Regulations and Course Descriptors are not altered, and are used by academic and administrative staff to guide delivery of the programme and its courses.
PLATO	Programme of Learning and Teaching Observations	The Programme is an important and integral part of NMIT's Quality Assurance System. It is designed to ensure maximum effectiveness of curriculum delivery by encouraging the sharing of good practice within NMIT. The Programme encourages discussion within programme teams and across NMIT on improving teaching and learning.
QMS	Quality Management System	A system of clearly defined institutional structures, processes, responsibilities and resources used to manage quality improvement. Accordingly, the QMS includes all aspects of NMIT operations, all work areas and all geographic locations.
RAC	Recognition of Academic Credit	The process for formally recognising relevant experience and/or study that has been achieved prior to completion of a qualification offered by NMIT, as academic credit for a course or courses at NMIT. Includes: Cross Credits, Credit Transfers and RPLs
RPL	Recognition of Prior Learning	A process that makes use of evaluation of evidence of academic achievement and/or work/life experience to assess relevant learning.
Records Management		The effective and efficient operation of NMIT's record keeping systems, including implementing the use of the electronic document management system across the institute.
SA	Self-assessment	The ongoing processes NMIT uses to gain evidence of its own effectiveness in providing quality education.
SAC Funding	Student Achievement Component (SAC) funding	The Government's contribution to the direct costs of teaching, learning, and other costs driven by learner numbers. SAC funding comprises two elements: 1. The programme element, which relates to the types of programmes or courses approved for funding in NMIT's Investment Plan, is based on the SAC funding categories (A, B C etc) 2. The volume element, which relates to the number of valid enrolments in those programmes or courses.

SAR	Self-assessment Report	Self-assessment should be continuous, culminating in formal annual review of the previous year, recorded in a Self-assessment Report (SAR).
SDR	Single Data Return	Data items that are specifically required by the Ministry of Education (MOE) and the Tertiary Education Commission (TEC) for funding, monitoring performance against Investment Plans, publishing performance information, as well as statistical reporting purposes. All students for which a valid enrolment has been made in ebs are required to be reported, regardless of the level of study or the funding source. Information is required on student characteristics, course enrolment details, course and qualification completions, course details, and actual EFTS on a monthly basis. Further information on EFTS forecasts is required as part of the validation process. Submitted three times a year (April, August and December).
SMS	Student Management System	How NMIT manages all its student data. Currently using ebs
Student Feedback • **First Impressions** • **Course / Tutor** • **Learner Experience** • **Graduate Destination**		Student 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. It also provides evidence that improvements are actually occurring. **First Impressions** – within first 4 – 8 weeks of the programme **Course / Tutor** – scheduled, at suitable time, by Programme Area **Learner Experience** – within last 2-4 weeks of the programme **Graduate Destination** – conducted 6 months following Graduation
TANZ	Tertiary Accord of New Zealand	A network of ITPs - comprising: • NorthTec • 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