NMIT COUNCIL MEETING OPEN AGENDA

THURSDAY, 22 MARCH 2018

Time: 9.30am – 10.30am
Venue: NMIT Nelson Campus, Room M306

ITEM	TOPIC
Administrative	
1.	Apologies
2.	Register of Interests and Conflicts of Interests
3.	Confirmation of Minutes of meeting held 22 February 2018
4.	Action items
5.	Council & Audit Committee work-plan for 2018
Safety, Health & Wellbeing	
6.	Safety, Health & Wellbeing Dashboard
7.	Council representation on the S, H & W Leadership Group from 1 May 2018
Performance Reporting	
8.	Interim Chief Executive's Report
9.	Educational Performance update
10.	EFTS & Financial update as at 28 February 2018
11.	Verbal report from Audit Committee meeting held 22 March 2018
For Information	
12.	SANITI Report
13.	Media monitoring report
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
- Investment Plan – 2019 and beyond
- Interim CEO Priority Projects progress report
- 2017 Annual Report and year-end accounts
- Audit Committee membership replacement
- Interim Chief Executive's Report (In Committee)
- Legislative Compliance update
- NMIT Risk Register
- Complaints & Misconduct Report
- Verbal report from Audit Committee In Committee meeting held 22 March 2018
- Group & Service Team Reports
- Outward Correspondence

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:	8.00am – 9.30am	NMIT Audit Committee meeting
	9.30am – 10.30am	Open Council meeting discussions
	10.30am – 12.30pm	In Committee Council discussions
	12.30pm – 1.00pm	Lunch
	1.00pm – 1.45pm	In Committee Council discussions continue
	1.45pm – 2.00pm	Nelson Polytechnic Educational Society Inc. AGM
	2.00pm	Conclusion of meeting

COUNTRY MEMBER REGISTER OF INTERESTS	
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 • Cecil Woods Nominees Ltd • Nelson Golf Club: Board Member • New Zealand International Affairs Institute (Nelson branch): Secretary **Possible Conflicts of Interest:** • Suter Art Gallery – Some NMIT art students work on projects and exhibitions • Wine Nelson has some contact with NMIT hospitality students • New Zealand International Affairs Institute (Nelson branch) at times rent NMIT meeting space
Charles Newton	• Education consultant
Abbey Paterson	**Possible Conflict of Interest:** • A family member on Staff at NMIT

22 February 2018

Win Greenaway	• Economic Development Manager for Ngati Rarua • Blenheim Business Association: Board Member **Possible Conflicts of Interest:** • Chairperson of Ngati Rarua works for NMIT
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

22 February 2018

UNCONFIRMED MINUTES OF NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY COUNCIL MEETING HELD AT NMIT NELSON CAMPUS ON 22 FEBRUARY 2018, COMMENCING AT 10.05AM.

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

C Newton advised that he no longer had a family member employed by NMIT.

G Hervey advised that she's now a Board Member for the Nelson Golf Club, and the Secretary for the New Zealand International Affairs Institute (Nelson Branch). She noted that this could be a possible conflict as NZIAI at times rents NMIT meeting space.

G Hervey also requested to remove Hervey Motors Ltd and Time and Tide Ltd from the register.

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

3.   CONFIRMATION OF MINUTES OF MEETING HELD ON 16 NOVEMBER 2017

Council noted the update provided in regard to the H&S machinery risk identified in the report, acknowledging the actions that have taken place to remedy the issues previously identified.

Resolved: That the Minutes of the meeting held on 16 November 2017, as circulated and read by members, be confirmed.

4.   ACTION ITEMS

The Interim Chief Executive provided Council with a verbal update in regards to the process that's being implemented to deal with prospective students who declare a criminal conviction. At the time of writing, the process is being formalised, and will be implemented by the end of March 2018.

Council noted the action items.

5.   COUNCIL WORK-PLAN FOR 2018

The Council work-plan to be updated to change a Council meeting that is currently scheduled in Nelson to Marlborough.

Council suggested adding an additional line to the work-plan which identifies meetings with key stakeholders. The Interim Chief Executive to arrange these engagements throughout the year.

6. SAFETY, HEALTH & WELLBEING DASHBOARD

Council discussed how health and safety expectations and practices are communicated to learners. Liam advised that this is done through student inductions, and their tutors. It was also noted that there is an online health and safety module on Moodle for students to undertake.

Council queried the length of time noted in the report to develop and 'water proof' workbooks (6 months). The Interim Chief Executive to follow up on this.

In relation to the land transport risk, Council suggested adding a target deadline for completing the actions associated to this risk.

Council received the safety, health and wellbeing report provided.

7. INVESTMENT PLAN PRIORITY COMMITMENT PROGRESS REPORT

The Interim Chief Executive provided Council with a verbal update in regards to the progress against NMIT's priority commitments.

Council discussed engagement with key stakeholders in regards to leveraging these relationships for NMIT, and for these relationships to add benefit to the organisation.

A discussion took place in regards to scholarships and internships, and the processing for managing these across the institute. The Interim Chief Executive advised that the management around scholarships and internship opportunities currently happens organically, but will look to formalise the process and put some structure around how these opportunities are dealt with.

Council members received this progress report for information.

8. INTERIM CHIEF EXECUTIVE'S REPORT

Council noted the report provided.

9. EDUCATIONAL PERFORMANCE UPDATE

Council suggested adding the PLATO target into the report, as a means to measure progress.

The Interim Chief Executive to follow up with A Paterson in regards to a potential Māori and Pasifika focus group to ensure engagement. A Paterson suggested including the Vice President of SANITI in this session.

Council noted the need to ensure trends are identified, where possible, in the report.

It was suggested that a performance panel summary be included in future papers, for Council's information. This will be added to the work-plan.

10.   EFTS & APPLICATIONS SUMMARY

The Director of Finance and Business Improvement provided a verbal update in regards to the EFTS and applications summary report provided to Council.

Overall NMIT is tracking well and is ahead on applications and EFTS in comparison to the same time in 2017.

11.   SANITI REPORT

SANITI Advocacy has been dealing with a high number of queries and concerns in regards to fees free and what this means for students. NMIT and SANITI are planning to facilitate a workshop together for students in regards to the policy.

Council noted the opportunity highlighted in the report in relation to a container bar on campus. Council are keen to be kept abreast of any developments in regards to this idea.

Council noted the SANTI report provided.

12.   INWARD CORRESPONDENCE

Council noted the inward correspondence received.

13.   ACADEMIC BOARD MINUTES FROM THE MEETING HELD 12 OCTOBER 2017

Council received the minutes from the Academic Board meeting held 12 October 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
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 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

Financial & Sector Matters	*Commercial sensitivity*	*Official Information and Meetings Act 1987*

Resolved: That Council move out of 'In Committee'

There being no further business, the meeting closed at 11.17pm

Confirmed: _____ Dated: 22 March 2018

ACTION ITEMS FROM OPEN NMIT COUNCIL MEETING – 22 FEBRUARY 2018

Chair: Daryl Wehner

ACTION ITEMS

ACTION ITEMS FROM 22 FEBRUARY 2018 MEETING

	TASK	RESPONSIBLE	DEADLINE
1.	Update the 2018 Council work-plan to ensure two meetings per year take place in Marlborough, add in opportunities for Council to engage with key stakeholders throughout the year, add performance panel notes for inclusion in future papers.	A Cooke / L Sloan	Completed
2.	Enquire about the length of time noted in the H&S report which noted that it would take 6 months to develop and 'water proof' workbooks.	L Sloan	*(verbal update)* 22 March
3.	Add the PLATO target into the EPI report, as a means to measure progress.	L Sloan	Completed
4.	Follow up with A Paterson in regards to a potential Māori and Pasifika focus group to ensure engagement.	L Sloan	*(verbal update)* 22 March

Annual Calendar for Council and Audit Committee - 2018								
	February	March	April	May	June	August	October	November
Meetings 2018	Thurs 22 February	Thurs 22 March	Fri 20 April	Thurs 10 May	Thurs 14 June	Thurs 9 August	Thurs 4 October	Thurs 15 November
	10.00am Marlborough Campus	Audit 8.00am Council 9.30am Nelson Campus	Strategic Planning Workshop (Location to be confirmed)	10.00am Marlborough Campus	Audit 8.00am Council 9.30am Nelson Campus	9.30am Nelson Campus	Audit 8.00am Council 9.30am Nelson Campus	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 (include a set of Performance Panel notes)	Review	Review	Review (include a set of Performance Panel notes)	Review
Annual Report	Council to review draft	Audit Cttee review & recommendation to Council		Printed copy to all members of Council				
Council Member Induction				Undertake				
Stakeholder Engagement				Mayor / CE Marlborough District Council	Chief Executive's of NRDA & NTCC	TEC Chief Executive & Investment Manager	Mayor / CE of NCC / TDC	MRC / NZWG
Health & Safety walk-abouts	Undertake	Undertake	Undertake	Undertake	Undertake	Undertake	Undertake	Undertake
Health & Safety Policy					Review			
Audit/Financials							Agree new budget	
Audit New Zealand Management Report					Audit Committee receive report and agree actions		Audit Ctte report on actions taken	
Audit New Zealand 2018 Audit Arrangement					Audit Cttee recommendation re fees and approval by Council		Audit Cttee to discuss and develop Audit Plan with Auditors	
Internal Audit Programme							Audit Committee Review 3 year programme	
Legislative Compliance		Report to Council			Report to Council			Report to Council
Academic Board Statute Approval								Council to approve
TEC					Chair & CEO meeting with NMIT Council	Investment Manager		
NB: Other key dates: Nelson Semester 1 Powhiri - Mon 26 Feb; Nelson Semester 2 Powhiri - Mon 23 July; Marlborough Semester 1 Powhiri - Thurs 1 March; Marlborough Semester 2 Powhiri - Thurs 26 July 2018 Graduation dates: Te Toki Pakohe - 8 December; Marlborough - 13 December; Nelson - 18 December								

HEALTH AND SAFETY WORKFORCE DASHBOARD

January to February 2018

SUMMARY OF ALL CRITICAL RISKS

Risk	Description	Management Overview	*Level of assurance	Issues/Comments
Hazardous substance use	Use of multiple chemicals and compressed gasses for cleaning, maintenance, repair, laboratory, art, flares and contact with biohazards	Inventories reviewed annually and Safety Data Sheets (SDS) held and readily available	🟢	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.	🟡	16 NMIT fleet drivers have expressed an interest in the driver training. A professional driving instructor is scheduled to do the driver evaluations on 20, 23, 24, 27 April. Subsequently driver evaluations will be ongoing as required.
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 have been implemented, such as retrofit guarding without interlock, close supervision of students by tutors, enforced wearing of PPE. 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 booklets are being developed to use on the Maritime boats. Due to the work involved in summarising, reviewing, compiling and formatting the booklet, and with other work priorities, such as, NZQA consistency reviews and an external audit (Maritime New Zealand), the booklet is not expected to be completed until August 2018. In the meantime current SOPs are available for use.
Land Adventure activities	See this report's drill down			
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.	🟢	Engineers report completed on Fire facility. Facility fit for use for at least 5 years.

* 🟢 High 🟡 Satisfactory 🔴 Low

CRITICAL RISK DRILL DOWN: LAND ADVENTURE ACTIVITIES RISK

Description	Person exposed	Management Overview	Gaps/improvement/ progress	*Level of assurance	Incidents/issues/ events
Rock climbing, off track tramping, skiing, scrub clearing.	Students, Tutors, Technicians and support staff.	SOPs used and externally audited for high risk activities. Risk assessments and Intentions forms completed prior to activity. Call care used for overnight activities. AVT safety management system documentation sent for external audit review. OutdoorsMark audit report has not been received yet.	New Smarttrak GPS devices purchased. Guidelines for use being developed for monitoring and emergency response for remote activities Robust investigations, including concerned parties, H&S team, and DHOD/HOD are now held and minuted as of 1 Jan 2018. These minutes are added to the event record in Assura.	🟡	2017 incidents: • Student fell off mountain bike • Student climber fell off crag before first bolt (protection) and injured foot. • Student was stung in nostril by wasp or bee • Student slipped on steep bit of hillside and cut thumb

Information Paper: Safety, Health & Wellbeing Dashboard

SUMMARY OF HEALTH AND SAFETY EVENTS/INCIDENTS

Total Health and Safety Events reported by Type
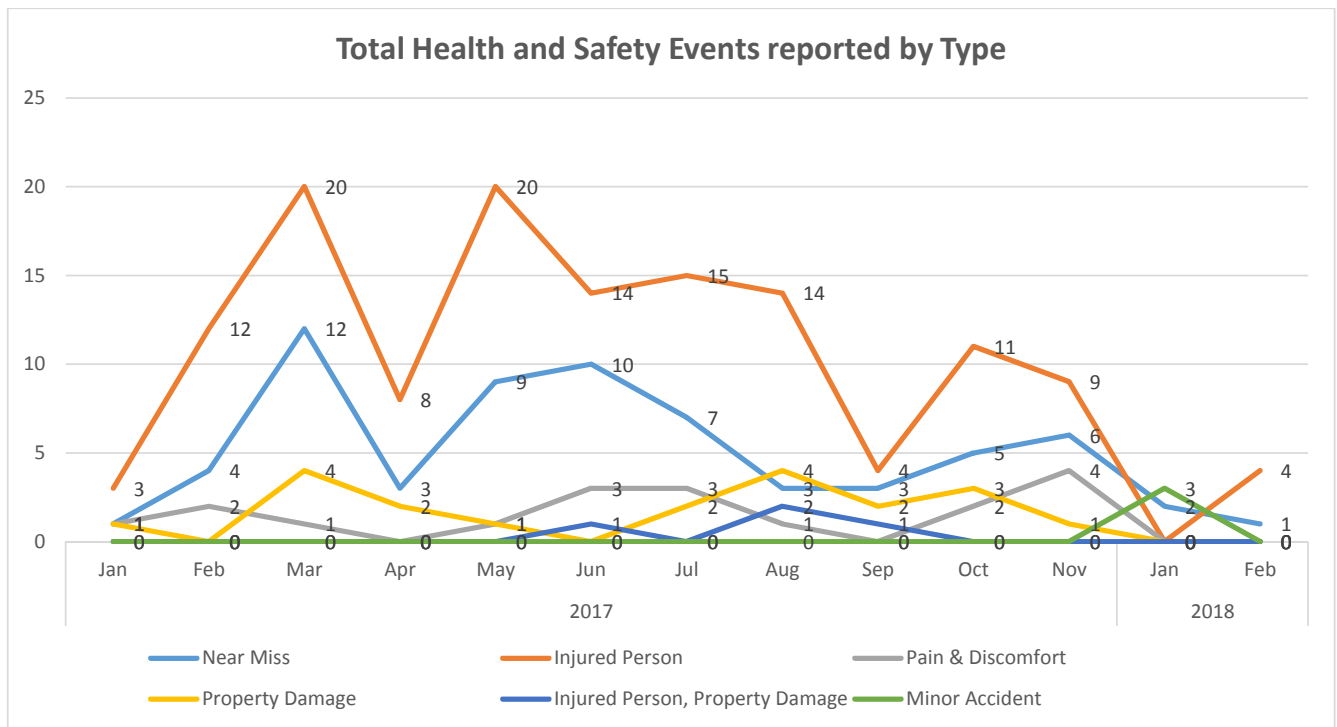
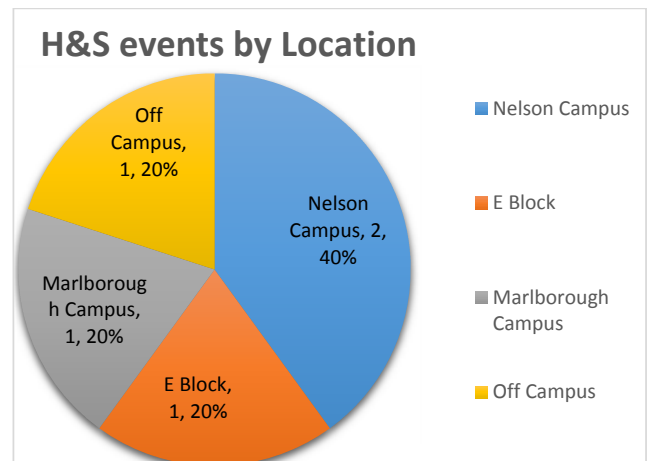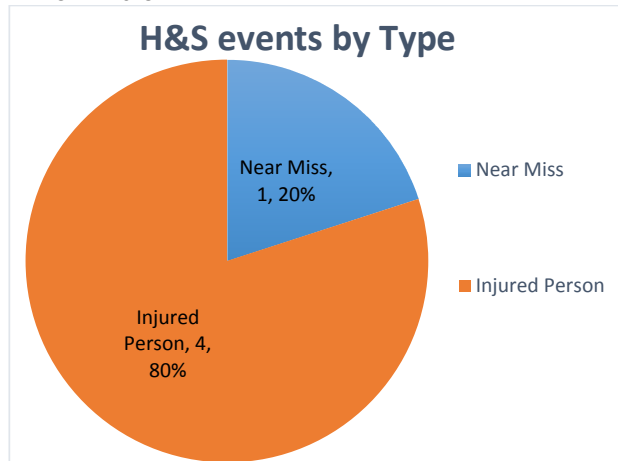Note: New event type Minor Accident is where an individual has a minor injury (i.e. first aid provided or no treatment needed).

JANUARY 2018

H&S events by Type

H&S events by Location

FEBRUARY 2018

H&S events by Type

H&S events by Location
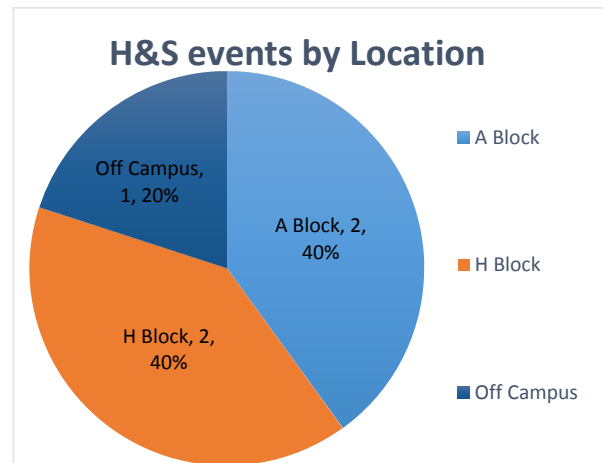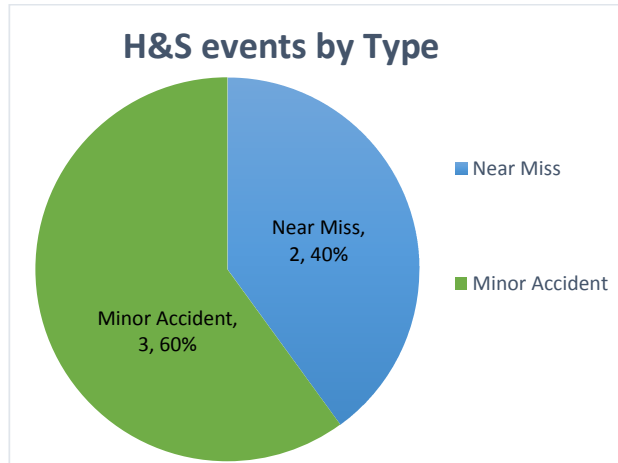
JANUARY TO FEBRUARY 2018

Event Summary	Occurred This Period	YTD
Accident	**7**	**7**
Injuries	**7**	**7**
LTI (Medical)	0	0
LTI (Non Medical)	0	0
Non LTI (Medical)	4	4
Non LTI (First Aid)	2	2
Non LTI (Non Medical)	1	1
Property Damage	**0**	**0**
Environmental	**0**	**0**
Near Miss	3	3
Pain & Discomfort	0	0

EVENT LEARNING AND IMPROVEMENT

Summary	Findings
Overview	There were no near misses where the risk was assessed as urgent or critical.
	Only minor injuries in January and injuries in February either related to pre-existing conditions and/or members of the public traversing through Nelson Campus.
Student dislocated shoulder while swimming under a waka	Student has previously dislocated shoulder 3 times. Medical clearance obtained stating he was fit to participate in sea kayaking activity the following week.

EVENT LEARNING AND IMPROVEMENT

Summary	Findings
Trades Academy student cut left thumb tip with hand saw	First day of construction course. Attended safety briefing in the morning and prior to incident tutor observed him using correct technique. Minor cut didn't require stitches however young person displayed shock symptoms so taken to A&E as a precaution and parents contacted.
Member of public fell off bicycle, while biking on path and got foot caught in bike spokes	Young child was biking through campus at 5pm with brother when she fell off. She was bleeding from shoulder and foot. Initially attended by first aider then ambulance staff took over and she was taken to A&E for observation. Path well maintained and unclear what caused her to fall off her bike.
Elderly member of the public fell over and injured arm aggravating previous injury	Elderly lady already had a dressed wound on arm/elbow from a fall a couple of days earlier and fall started further bleeding. Unclear what caused the fall but it was raining and she may have tripped a bike stand outside M Block. This bike stand has now been removed. Initially attended by first aider, then person's friend, who was a paramedic, took over and was going to take her to Urgent Medical Centre.

LEADERSHIP AND ENGAGEMENT

Action	Findings/outcomes/ issues raised
H&S Committee meeting	Following cyclone Fehi weather event, engineer check to be done on lifeboat structures before students allowed to use.
	Completing inductions, including warden responsibilities, with new Health tutors.
	Gearing up for beginning of semester.
	Saniti increasing the number of events where food provided due to increase in hardship issues in 2017.
	Ongoing problems with air circulation in T Block (Nelson) has improved by opening external and internal windows in morning and closing them at night. Long term solutions are still being investigated.
	H&S Representatives encouraged to do workplace inspections for their areas. A checklist is available from the intranet and completed checklists to be saved in Assura

LEADERSHIP AND ENGAGEMENT

Action	Findings/outcomes/ issues raised
H&S Committee meeting	H&S Representative training course dates provided.
	H&S team presented a review of health and safety activities for 2017.
PD Days	Included a session on how to log an incident in Assura and a two sessions focusing on health and wellbeing.

CONTRACTOR SAFETY MANAGEMENT (Nelson Campus only)

Action	Contractor monitoring findings
44 inductions	Sign in kiosk installed in E Block reception for visitors to E Block workshops and contractors.
	Sign in kiosks have been instrumental in ensuring contractors complete inductions.

OTHER ACTIVITIES

Safety Observations

Type	Created in Period	YTD
Safe Practice	0	0
Unsafe Practice / Hazard	9	9
Suggestion	1	1
Total	**10**	**10**

Audits and Inspections

Type	Created in Period	YTD
Area Inspection	0	0
Audit - External	0	0
Audit - Internal	0	0
Trial Evacuations	0	0
Site Inspection	0	0
Total	**0**	**0**

Information Paper: Safety, Health & Wellbeing Dashboard

SAFETY, HEALTH AND WELLBEING LEADERSHIP GROUP COUNCIL MEMBERSHIP

LIAM SLOAN (INTERIM CEO)

PURPOSE

To discuss and appoint a new Council representative on the Safety Health and Wellbeing Leadership Group.

SUMMARY

NMIT's Safety Health and Wellbeing Leadership Group meets four times each year to lead change and development and provide guidance on key safety health and wellbeing issues at NMIT.

Under the group's terms of reference, the committee membership is made up of a Council member, Chief Executive, Chief Operating Officer, Director of Learning, Health and Safety Manager, People and Organisation Development Manager, an ILT manager and an elected Health and Safety Committee representative.

Councillor Andy Rowe is the Council representative on this committee and with his Council tenure due to end on 30 April, Council will need to appoint a new representative to the committee.

ALIGNMENT TO NMIT PRIMARY STRATEGIC OBJECTIVES

Primary Strategic Objectives	Y / N	Comments
Build a high-performing customer-focused team	Y	HSW is a responsibility the NMIT holds to safeguard and protect all of its Stakeholders.
Deliver a personalised customer experience through the learner life cycle	N	
Enable learning that develops and inspires capable and connected graduates	N	
Optimise our programme mix to meet work and world ready outcomes	N	

Grow partnerships that provide opportunities and solutions	N	

RECOMMENDATION

That Council members:

a) Appoint a new representative to the Safety Health and Wellbeing Leadership Group.

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 March 2018

1. PURPOSE:

1.1 To provide Council with a high level update on NMIT Chief Executive business for the period 20 February - 15 March 2018.

2. POINTS OF INFORMATION:

2.1 <u>Passing of Matua Joe Paul:</u>

On the morning of 22 February we were sad to hear of the passing of Matua Joe Paul. Matua Joe Paul, our Kumatua, will be sadly missed.

2.2 <u>ITP Roadmap 2020:</u>

Last month I reported on this Tertiary Education Commission (TEC) initiative. This project was previously named ITP Roadmap 2030 and has subsequently changed to ITP Roadmap 2020. NMIT is in a strong position whereby, Daryl, is representing the Institute as a member of the ITP Roadmap 2020 project steering group.

Liam and Daryl attended a meeting between the TEC, Ministry of Education (MoE) and NZ ITP Chairs and Chief Executives and subsequently Charles Finney (Chair of NZ ITPs) wrote a letter to Minister Hipkins summarising areas discussed.

2.3 <u>Welcome Back – Professional Development Day:</u>

NMIT hosted a three-day Professional Development Day for all team members.

Day one started with presentation from the Interim Chief Executive reviewing provisional performance in 2017. Provisional Education Performance Indicators are very encouraging showing increases in course and qualification completion rates for all learners. The presentation also focused on clearly articulating the priorities of 2018 and ended with an open-forum for team members to ask the Interim CE questions. It was a well-received session and staff reported to have enjoyed it.

A wide range of PD activities followed under the topics of Health and Wellbeing; increasing confidence in Te Reo Maori; understanding systems and processes better and Improving levels of customer service.

Information Paper: Interim Chief Executive's Report (Open)
Nelson Marlborough Institute of Technology – March 2018
Page 1 of 2

16

2.4   Pōwhiri:

February is a traditionally bustling, exciting and vibrant period for NMIT. It was fantastic to welcome all returning and new learners onto our Campus. Our Powhiri were well supported this year with one highlight being emotional Haka performed by New Zealand Defence Force students at the Budge Street Campus.

There was the opportunity to remember to pay tribute and respect to Uncle Joe Paul who had recently passed away.

2.5   Campus Closure:
On 20 February NMIT closed its Nelson, Marlborough and Richmond campuses in response weather warnings related to Hurricane Gita. Fortunately no damage was caused and work resumed as usual on Wednesday 21st.

2.6   Annual Flu Vaccinations:
NMIT remains committed to protecting its team against illness this winter. Nelson Nursing Service will be on site in April at Nelson and Blenheim campuses to administer free flu vaccinations.

Liam Sloan

15 March 2018

KEY EDUCATIONAL PERFORMANCE INDICATORS

PREPARED BY 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).

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

RECOMMENDATION

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

CONTEXT

As part of Councils annual work plan there is a commitment to periodically review and scrutinise educational performance of NMIT. 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.

TOPIC	STATUS REPORT	
Literacy and Numeracy Testing	**ALNAT Assessment - Programme Area Overview** **Showing for Literacy**: Learners who have done Any number of assessments in period (note that Starting Points Reading NOT included in this report) **Showing for Numeracy**: Learners who have done Any number of assessments in period **Courses starting between**: 01/01/2018 and 16/03/2018 **Attainments awarded between**: 01/01/2013 and 16/03/2018. NOTE: Many learners will have completed ALNAT assessments in an earlier year than their current enrolment. **Programme Area(s)**: Applied Business and English Language Programmes, Arts, Media and Digital Technology, Global Campus Auckland, Health and Fitness, Learner Journey, Primary Industries, Maritime and Adventure Tourism, Social Sciences and Te Toki Pakohe, Trades, Engineering and Aviation Testing required by TEC (Courses Levels 1-3) Testing required by NMIT (Courses Levels 1-5) **Key for % Tested**: 91 - 100% (green), 80 - 90% (amber), 0 - 79% (red) **Key for % Not Passed**: 0 - 79% (green), 80 - 90% (amber), 91 - 100% (red) (see table below)	■ For period 1 February to 5 March 2018 682 learners have been assessed. All areas green. ■ Social Sciences amber status is due to Supported Training Level 1 learners needing 1:1 assessment process. Nevertheless, 90% of the 20 learners have been assessed. ■ Percentage of learners not yet meeting the NZ standard for literacy or numeracy are now known by their tutors (indicated by Amber and Red in not passed columns). Work continues with these learners.

Collapse All — For ALNAT assistance please contact literacy&numeracy@nmit.ac.nz

Programme Area Programme	Ass't req'd by	Learner	Enrolled	# Tests Total LIT	# Tests Total NUM	# Tests in Period LIT	# Tests in Period NUM	% Tested in Period LIT	% Tested in Period NUM	% NOT Passed LIT	% NOT Passed NUM	LIT high	NUM high
⊞ Applied Business and English Language Programmes			188					90% 🟠	89% 🟠	22% 🔴	19% 🟠		
⊞ Arts, Media and Digital Technology			177					97% 🟢	97% 🟢	21% 🔴	30% 🔴		
⊞ Health and Fitness			59					98% 🟢	95% 🟢	20% 🟠	24% 🔴		
⊞ Primary Industries, Maritime and Adventure Tourism			221					98% 🟢	99% 🟢	34% 🔴	24% 🔴		
⊞ Social Sciences and Te Toki Pakohe			72					90% 🟠	85% 🟠	61% 🔴	76% 🔴		
⊞ Trades, Engineering and Aviation			315					98% 🟢	97% 🟢	29% 🔴	26% 🔴		
Total			1032										

Report Name:
NMIT_14237_ALNAT_Programme_Area_Overview

Date: 16/03/2018 09:29

Page 1 of 1

TOPIC	STATUS REPORT	COMMENTARY
'At Risk' Learners	<table><tr><td>**Department**</td><td>**At Risk Learners**</td></tr><tr><td>Applied Business and English Language</td><td></td></tr><tr><td>Trades, Engineering and Aviation</td><td></td></tr><tr><td>Primary Industries, Maritime and Adventure Tourism</td><td></td></tr><tr><td>Arts, Media and Digital Technology</td><td></td></tr><tr><td>Health, Fitness and Social Sciences</td><td></td></tr><tr><td>Te Toki Pakohe</td><td></td></tr><tr><td>**TOTAL**</td><td></td></tr></table>	▪ Performance panels commence week beginning 5 March. ▪ Once performance panels commence, Council will be given data on learners at risk.
Outstanding Course Results	 Outstanding Course Results Overview Note that a 15 day marking period applies from the learners Course end NMIT Overview — 30242 Total Results Due — 55 Overdue Results — 0% % Overdue — 5 Extensions	▪ Outstanding results dropped from 196 to 55 between 6 February and 5 March 2018. ▪ Extensions linked to tail of learners in ceasing qualification needing roll over to 2018 to complete.

TOPIC	STATUS REPORT	COMMENTARY
Attendance and Register Marking	**NMIT Overview** — 84% Registers Marked — 89% Learner Attendance <table><tr><td>**Department**</td><td>**Registers Marked**</td><td>**Learner Attendance**</td></tr><tr><td>Applied Business and English Language</td><td>73%</td><td>91%</td></tr><tr><td>Trades, Engineering and Aviation</td><td>93%</td><td>88%</td></tr><tr><td>Primary Industries, Maritime and Adventure Tourism</td><td>80%</td><td>93%</td></tr><tr><td>Arts, Media and Digital Technology</td><td>81%</td><td>87%</td></tr><tr><td>Health and Fitness</td><td>93%</td><td>90%</td></tr><tr><td>Social Sciences and Te Toki Pakohe</td><td>79%</td><td>85%</td></tr><tr><td>**OVERALL**</td><td>**84%**</td><td>**89%**</td></tr></table>	▪ Lower than expected registers marked. Justified somewhat by new tutors learning how to and orientation week activities. ▪ Learner attendance is strong at 89%. ▪ Expectations for 2018: – 100% registers marked; and – 85% attendance (may vary due to level and programme design).
Programme Learning and Teaching Observations (PLATO) Update	**2017 results**: GRADE 1's 29 GRADE 2's 53 GRADE 3's 5	**No change from last report.** 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.

TOPIC	STATUS REPORT	COMMENTARY
EPI's and Course Retention		**Provisional 2017 EPIs:** − 83% Course Completion − 78% Qualification Completion − 68% Learner Retention − 19% Progression **No meaningful EPIs for 2018 this report period.**
Stakeholder Voice		2017 Learner Experience Survey - Semester 2 ▪ Extremely high level of satisfaction at 92.1%. ▪ 7.9% unfavourable rating. Issues known, understood and mitigated.

Nelson & Marlborough Institute of Technology

EFTS Reporting 28 February 2018

EFTS Reporting

NMIT EFTS Reporting 2018 Academic Year

NMIT EFTS @ 15-Mar-2018 (EA & EW Status)

Value Type	SAC	Int	China	ITO	YG	Star	Other	ACE	Total	
2018 Actual YtD	1,584.89	326.66	269.92	6.47	44.71	35.58	17.42	9.51	2,295.15	Under TEC capped EFTS
2018 Budget FY	2,031.12	474.62	300.00	16.60	108.28	43.62	73.40	27.55	3,075.19	Within TEC capped EFTS
2018 Projected FY	2,184.88	424.27	300.00	16.60	53.59	43.52	67.12	29.22	3,119.20	Exceeds TEC capped EFTS
2018 Plan FY	2,031.12	474.62	300.00	16.60	108.28	43.62	73.40	27.55	3,075.19	Within TEC capped EFTS

% EFTS Variances	SAC	Int	China	ITO	YG	Star	Other	ACE	Total
Actual(YtD) to Budget(FY)	(446.23)	(147.96)	(30.08)	(10.13)	(63.58)	(8.05)	(55.97)	(18.04)	(780.04)
%Actual(YtD) / Budget(FY)	78%	69%	90%	39%	41%	82%	24%	35%	75%
Actual(YtD) to Projection(FY)	(599.99)	(97.62)	(30.08)	(10.13)	(8.88)	(7.94)	(49.69)	(19.71)	(824.05)
%Actual(YtD) / Projection(FY)	73%	77%	90%	39%	83%	82%	26%	33%	74%
Actual(YtD) to Plan(FY)	(446.23)	(147.96)	(30.08)	(10.13)	(63.58)	(8.05)	(55.97)	(18.04)	(780.04)
%Actual(YtD) / Plan(FY)	78%	69%	90%	39%	41%	82%	24%	35%	75%
Projection(FY) to Plan(FY)	153.76	(50.35)	0.00	0.00	(54.69)	(0.11)	(6.28)	1.67	44.00
%Projection(YtD) / Plan(FY)	108%	89%	100%	100%	49%	100%	91%	106%	101%

Legend:
- exceeds by greater than 5%
- within allowable limits
- less by greater than 1%

Programme Area EFTS incl. of distributed JV progs.

Value Type	App Bus & ELP	Trades & Eng.	Arts, Media & IT	Soc. Sci. & TTP	Health	Primary Industries	GCA	China Project	Learner Services	Total
2018 Actual YtD	322.17	397.11	261.52	339.10	308.22	310.75	85.80	270.21	0.27	2,295.15
2018 Budget FY	408.10	588.86	375.75	364.23	310.62	635.47	89.30	302.00	0.88	3,075.19
2018 Projected FY	421.35	594.49	321.10	476.28	380.62	536.67	85.81	302.00	0.88	3,119.20
2018 Plan FY	408.10	588.86	375.75	364.23	310.62	635.47	89.30	302.00	0.88	3,075.19

% EFTS Variances	App Bus & ELP	Trades & Eng.	Arts, Media & IT	Soc. Sci. & TTP	Health	Primary Industries	GCA	China Project	Learner Services	Total
Actual(YtD) to Budget(FY)	(85.93)	(191.74)	(114.24)	(25.12)	(2.39)	(324.72)	(3.50)	(31.79)	(0.61)	(780.04)
%Actual(YtD) / Budget(FY)	79%	67%	70%	93%	99%	49%	96%	89%	31%	75%
Actual(YtD) to Projection(FY)	(99.19)	(197.38)	(59.59)	(137.18)	(72.40)	(225.92)	(0.01)	(31.79)	(0.61)	(824.05)
%Actual(YtD) / Projection(FY)	76%	67%	81%	71%	81%	58%	100%	89%	31%	74%
Actual(YtD) to Plan(FY)	(85.93)	(191.74)	(114.24)	(25.12)	(2.39)	(324.72)	(3.50)	(31.79)	(0.61)	(780.04)
%Actual(YtD) / Plan(FY)	79%	67%	70%	93%	99%	49%	96%	89%	31%	75%
Projection(FY) to Plan(FY)	13.25	5.64	(54.65)	112.06	70.00	(98.80)	(3.50)	0.00	0.00	44.00
%Projection(YtD) / Plan(FY)	103%	101%	85%	131%	123%	84%	96%	100%	100%	101%

2

EFTS Analysis MOP 2018
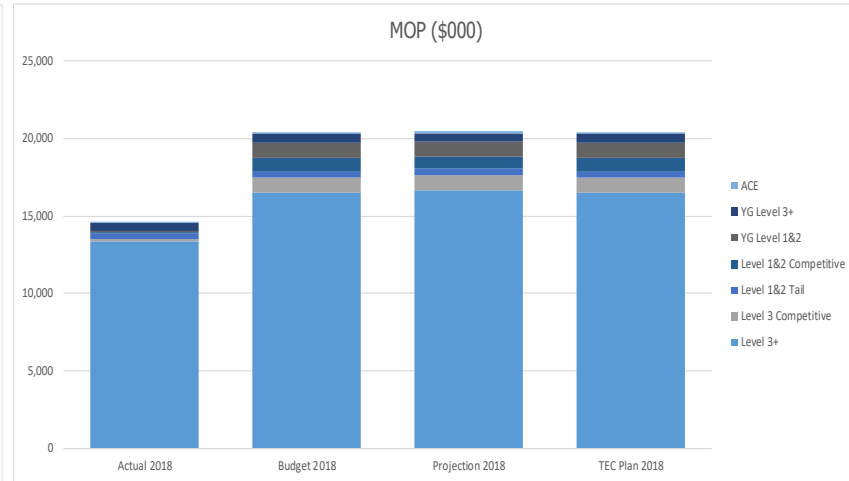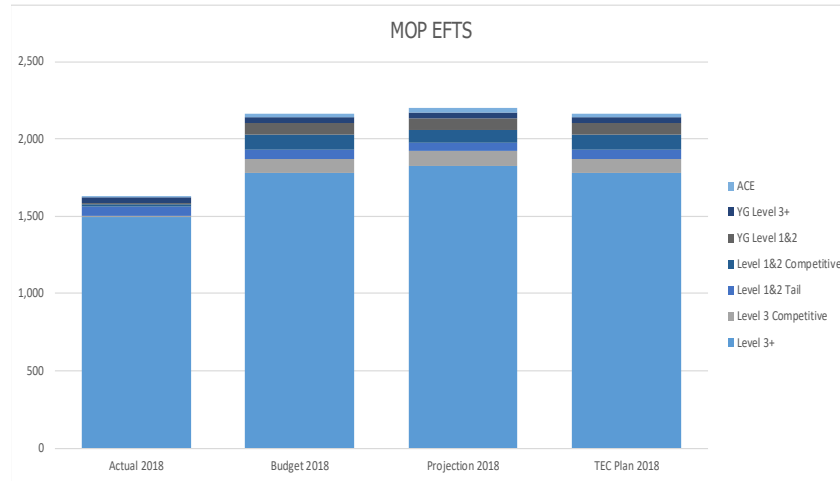
EFTS	Level 3+	Level 3 Competitive	Level 1&2 Tail	Level 1&2 Competitive	YG Level 1&2	YG Level 3+	ACE	Total
Actual 2018	1,491.39	12.98	56.63	18.22	5.63	38.08	8.96	1,631.89
Budget 2018	1,777.49	95.00	56.63	102.00	69.91	38.37	27.55	2,166.96
Projection 2018	1,825.65	95.00	56.63	84.00	69.91	38.37	29.22	2,198.78
TEC Plan 2018	1,777.49	95.00	56.63	102.00	69.91	38.37	27.55	2,166.96
Actual to Budget	(286.11)	(82.02)	(0.00)	(83.78)	(64.29)	(0.29)	(18.59)	(535.07)
Actual % of Budget	83.9%	13.7%	100.0%	17.9%	8.0%	99.3%	32.5%	75.3%
Actual to Projection	(334.26)	(82.02)	(0.00)	(65.78)	(64.29)	(0.29)	(20.26)	(566.89)
Actual % of Projection	81.7%	13.7%	100.0%	21.7%	8.0%	99.3%	30.7%	74.2%
Actual to Plan	(286.10)	(82.02)	(0.00)	(83.78)	(64.29)	(0.29)	(18.59)	(535.07)
Actual % of Plan	83.9%	13.7%	100.0%	17.9%	8.0%	99.3%	32.5%	75.3%
Projection to Plan	48.15	0.00	0.00	(18.00)	0.00	0.00	1.67	31.82
Projection % of Plan	102.7%	100.0%	100.0%	82.4%	100.0%	100.0%	106.1%	101.5%

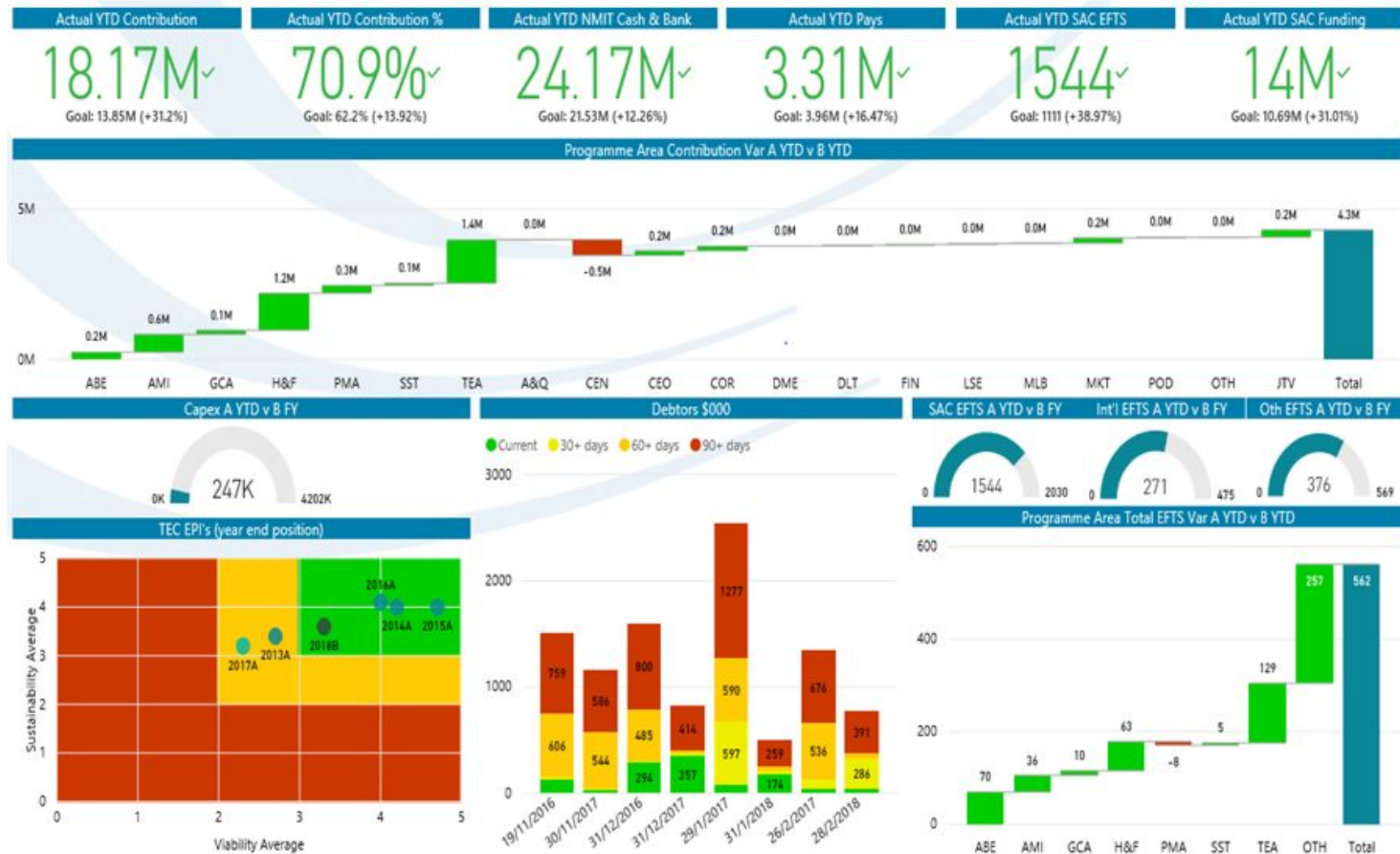| $ (000)	Level 3+	Level 3 Competitive	Level 1&2 Tail	Level 1&2 Competitive	YG Level 1&2	YG Level 3+	ACE	Total
Actual 2018	13,383	137	335	110	80	545	40	14630
Budget 2018	16,474	1,002	420	875	1,000	549	122	20441
Projection 2018	16,640	1,002	420	761	1,000	549	130	20500
TEC Plan 2018	16,474	1,002	420	875	1,000	549	122	20441
Actual to Budget	(3,091)	(865)	(84)	(766)	(919)	(4)	(83)	(5,812)
Actual % of Budget	81.2%	13.7%	79.9%	12.5%	8.0%	99.3%	32.5%	71.6%
Actual to Projection	(3,257)	(865)	(84)	(651)	(919)	(4)	(90)	(5,870)
Actual % of Projection	80.4%	13.7%	79.9%	14.4%	8.0%	99.3%	30.7%	71.4%
Actual to Plan	(3,091)	(865)	(84)	(766)	(919)	(4)	(83)	(5,812)
Actual % of Plan	81.2%	13.7%	79.9%	12.5%	8.0%	99.3%	32.5%	71.6%
Projection to Plan	166	0	0	(114)	0	0	7	59
Projection % of Plan	101.0%	100.0%	100.0%	86.9%	100.0%	100.0%	106.1%	100.3%

3

Nelson & Marlborough Institute of Technology

Financial Reporting & Analysis
For Period Ending 28 February 2018

Vicki Bryson : Finance Director

NMIT Executive Summary

NMIT Financial Operating Statement
For the period ending 28 February 2018

Category Description	Year to Date				Full Year		
($000's)	Actual	Budget	$ Variance	%+(-)Variance	Budget	2017	2016
Income							
TEC Funding	14,041	10,703	3,338	31%	19,623	18,073	17,620
Youth Guarantee	521	899	(378)	(42)%	1,548	1,530	1,494
ITO	0	6	(6)	(98)%	185	225	264
Star & Trades Academy	-	84	(84)	(100)%	509	460	547
Student Fees - Domestic	5,463	3,933	1,530	39%	7,539	7,161	7,375
Student Fees - International	3,336	3,919	(583)	(15)%	7,231	8,187	9,329
Interest	118	167	(48)	(29)%	800	743	721
Other Income	2,155	2,548	(393)	(15)%	4,433	5,353	5,009
Total Income	**25,635**	**22,259**	**3,376**	**15%**	**41,869**	**41,732**	**42,359**
Expenditure							
Class Resources	248	332	84	25%	2,206	2,341	2,224
International Commissions	629	924	294	32%	1,674	1,854	2,379
Curriculum Support	(1)	12	13	106%	82	54	66
Information Technology	175	266	91	34%	1,276	1,192	1,251
HR & Training	99	132	32	25%	669	762	642
Marketing & Promotions	62	138	76	55%	664	841	675
Admin & Support	633	454	(179)	(39)%	2,368	2,861	2,484
Facilities	416	661	244	37%	3,171	3,203	3,341
Interest Expense	-	-	-	0%	-	4	0
Depreciation, Amortisation & Impairment	708	880	172	20%	4,223	4,170	3,792
JV/TANZ Costs	1,190	655	(535)	(82)%	873	1,798	1,300
SUTI's Share of GC Surplus/(Deficit)	-	-	-	0%	-	-	(380)
Total Opex Expenses	**4,160**	**4,453**	**292**	**7%**	**17,205**	**19,081**	**17,773**
Academic Pay	1,673	2,395	721	30%	14,692	13,224	13,019
Support Staff Pay	1,634	1,564	(69)	(4)%	10,739	11,274	10,078
Total Staffing Costs	**3,307**	**3,959**	**652**	**16%**	**25,432**	**24,498**	**23,097**
Total Expenditure	**7,468**	**8,412**	**944**	**11%**	**42,637**	**43,579**	**40,870**
Contribution	**18,167**	**13,847**	**4,321**	**31%**	**(768)**	**(1,847)**	**1,489**
Contribution %	**71%**	**62%**			**-2%**	**-4%**	**4%**

YTD contribution favourable to budget due to favourable income & opex variances. Income is favourable to budget in TEC funding & domestic student fees due to earlier enrolments. Opex is favourable to budget, with favourable variances in all categories except admin & support (SANITI subsidy – budget phasing) and JV/TANZ costs (higher JV EFTS). Pays are favourable to budget in academic with contractors under budget (timing).

6

Global Campus Financial Operating Statement
For the period ending 28 February 2018

Category Description	Year to Date				Full Year		
($000's)	Actual	Budget	$ Variance	%+(-)Variance	Budget	2017	2016
Income							
Student Fees - International	1,461	1,280	181	14%	1,445	2,301	2,551
Interest	-	-	-	0%	-	1	14
Other Income	-	52	(52)	(100)%	250	3	6
Total Income	**1,461**	**1,332**	**129**	**10%**	**1,695**	**2,305**	**2,571**
Expenditure							
Class Resources	1	1	(1)	(105)%	4	17	25
International Commissions	9	3	(6)	(226)%	3	600	431
Curriculum Support	-	0	0	100%	3	-	-
Information Technology	4	5	1	19%	23	27	63
HR & Training	3	1	(3)	(482)%	3	27	2
Marketing & Promotions	-	-	-	0%	-	182	19
Admin & Support	4	4	1	17%	28	121	210
Facilities	183	239	56	23%	1,146	1,145	1,062
Depreciation, Amortisation & Impairment	22	25	3	12%	120	135	137
SUTI's Share of Surplus/(Deficit)	-	-	-	0%	-	-	(380)
Total Opex Expenses	**226**	**277**	**51**	**19%**	**1,330**	**2,254**	**1,568**
Academic Pay	91	74	(18)	(24)%	446	742	803
Support Staff Pay	64	37	(27)	(73)%	224	563	580
Total Staffing Costs	**155**	**110**	**(45)**	**(40)%**	**670**	**1,305**	**1,383**
Total Expenditure	**381**	**388**	**7**	**2%**	**2,000**	**3,559**	**2,951**
Contribution	**1,080**	**945**	**135**	**14%**	**(305)**	**(1,254)**	**(380)**
Contribution %	**74%**	**71%**			**-18%**	**-54%**	**-15%**

Contribution $0.1m favourable to budget, due to favourable EFTS. Favourable variance in opex costs (rent) offset by unfavourable variance in staffing costs.

7

29

Income : variance explanation

Category Description	Year to Date				Full Year		
($000's)	Actual	Budget	$ Variance	%+(-)Variance	Budget	2017	2016
Income							
TEC Funding	14,041	10,703	3,338	31%	19,623	18,073	17,620
Youth Guarantee	521	899	(378)	(42)%	1,548	1,530	1,494
ITO	0	6	(6)	(98)%	185	225	264
Star & Trades Academy	-	84	(84)	(100)%	509	460	547
Student Fees - Domestic	5,463	3,933	1,530	39%	7,539	7,161	7,375
Student Fees - International	3,336	3,919	(583)	(15)%	7,231	8,187	9,329
Interest	118	167	(48)	(29)%	800	743	721
Other Income	2,155	2,548	(393)	(15)%	4,433	5,353	5,009
Total Income	**25,635**	**22,259**	**3,376**	**15%**	**41,869**	**41,732**	**42,359**

TEC funding – favourable to budget

✓ SAC Funding L3+ allocated favourable to budget with higher EFTS due to earlier enrolments.

✗ SAC Funding L1&2 unfavourable to budget with lower EFTS than budgeted.

✗ SAC Funding L3+ competitive unfavourable to budget with lower EFTS than budgeted.

✗ YG Funding unfavourable to budget with lower EFTS than budgeted.

✓ Programmes with EFTS higher than budget include BCom NN $143k, BCom ML $26k, NZ Dip Bus Online $27k, eCampus $309k, BIT $251k, CCC NN & All ACE NN $31k, Cert Bus Admin L3+ $29k, Skipper Restricted Limits $226k, Superyacht $73k, BV&W $155k, NZ Cert Auto Eng (Light Vehicle) L4 $73k, NZ Cert Auto Eng L3 NN $98k, NZ Cert Auto Eng L3 ML $62k, NZ Cert Carpentry $64k, NZ Cert Mech Eng L3 $39k, NZ Dip Eng (Civil) $117k, NZ Cert Construction Trade Skills NN $161k, NZ Cert Construction Trade Skills ML $21k, Dip Aqua Tech $54k, BAMC $191k, Dip Aero Cert $175k, NZ Cert Aero Eng $211k, Cert AVT $86k, Dip AVT $76k, NZ Cert Tourism $77k, NZ Cert Cookery $107k, NZ Dip Cookery $26k, NZ Cert in Hairdressing (Salon Support) NN $108k, NZ Cert in Hairdressing L4 (ES) NN $53k, NZ Dip Sport, Rec & Exercise $56k, Dip Fit $56k, Dip Beauty & Body Therapy NN $68k, NZ Cert in Hairdressing L3 (Salon Support) ML $54k, Bach Nursing $560k, JV SUTI COP $461k, JV SUTI Career Guidance $364k, JV Annesbrook $98k, JV SUTI Career Guidance L7 $33k, Te Rito L1&2 $88k, Te Haeata (Karanga & Whaikorero) $37k, BAM $25k, Dip Interior Design $49k, Dip A&M $137k, Cert in Study & Career Prep $30k, Bach of Counselling $46.

✗ Programmes with EFTS below budget include Cert IT S&S $(68)k, Cert Computer Tech L2 $(68)k, Nat Cert Retail $(62)k, QDC $(68)k, JV STS Seafood Proc $(176)k, CVP $(108)k, NZ Cert Cellar Ops $(32)k, BV&W $(107)k, NZ Cert Auto Eng (Heavy) $(82)k, NZ Cert Mech Eng L4 $(48)k, Cert in TPI NN $(87)k, NZ Cert Hort Prod ML $(69)k, NZ Cert Hort Prod (Fruit Prod) NN $(68)k, NZ Cert Hort Prod (Fruit Prod) ML $(26)k, PGDSA $(47)k, CAME $(85)k, NZ Cert Eng L3 (Army) $(79)k, NZ Cert Hairdressing L4 (ES) ML $(31)k, NZ Cert Hosp L2 $(37)k, Dip Beauty & Body Therapy ML $(27)k, NZ Cert Health & Wellbeing L4 NN $(24)k, NZ Cert Health & Wellbeing L3 NN $(37)k, Te Tuara me te Tinana NN $(32)k, Te Haeata L3+ $(81)k, Te Ata Hou L3+ $(50)k, ELP L2 $(37)k, NZCEL $(35)k, ELP ILN $(220)k, Bach Career Coaching $(30)k, Postgrad Cert Supervision $(66)k.

ITO revenue – unfavourable to budget

✗ MITO below budget.

Star & Trades Academy revenue – unfavourable to budget

✗ Trades Academy not yet commenced for 2018.

8

Income : variance explanation cont'd

Category Description	Year to Date				Full Year		
($000's)	Actual	Budget	$ Variance	%+(-)Variance	Budget	2017	2016
Income							
TEC Funding	14,041	10,703	3,338	31%	19,623	18,073	17,620
Youth Guarantee	521	899	(378)	(42)%	1,548	1,530	1,494
ITO	0	6	(6)	(98)%	185	225	264
Star & Trades Academy	-	84	(84)	(100)%	509	460	547
Student Fees - Domestic	5,463	3,933	1,530	39%	7,539	7,161	7,375
Student Fees - International	3,336	3,919	(583)	(15)%	7,231	8,187	9,329
Interest	118	167	(48)	(29)%	800	743	721
Other Income	2,155	2,548	(393)	(15)%	4,433	5,353	5,009
Total Income	**25,635**	**22,259**	**3,376**	**15%**	**41,869**	**41,732**	**42,359**

Student Fees (Domestic) – favourable to budget due to higher EFTS than budgeted

✓ Programmes with fees higher than budget include BCom NN $100k, NZ Dip Bus Online $21k, NZ Dip Bus $22k, eCampus $73k, BIT $102k, Superyacht $32k, Maritime S/C $60k, BV&W $39k, NZ Cert Auto Eng (Light Vehicle) L4 $63k, NZ Cert Auto Eng L3 NN $61k, NZ Cert Auto Eng L3 ML $36k, NZ Cert Mech Eng L3 $21k, NZ Dip Eng (Civil) $47k, NZ Cert Construction Trade Skills (Carpentry) L3 NN $42k, NZ Cert Construction Trade Skills (Joinery) L3 NN $81k, Dip Aqua Tech $35k, BAMC $57k, Cert AEF $30k, Cert AVT $44k, Dip AVT $45k, NZ Cert in Cookery $30k, NZ Dip in Cookery L5 $32k, NZ Cert in Hairdressing (Salon Support) L3 NN $35k, NZ Cert in Hairdressing L4 (ES) NN $31k, NZ Dip in Sport, Rec & Exercise $96k, Dip Fit $33k, Dip in Beauty & Body Therapy $49k, NZ Cert in Hairdressing L3 (Salon Support) ML $25k, Bach Nursing $311k, JV SUTI Career Guidance $23k, JV Annesbrook Diploma $67k, Dip Interior Design L5 $35k, Dip A&M L4 $89k, BSW $85k, Bach Counselling $34k.

✗ Programmes with fees below budget include Confucious & China NZ $(140)k, Cert in IT S&S $(25)k, Dip FV Ops $(24)k, Dip MEC 3&4 $(21)k, QDC $(36)k, BV&W $(20)k, Trainee Ranger $(32)k, CAME $(70)k, NZ Cert Eng L3 (Army) $(42)k, Dip in Beauty & Body Therapy ML $(23)k, PG Cert Supervision $(32)k.

Student Fees (International) – unfavourable to budget

✗ International fees unfavourable to budget due to lower than budgeted EFTS.

✓ Programmes with fees higher than budget include PGDip Logistics & SCM $37k, Dip MEC 3&4 $104k, Dip AVT $31k, Health S/C $25k, GC Dip in App Mgmt $263k.

x Programmes with fees below budget include BCom NN $(81)k, PGDBE NN $(152)k, NZ Dip Bus $(33)k, PGDIB NN $(35)k, Masters in Business $(37)k, Dip Nautical Sci L6 $(24)k, BV&W $(43)k, NZ Dip Eng (Civil) $(147)k, Dip Aqua Tech $(59)k, PGDSA $(30)k, NZ Cert Auto Eng (Spec Support) $(25)k, NZ Cert in Cookery $(33)k, BAM $(60)k, ELP NZCEL $(99)k, GC PGDIB $(42)k, GC PGDITSM $(27)k.

Other Income – imfavourable to budget

✓ Resalable items $22k (contra expense).

✗ Rent $(87)k (GC), SSL $(128)k (timing), In China $(31)k, Maritime S/C $(22)k, ELTO $(87)k (timing).

All income streams, except for TEC funding and domestic fees unfavourable to budget.

9

Operating Expenditure - variance explanation

Category Description	Year to Date				Full Year		
($000's)	Actual	Budget	$ Variance	%+(-)Variance	Budget	2017	2016
Expenditure							
Class Resources	248	332	84	25%	2,206	2,341	2,224
International Commissions	629	924	294	32%	1,674	1,854	2,379
Curriculum Support	(1)	12	13	106%	82	54	66
Information Technology	175	266	91	34%	1,276	1,192	1,251
HR & Training	99	132	32	25%	669	762	642
Marketing & Promotions	62	138	76	55%	664	841	675
Admin & Support	633	454	(179)	(39)%	2,368	2,861	2,484
Facilities	416	661	244	37%	3,171	3,203	3,341
Interest Expense	-	-	-	0%	-	4	0
Depreciation, Amortisation & Impairment	708	880	172	20%	4,223	4,170	3,792
JV/TANZ Costs	1,190	655	(535)	(82)%	873	1,798	1,300
SUTI's Share of GC Surplus/(Deficit)	-	-	-	0%	-	-	(380)
Total Opex Expenses	**4,160**	**4,453**	**292**	**7%**	**17,205**	**19,081**	**17,773**

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

✓ Favourable overall.

✓ Favourable variances in accreditation fees $20k (Blue Tick), moderation $26.

International Commissions (Commissions paid to international agents)

✓ Favourable due to lower international revenues.

Curriculum Support (Costs to support teaching & curriculum)

✓ Favourable variance in research costs.

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

✓ Favourable variance in licence fees $78k (NZ Dip Cookery, ITCS, Library).

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

✓ Favourable variance in professional memberships $18k (CEO Admin).

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

✓ Favourable variances in advertising $46k, photocopying/printing - promo $15k.

10

Operating Expenditure - variance explanation cont'd

Category Description	Year to Date				Full Year		
($000's)	Actual	Budget	$ Variance	%+(-)Variance	Budget	2017	2016
Expenditure							
Class Resources	248	332	84	25%	2,206	2,341	2,224
International Commissions	629	924	294	32%	1,674	1,854	2,379
Curriculum Support	(1)	12	13	106%	82	54	66
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Total Opex Expenses	**4,160**	**4,453**	**292**	**7%**	**17,205**	**19,081**	**17,773**

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

✓ Favourable variances in consultants $121k (CEO, POD), travel & accommodation – admin $25k.

✗ Unfavourable variances in SANITI subsidy $(323)k (budget phasing).

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

✓ Favourable variances in rent $66k (GC), energy $47k, cleaning $33k, security $39k, contract maintenance $31k.

Depreciation, Amortisation & Impairment

✓ Favourable to budget.

JV/TANZ Costs

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

Opex 7% favourable to budget, with all categories favourable to budget except admin & support (SANITI subsidy), and JV/TANZ costs (offset revenue).

11

Pays - variance explanation

Category Description	Year to Date				Full Year		
($000's)	Actual	Budget	$ Variance	%+(-)Variance	Budget	2017	2016
Academic Pay	1,673	2,395	721	30%	14,692	13,224	13,019
Support Staff Pay	1,634	1,564	(69)	(4)%	10,739	11,274	10,078
Total Staffing Costs	**3,307**	**3,959**	**652**	**16%**	**25,432**	**24,498**	**23,097**

Academic pays

✓ Favourable by $721k.

✓ Main favourable variances in In China Zhejiang $34k, In China HUT $26k, Confucious & China NZ $58k, BCom NN $32k, Cert in TPI (NN) $34, Bach Nursing Yr 1 $23, Training Schemes Cr Ind $28k, CVS $20

x Main unfavourable variances in GC PGDIB $(25)k.

Allied pays

✗ Unfavourable to budget by $(69)k.

✓ Favourable variances in CEO $67k, Finance & Process Improvement $26k (vacant positions).

x Unfavourable variances in Blue Tick $(32)k, GC Admin $(27)k, Central $(149)k.

YTD pays $0.7m favourable against budget, in academic due to timing of contractors & part-time staffing.

12

Capital Expenditure as at 28 February 2018

	2018 YTD Actual	2018 Original Budget	2018 Additional Approvals	2018 Revised Budget	Balance To Spend	%
Land	-	-	-	-	-	
Buildings	29	363	-	363	334	
Art	-	-	-	-	-	
Computers	38	1,157	-	1,157	1,119	
Programme Development	5	1,388	-	1,388	1,383	
Plant & Equipment	54	1,076	-	1,076	1,022	
Vehicles	-	105	-	105	105	
Books	10	113	-	113	103	
Work in progress - to allocate	112	-	-	-	(112)	
Total	**247**	**4,202**	**-**	**4,202**	**3,954**	**6%**

- **6% of capex budget spent to date.**

13

Cash flow Graph

Total Funds (cash, bank, investments excl NPES)
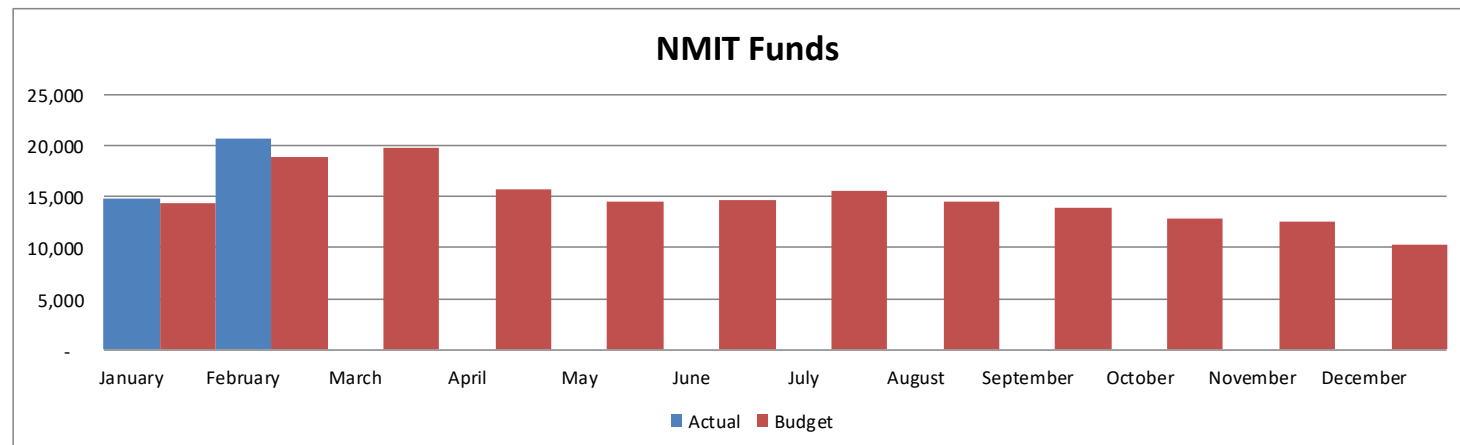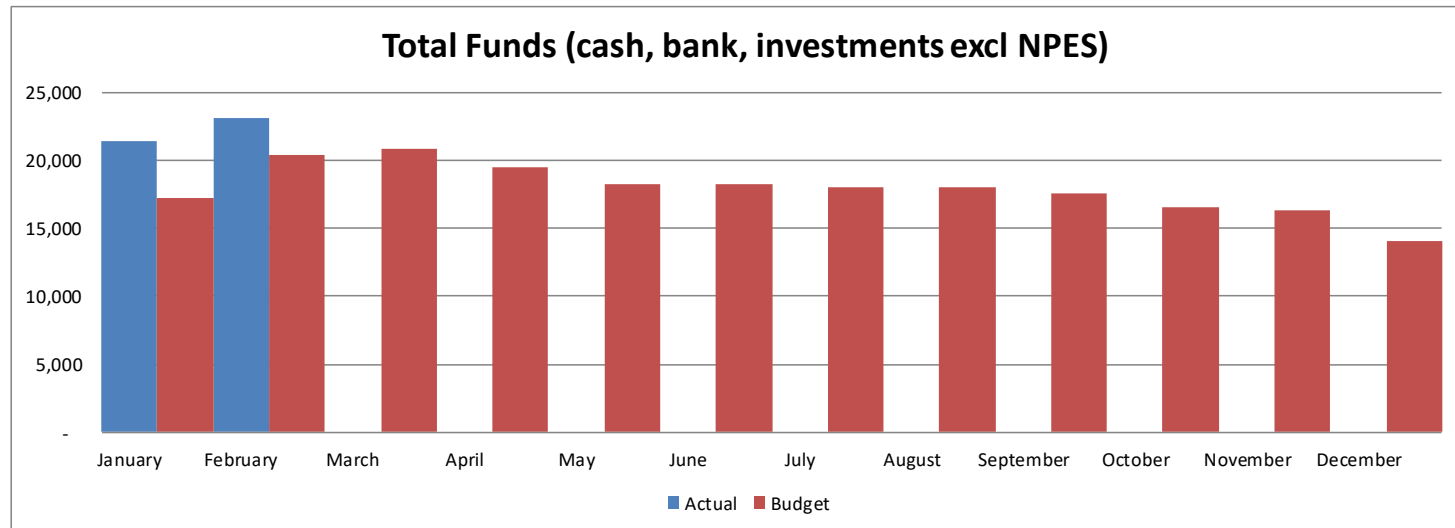
NMIT Funds

NMIT funds are $1.9m ahead of budget at 28 February 2018.

14

NMIT Financial Statement of Position
As at 28 February 2018

	Institute Actual 28th February 2018 ($000)	Budget 28th February 2018 ($000)	Actual 26th February 2017 ($000)
Assets			
Current assets			
Cash and cash equivalents	2,990	21,535	2,311
Debtors and other receivables	13,557	12,304	14,521
Investments	21,185	-	21,425
Prepayments	632	533	780
Total current assets	38,363	34,371	39,037
Non-current assets			
Investments	1,081	-	-
Property, plant and equipment	86,350	86,622	86,999
Intangible assets	2,370	4,606	2,717
Total non-current assets	89,801	91,228	89,717
Total assets	128,164	125,599	128,754
Liabilities			
Current liabilities			
Creditors & other payables	3,471	6,372	4,500
Revenue received in advance	5,079	4,227	4,228
Provisions	1,989	1,538	1,502
Other financial liabilities	2,100	3,084	2,613
Total current liabilities	12,639	15,220	12,843
Non-current liabilities			
Provisions	192	180	180
Total non-current liabilities	192	180	180
Total liabilities	12,831	15,401	13,024
Net assets	**115,333**	**110,198**	**115,731**
Equity			
Capital introduced	29,039	29,039	29,039
Accumulated funds	36,694	31,559	37,091
Revaluation reserves	46,745	46,745	46,745
Capital reserves	2,855	2,855	2,855
Total equity	**115,333**	**110,198**	**115,731**

Net assets are $5.1m favourable to budget. Current assets are $4.0m favourable due to combination of higher than budgeted cash & investments $2.6m & debtors $1.3m. Current liabilities $2.6m favourable overall due to lower creditors & other payables $2.9m, other financial liabilities $1m, partly offset by higher revenue in advance $(0.9)m.

15

NMIT Financial Statement of Cashflows
For the period ending 28 February 2018

	Institute		
	Actual	Budget	Actual
	28th February 2018	28th February 2018	26th February 2017
	($000)	($000)	($000)
Cash flows from operating activities			
Receipts from government grants	4,706	3,320	3,282
Receipts from tuition fees	4,240	5,418	4,354
Receipts from other income	2,035	2,845	1,232
Interest income received	142	167	95
Payments to employees	(3,114)	(3,959)	(3,229)
Payments to suppliers	(2,891)	(496)	(3,246)
GST (net)	550	1,618	1,139
Net cash flows from operating activities	5,668	8,911	3,628
Cash flows from investing activities			
Receipts from sale of property, plant and equipment			-
Realisation of investments	-	-	-
Purchase of property, plant and equipment	(231)	(1,601)	(502)
Purchase of intangible assets	(13)	(307)	118
Acquisition of investments	(4,081)	-	(4,150)
Net cash flows from investing activities	(4,325)	(1,908)	(4,535)
Net increase/(decrease) in cash and cash equivalents	1,343	7,003	(907)
Cash and cash equivalents at beginning of year	1,647	14,532	3,218
Closing cash and cash equivalents	**2,990**	**21,535**	**2,311**

Net cash flows from operating activities are $(3.2)m unfavourable to budget overall. Higher than budgeted receipts from government grants $1.4m, GST $1m, and lower than budgeted payments to employees $0.8m are offset by lower than budget receipts from tuition fees $(1.2)m and other income $(0.8)m and higher than budgeted payments to suppliers $(2.4)m. Net cash flows from investing are $(2.4)m unfavourable to budget with the favourable variance on capex spend $1.7m offset by unfavourable variance on purchase of investments $(4.1)m.

16

Nelson & Marlborough Institute of Technology

Investments

Investments as at 28 February 2018

a) Summary			28 February 2018			31 January 2018		Change	
				Average	Average		Average		Average
Bank	Rating	Amount	Rate	Term	Amount	Rate	Value	Rate
ANZ	AA-	4,900,000	3.631%	181.64	3,003,932	3.678%	1,896,068	(0.05)%
BNZ	AA-	785,000	3.570%	329.00	4,885,000	3.493%	(4,100,000)	0.08%
SBS	BBB	15,500,000	3.697%	177.16	11,300,000	3.761%	4,200,000	(0.06)%
Total		**$21,185,000**	**3.881%**	**212.55**	**$19,188,932**	**3.877%**	**$1,996,068**	**0.004%**

b) Other Cash not on deposit

	28 Feb	31 Jan	Change
	$ 2,989,898	$ 3,225,874	(235,976)

c) New Deposits during Month

	$ 7,000,000	$ 5,985,000	1,015,000

d) Deposits broken in month

	$ -	$ -	-

e) Due Repayment coming month

	$ 3,400,000	$ 5,003,932	(1,603,932)

REPORT FROM AUDIT COMMITTEE

Andy Rowe (Chair of Audit Committee) will provide Council with a verbal update from the Open Audit Committee meeting held on Thursday 22 March 2018.

22 March 2018

SANITI REPORT FOR COUNCIL
ABBEY PATERSON, STUDENT PRESIDENT

Events and Campus Culture

What's been happening?

SANITI has successfully delivered two weeks of orientation events, with extremely encouraging feedback. The Association received feedback saying *"It's so fantastic to come out of our very quiet reserved offices to be greeted by music, smiling faces and students fully engaged and loving campus life. The food is amazing the job search, the offers of friendship, CV's, activities and support are outstanding."* It was great to hear such positive feedback from staff and students. There were also events held at Marlborough and Richmond Campuses.

Opportunities

The Student President has had discussions with Justin Carter, Head of Department for Trades, regarding the potential for the Hospitality department to work with SANITI to deliver a student and staff event later in the year. The conversations have included expanding on the concept of the container bar and how it may further develop campus culture. It is great to see enthusiasm from staff wanting to see more campus culture at NMIT.

Support, Advocacy & Employment

What's been happening?

The demand for StudyLink support has been extremely high. The difference that we are noticing this year is that the amount of time each StudyLink case is taking has increased substantially. There is a noticeable higher level of support needed for students that may not have accessed tertiary study in the past without the fees free scheme, and the number of students that struggle to manage the StudyLink processes on their own. The level of computer literacy of students can impact on the time each case takes, as well as a noticeable increase in the number of students that become frustrated with the numerous application processes. Complex family situations can also impact on the level of support needed, or the length of the overall process.

The employment services are also in high demand, with the Employment Coordinated being flooded with students wanting CV's updated and assistance finding part time work.

Opportunities

We have noticed an increase in the number of students asking for assistance in regards to finding accommodation. We don't currently offer any structured assistance to students wanting help with

22 March 2018

accommodation, a part from referring students to sites or groups that can help. We have been made aware of a number of students living in tents, cars and in camping grounds due to the shortage of affordable accommodation.

Some of the needs in regard to accommodation include:

- International couples looking for affordable homes
- Single students on one income looking for affordable rooms or homes
- Single parents looking for a home for their family, but not being able to afford one in the current rental market on a single income or on their current Student Loan payments/ benefit payments.
- Students that don't have any references for renting

Representation & Student Voice

Student President Representation of the student voice within NMIT:

- Nelson Powhiri
- Marlborough Powhiri
- Supporting Orientation events
- An Academic Appeal Committee meeting
- Research and Ethics – Head of Departments presented 2018 research plans
- Academic Board
- Policy review working groups – the Programme Rep policy is currently being revised
- Complaints Procedure training planning - with Academic and Quality
- Regular catch ups with the Interim CEO
- Regular meetings with the Interim Director of Learning and Teaching
- Programme Reps – the first workshop is to be held on the 5th of April.
- Executive – first meeting of 2018 held on 9th of Macrh

Other SANITI business

SANITI's Annual General Meeting will be held on the 10th of April. There will be 7 places open for the Student Executive, which is a large number. There is a hope that some of the current Executive will stand for 2018. The Association is currently promoting the Executive role to students.

A complaint has been laid against the Association through the Human Rights Commission, by the Young Nats group, and is currently being considered.

REPORT TO COUNCIL | 22 MARCH 2018
ITEM 13

MEDIA MONITORING NEW REPORTING

Virginia Watson (Director, Marketing & International Development)

PURPOSE

A new media monitoring service was chosen for NMIT that began in February 2018.

This brief will provide an overview of new services and reporting that is available in relation to media related activities.

SUMMARY

Through 2017 Marketing Services reviewed a number media monitoring suppliers to see what would best suit the needs of marketing (who are the primary users of the media monitoring service) while taking into consideration other users, such as the information council members receive.

Trend Kite use an easy to use dashboard that NMIT can access in order to:

1. Create reports that can be shared with anyone without requiring additional licences, and the price.
2. Track news in particular areas of interest for NMIT such as specialisms like Aquaculture or areas of development like Career Coaching, without additional cost.
3. Provide information for marketing such as who is writing articles in areas of specialism and which writers are getting read the most. It also provides information on what articles are being shared and talked about on Social Media and interacts with other marketing analytical tools already in use.

The reporting is provided as an online link. Below is the link to the report for the period 1 January – 9 March 2018

http://app.trendkite.com/report?id=175358ae-0c93-42f5-95e5-9afc87cea26e

ALIGNMENT TO NMIT'S PRIMARY STRATEGIC OBJECTIVES

Primary Strategic Objectives	Y / N	Comments
Build a high-performing customer-focused team	Y	The analysis provided by the new supplier means media monitoring is a far more useful service and helps the marketing services team to continue to improve their performance across all promotional channels.

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

RECOMMENDATIONS

That Council members:

   a) Receive access to the most recent media activity report on NMIT
   b) Indicate how they would prefer to receive future reporting
   c) Council agree to future agenda item whereby Director of Marketing and International Development presents the new reporting tool.

NMIT Acronyms *[February 2018]*

AB and EL	Applied Business and English Language	EAP	Employee Assistance Programme	NAMS	New Zealand Asset Management Support
ACE	Adult and Community Education	EEdO	Equal Education Opportunities	NCC	Nelson City Council
ADP	Academic Development Proposal	EEO	Equal Employment Opportunities	NCEA	National Certificate of Educational Achievement
AMFM	Annual Maximum Fee Movement	EER	External Evaluation and Review		
ALNAT	Adult Literacy and Numeracy Assessment Tool	EFTS	Equivalent Full-Time Student	NEET	Not in Employment, Education or Training (Youth)
AM and DT	Arts, Media and Digital Technology	ELP	English Language Programme		
ASM	Academic Staff Member			NMIT	Nelson Marlborough Institute of Technology
ATEM	Association of Tertiary Education Management Inc.	EoI	Expression of Interest	NQF	National Qualifications Framework
		EPI	Education Performance Indicator	NRDA	Nelson Regional Development Agency
AUT	Auckland University of Technology	ESOL	English for Speakers of Other Languages	NZDB	NZ Diploma in Business 120 credits L5 (new qualification 2017)
BAM	Bachelor of Arts and Media	FLiT	Flexible Learning Team		
BAppSocSci	Bachelor of Applied Social Science	FTE	Full Time Equivalent	NZDip Bus	NZ Diploma in Business 240 Credits L6 (old qualification)
BCOM	Bachelor of Commerce	GC	Global Campus		
BCT	Business & Computer Studies	GSE	Group Study Exchange	NZIM	New Zealand Institute of Management (Part of old NZDipBus)
BIT	Bachelor of Information Technology	GTW	Ground Training Wing (at Woodbourne Air Force Base)		
BMETS	Basic Mechanical Engineering Training Skills			NZQA	New Zealand Qualification Authority
BN	Bachelor of Nursing	HITO	Hairdressing Industry Training Organisation	NZQF	New Zealand Qualifications Framework
BUA	Beijing University of Agriculture	HOD	Head of Department	NZTE	New Zealand Trade and Enterprise
BVA	Bachelor of Visual Arts	HR	Human Resources	OAG	Office of the Auditor General
CA and ACA	Chartered Accountant and Associate Chartered Accountant	IEA	Individual Employment Agreement	OCP	Organisational Counselling Programmes (Student Counselling Service)
		ITO	Industry Training Organisation		
CAA	Civil Aviation Authority	ITPNZ	Institutes of Technology and Polytechnics of New Zealand	OTEPs	Other Tertiary Education Providers
CAANZ	Chartered Accountants Association of New Zealand			PAC	Programme Approval Committee
		ITPQ	Institutes of Technology and Polytechnics Quality	PASM	Principal Academic Staff Member
CAM	Capital Asset Management			PBRF	Performance-Based Research Fund
CAP	Competence Assessment (Nursing)	ITPs	Institutes of Technology and Polytechnics	PLATO	Programme of Learning and Teaching Observations
CAU	China Agricultural University	KPI	Key Performance Indicator		
CC	Cross Credit	LLC	Library Learning Centre	POD	People and Organisation Development
CEA	Collective Employment Agreement	LLN	Literacy, Language and Numeracy	PoS	Programme of Study
CT	Credit Transfer	MDC	Marlborough District Council	PTE	Private Training Establishment
CTLT	Certificate in Tertiary Learning and Teaching	ML	Marlborough	QMS	Quality Management System
CTS	Core Transferable Skills	MoA	Memorandum of Agreement	RAC	Recognition of Academic Credit
CVP	Certificate in Vineyard Practice	MoE	Ministry of Education	REANNZ	Research and Education Advanced Network New Zealand Ltd.
DAS	Directory of Assessment Standards (NZQA)	MoP	Mix of Provision		
DHOD	Deputy Head of Department	MoU	Memorandum of Understanding	RFP	Request for Proposal
DTLT	Diploma in Tertiary Learning and Teaching	MRoQ	Mandatory Review of Qualifications	RNZAF	Royal New Zealand Air Force
				RPL	Recognition of Prior Learning

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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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47

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