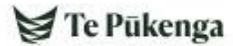


Te Poari Akoranga | Academic Board September hui



27 September 2023 09:00 AM - 11:00 AM

Agenda Topic	Presenter	Time	Page
Open Agenda			
Karakia tīmatanga			4
1. Welcome and apologies			
2. Administration		09:00 AM-09:10 AM	5
2.1 Te Poari Akoranga membership and meeting schedule calendar 2023			5
For information			
2.2 Register of Interests			
Please raise any interests related to your role, or to items on the agenda.			
2.3 Open minutes of August 2023 hui			9
For approving			
RECOMMENDATION:			
That Te Poari Akoranga accept as a true and accurate record the minutes of:			
a. the open portion of the Te Poari Akoranga meeting held 16 August 2023			
b. the e-meeting of Te Poari Akoranga held 23 August 2023			
2.4 Action List	Megan Gibbons		17
Update on progress and close off complete actions			
2.5 Correspondence Out	Megan Gibbons	09:10 AM-09:15 AM	18
For information			
2.5.1 Delegations Memo	Megan Gibbons		18
2.6 Work plan			22
3. Type 1 Changes to Level 4 programmes	Fionna Moyer	09:15 AM-09:25 AM	25
For ratifying			
3.1 New Zealand Certificate Adult Tertiary Teaching			25
3.2 New Zealand Certificate in Hairdressing (Professional Stylist)			27

3.3	New Zealand Certificate in Business (Administration and Technology)			29
3.4	New Zealand Certificate Apiculture and New Zealand Certificate Apiculture (Queen Bee rearing)			31
4.	Daft Reporting Template for Regional Academic Boards	Kieran Hewitson	09:25 AM-09:35 AM	33
	For approval			
	Background to be provided verbally.			
5.	Te Pūkenga Council update		09:35 AM-09:40 AM	35
	For noting			
6.	Ngā Ohu Whakahaere o Te Poari Akoranga			38
6.1	Te Ohu Whakahaere Quality	Deborah Young & Fionna Moyer	09:40 AM-09:50 AM	38
6.1.1	Ākonga Rights and Responsibilities	Fionna Moyer & Deborah Young		38
	For approval			
	RECOMMENDATION:			
	THAT Te Poari Akoranga:			
	a.	Receive the report titled 'Ākonga Rights and Responsibilities';		
	b.	Approve the draft Ākonga Rights and Responsibilities; and		
	c.	Note the next steps.		
6.1.2	Minutes of meeting held 13 September 2023	Fionna Moyer & Deborah Young		49
	For noting			
6.2	Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate	Fiona Beals & Annemarie Gillies	09:50 AM-10:00 AM	53
6.2.1	Terms of Reference	Fiona Beals & Annemarie Gillies		53
	For approval			
	RECOMMENDATION:			
	THAT Te Poari Akoranga approve the updated Terms of Reference to Te Ohu Rangahau, Research and Postgraduate.			
6.2.2	Minutes of meeting held 5 September 2023	Fiona Beals & Annemarie Gillies		58
	For noting			
6.3	Te Ohu Whakahaere Approvals	Diane Lithgow & Doug Pouwhare	10:00 AM-10:05 AM	61
6.3.1	Minutes of a meeting held 23 August 2023	Diane Lithgow & Doug Pouwhare		61
	For noting			

6.4	Te Ohu Whakahaere Appeals	Marama Rawiri	10:05 AM-10:10 AM	65
6.4.1	Minutes of meeting held 18 August 2023	Marama Rawiri		65
	For noting			
6.5	Te Ohu Whakahaere Ako	Michael Alsford & Te Wai Collins	10:10 AM-10:15 AM	
6.5.1	Verbal Update			
6.6	Te Ohu Whakahaere Ōritetanga	Janine Kapa	10:15 AM-10:20 AM	70
6.6.1	Minutes of meeting held 7 September 2023	Janine Kapa		70
	For noting			
7.	General Business			
8.	Resolution to exclude the public			75
	For approval			
	Agenda - Public Excluded			
9.	Administration - Public Excluded		10:20 AM-10:25 AM	77
9.1	Minutes of the public excluded portion of Te Poari Akoranga 16 August 2023			77
	For approval			
	RECOMMENDATION: THAT Te Poari Akoranga accept as a true and accurate record, the minutes of the public excluded portion of the Te Poari Akoranga meeting held 16 August 2023			
10.	Te Pūkenga Council update (public excluded portion)		10:25 AM-10:30 AM	82
	For noting			
11.	General Business (Public Excluded)			
	Karakia whakakapi			85

Next scheduled meeting

Wednesday 25 October 2023 at Ara | Te Pūkenga ki Ōtautahi | Christchurch

Karakia tīmatanga

Tēnā tātou here are some useful phrases you can use to introduce opening karakia next time you are asked to lead it.

Māku e huaki te wānanga nei.

I'll open our shared space.

Kia huakina te wānanga nei ki te karakia.

May our shared space be opened with karakia.

Kāti anō kia karakia e manawa ora ai te wānanga nei.

It's only fitting that we begin with karakia so we may strengthen our shared space together.

Karakia tīmatanga Opening incantation

**Whakarongo rā e Rongo
ki Te Pūkenga
te manawa nei
ki te rongo taketake,
te whiwhia, te rawea
te whiwhi-ā-nuku
whiwhi-ā-rangi
i takea mai i te kāhui o ngā ariki.
kia tūturu ka whakamau ai kia
tina,
Tina! (everybody)
Hui e?
Tāiki e!**

Listen o Rongo
to Te Pūkenga
offering gratitude
for the peace and harmony
that allows us to enjoy
he gifts of the earth
and the heavens
bequests of a higher order.
And bind it firmly,
firmly!
Do we all concur?
We concur!

When someone has led karakia to open a hui, it is seen as respectful for someone else to then thank them for carrying out that duty. Here are some mihi to the kaikarakia you can try next time.

Tēnā koe i tō karakia mai.

Thank you for delivering karakia.

Ka nui te mihi o te manawa ki a koe, i tō karakia mai.

With heartfelt gratitude, thank you for delivering karakia.

Kia waiho mā ēnei kupu e kawe atu te whakamiha ki a koe, i tō karakia mai. Nāu oti, e manawa ora nei te wānanga.

May these words convey my sincerest appreciation to you for delivering karakia. Because of you, our shared space is now strengthened.

2023 Schedule of Te Pūkenga Council and Committee meetings

As at 14 August 2023

Te Ohu Whakahaere Ako

Name	Role	Meeting dates
Michael Alsford	Co-Chair	31 August 2023
Te Wai Collins	Co-Chair	5 October 2023
Maria Aabjerg	Member	2 November 2023
Jon Bailey	Member	
Peter Bayliss	Member	
Selena Chan	Member	
Damon Harrison	Member	
Melanie Katu	Member	
Judy Magee	Member	
Mark Nichols	Member	
Paul Neumann	Member	
Joce Williams	Member	

Te Ohu Whakahaere Appeals

Name	Role	Meeting dates
Glynnis Brook	Co-Chair	18 August
Marama Rawiri	Co-Chair (interim)	27 September
Sue Crossan		1 November 2023
Julie McDonald		29 November 2023
Dell Raerino		
Logan Bannister		
Melanie Baynes		
Lulu Lutui		
Adele McLean		
Robyn McNaught		
Margaret Naufahu		
Aine Whelan-Kopa		
Cheryl Little		

Te Ohu Whakahaere Approvals

Name	Role	Meeting dates
Diane Lithgow	Co-Chair	23 August 2023
Doug Pouwhare	Co-Chair	27 September 2023
Kim Davies	Member	18 October 2023
Harry Leder	Member	15 November 2023
Liz McKenzie	Member	
Veraneeca Taiepa	Member	
Denise Williams	Member	
Shelley Wilson	Member	
Leoni Drew	Member	
Rose Marsters	Member	
Paul Neumann	Member	
Paula Simeon	Member	
Ginny Vincent	Member	
Maggie Wells	Member	

Te Ohu Whakahaere Ōritetanga

Name	Role	Meeting dates
Janine Kapa	Interim Co-Chair	7 September
Donna Cavell	Member	18 October 2023
Matiu Julian	Member	16 November 2023
Janine Kapa	Member	
Erin Lincoln	Member	
Megan Potik	Member	
Merirangitiria Rewi	Member	
Helen Taimarangi	Member	
Simone Anderson	Member	
Warwick Pitts	Member	

Te Ohu Whakahaere Quality

Name	Role	Meeting dates
Deb Young	Co-Chair	9 August 2023
Fionna Moyer	Co-Chair	13 September
Greg Durkin	Member	11 October 2023
Carmel Haggerty	Member	8 November 2023
Gianetta Lapsley	Member	13 December 2023
Sue Roberts	Member	
Joan Taylor	Member	
Carolyn Terpstra	Member	
Fiona Campbell	Member	
Malama Saifoloi	Member	

Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate

Name	Role	Meeting dates
Fiona Beals	Co-Chair	15 August 2023
Annemarie Gillies	Co-Chair	5 September 2023 20 September 2023
Ruth Crawford	Member	3 October 2023 17 October 2023
Tepora Emery	Member	7 November 2023 21 November 2023
Marrin Haggie	Member	5 December 2023
Suzanne Miller	Member	
Michael Shone	Member	
Jonathan Sibley	Member	
John Stansfield	Member	
Natalie Waran	Member	
Federico Freschi	Member	
Allen Hill	Member	

Minutes of a meeting of Te Poari Akoranga o Te Pūkenga - the Academic Board of Te Pūkenga – New Zealand Institute of Skills and Technology (Te Poari Akoranga)

Held on Wednesday 16 August 2023 at 9.30am via Teams.

Present: Megan Gibbons (Chair), Kieran Hewitson (Co-Chair) (arrived 9.14 during item 5.1)), Diane Lithgow, Fiona Beals, Fionna Moyer, Glynnis Brook, Henry Geary, Linda Aumua, Marama Rawiri, Mary-Liz Broadley, Doug Pouwhare, Jasmine Te Hira, Michael Alford, Te Wai Collins

In Attendance: Tagaloatele Peggy Fairbairn-Dunlop (Council Member), Haley Passmore (Governance Advisor), Louise Courtney (Governance Advisor), Richard Nyhof (Kaikōkiri Director, Delivery Innovation ADI, item 5.5.1), Layelin Stewart (National Ako Network Director ACLS, item 5.5.1), Jeanette Fifield (Unification Project Coordinator ADI).

Apologies: Deborah Young, and Annemarie Gillies

Open Minutes

1. Karakia Tīmatanga

Megan opened the hui with karakia.

2. Welcome and Apologies

Megan welcomed committee members and observers for the open session of the hui.

RESOLVED (M. Broadley/G. Brook)

That Te Poari Akoranga:

- a) receive and accept apologies from D. Young and A. Gillies;
- b) receive and accept with regret resignations were from Te Urikore Biddle, and Patrick Hape, Co-chairs of Te Ohu Whakahaere Ōritetanga.

CARRIED

Megan advised that Janine Kapa has offered to Chair Te Ohu Whakahaere Ōritetanga until new leadership can be organised.

3. Administration

3.1 Te Poari Akoranga meeting schedule calendar 2023

Noted.

3.2 Te Poari Akoranga | Ohu Whakahaere o te Poari Akoranga

Updated membership list noted.

3.3 Register of Interests

Members were requested to fill out the attached form (related to any interests related to their role as a member of Te Poari Akoranga, and any private or other external interests)

3.4 Open minutes of Previous meeting Scheduled meeting held on 19 July 2023

RESOLVED (M. Broadley/F. Beal)

That Te Poari Akoranga approve the minutes of the Open meeting of Te Poari Akoranga held on 19 July 2023 as a true and correct record, noting the following corrections:

- Amend Brooks to Brook;
- Amend action points T2307.01, and T2307.02 to Te Ohu Whakahaere Quality.

CARRIED

3.5 Matters Arising

Nil.

3.6 Action List

1005-5.6 Jeanette confirmed that Te Poari Akoranga do not yet have the mapping document; on-going action.

1005-11.2 There are now additional members to the team, but continuing work to ensure there are robust processes are in built into product development. This has been echoed in feedback through the consultation process; on-going action.

1005-5.5 Te Wai confirmed that a hui had been held, and that they were satisfied with membership at this stage; action can now be closed.

T2307.03 Diane advised that the action would be spoken to in item 5.3; action can now be closed.

T2307.01 To be discussed during item 5.1.1; action can now be closed.

T2307.02 Plan would be sent to members after the hui; action can now be closed.

T2307.04 Deferred until new leadership in place; on-going action.

4. Te Pūkenga Council meeting

Noted.

5. Ohu Whakahaere o Te Poari Akoranga

5.1 Te Ohu Whakahaere Quality

5.1.1 Moderation Framework

There was a change to the order advertised in the agenda, with this item following item 4.

Fionna introduced Anna Williams and Ulrika Bonning, co-leads of the working group looking at quality practices for Te Pūkenga and a framework for what the organisation might look like going forward.

Anna and Ulrika outlined the collaborative approach, noting their work with the New Zealand Qualifications Authority (NZQA) to ensure their requirements were met, and that the examples provided were drawn from testing with eight unified products across eight business divisions, four Work Based Learning groups (WBLs), four rohe based Institutes of Technology and Polytechnic (ITP) subsidiaries, and one distance-based ITP. Implementation is planned for 2024, with a transition plan required in the lead up.

Matters raised and discussed included:

- consultation with WBLs meant that adjustments were required ensure that the model/delivery could work in both ITP and WBL environments;
- policy was able to be co-designed with WBL as evidenced in the examples provided in report;
- language used in the programmes are targeted at kaiako and needed to reflect that. This was done in collaboration with the WBL Quality team.
- External moderation. The working group referred to the NZQA regulations, which states that effective moderation needs to be in place but does not specify that this needs to be external. The working group identified that the purpose of internal moderation is to remain connected with industry/field of practice or study, to allow for cross checking, and to make sure content is current and fit for practice, which Threads E-F cover. Assessment expertise can be found within the organisation, which Thread E covers. Fionna included that NZQA support the idea of not having to rely on external moderation and that other rohe/regions could support this. Anna added that the working group are looking to separate assessment and moderating experts, which has allowed for a way that the proposed moderating method could be achieved. While Glynnis acknowledged the kōrero provided, she noted external moderation was currently best practice.
- That this is a framework and approach, not implementation. Each discipline/area of study will need to this framework and approach to create appropriate processes fit for their purpose and context. The next phase will be significant, as it will require collaboration with teams to understand how the framework fits their context.
- Equity is built into policy and principles and into the approach. Suggested that a set of criteria maybe required to evaluate against.
- Unified programmes which are not unit standards based, such as degree programmes. While Thread D is very complicated on ensuring a consistency of quality outcomes, it is critical, as it allows for ākongā that complete the same programme at different campuses, to be able to leave with comparable skills. There is a need for a central group of moderators and enable a consistency of moderation for these types of programmes; will also allow monitoring of learning outcomes across the network. Te Wai added that like equity, the requirement to build into Thread D, a focus on incorporating indigenous knowledge, worldview, and cultural context into the assessment materials, process, and judgments so its explicit and visible.

RESOLVED (F. Moyer/G. Brook)

That Te Poari Akoranga:

- a) Approve Te Pūkenga Moderation Framework and Product Moderation Systems approach;
- b) Approve the Requirements for Product Moderation Systems

CARRIED

Megan acknowledged Anna and Ulrika for their mahi, noting the challenges identified and a good timeframe.

5.1.2 Scheduled meeting held on 9 August 2023

Fionna provided a verbal update to the Board:

- Ākonga Rights and Responsibilities document was considered and will be presented at the next Te Poari Akoranga hui;
- Ākonga Integrity Policy does not adequately cover WBL, so it will be presented to the Board at a future hui.

5.1.3 Minutes of the scheduled meeting held on 19 July 2023

Noted.

5.2 Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate

Taken after item 5.4.2.

Fiona provided a verbal update:

- Concern raised with membership due to kaimahi leaving the organisation;
- Concern in relation to Level 7 programmes and above needing to be research informed;
- New Terms of Reference will be presented to the Board at the next hui.

Action T2308.01: Send out communications for an EOI for new members to Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate

5.3 Te Ohu Whakahaere Approvals

Diane provided a verbal report noting that the written report would be sent out to members:

- Approved three programmes:
 - New Zealand Certificate in Infrastructure - Level 2 is now going to NZQA for approval. Noted that ākonga can enrol through a campus or WBL.
 - Certificate in Sport Recreation and Exercise - Level 3 and Level 4.
- Noted that the critique document is working well, as it provides a record of questions and enables the project writers to review and consider responses or make changes.
- Auto unification of programmes of study or programmes of industry training. When there is only one programme across the organisation, it will still go through the same process as other programmes, through the Te Ohu Whakahaere Approvals committee.
- Programmes for approval at August hui include four from WBL, and seven from the Unification team, which is the final batch of programmes for the end of Phase 1 of the Transition mahi.

ACTION T2308.02: F Moyer to confirm RFI related to programme approvals

5.3.1 Draft minutes of the scheduled meeting held on 19 July 2023

Noted.

5.3.2 Minutes of the scheduled meeting held on 28 June 2023

Noted.

5.4 Te Ohu Whakahaere Appeals

- raised a risk to membership with nine of the twelve members of the Ohu with roles proposed to be disestablished;
- Full complement of members at recent hui with an opportunity to induct new members;
- Reminder to communicate decisions back to Ohu, especially those that bring matters to the Board for approval and/or feedback.

5.4.1 Draft minutes of the scheduled meeting held on 19 July 2023

These are Public Excluded minutes and will be spoken to in the Public Excluded portion of the hui.

5.4.2 Minutes of the scheduled meeting held on 28 June 2023

Noted.

5.5 Te Ohu Whakahaere Ako

There was an adjustment to the order items were taken, with item 5.5.1 preceding.

- Terms of Reference are now established and are a good foundation to develop a workplan;
- working group developing for process of endorsement of applicants to Te Whatu Kairangi;
- EOI to Food and Fibre CoVE for a research project on 21st Century Assessment and Delivery to ensure Whiria Te Ako is embedded in programmes;
- development of generative AI use and recommendations for policy; working group developing working statements as well as increasing membership to ensure the right people are in place. Noted that also needs to be included Digital in development.

5.5.1 Whiria Te Ako | Te Pūkenga Teaching & Learning Framework

Taken before item 5.5.

Te Wai introduced Layelin Stewart and Richard Nyhof, noting that Te Ohu Whakahaere Ako endorsed the Te Pūkenga Teaching & Learning Framework (Framework) at its July hui.

Layelin extended a mihi/acknowledgement to Te Ohu Whakahaere Ako for its support and approval of the Framework, and a further mihi to Te Poari Akoranga. He then spoke to the Framework highlighting that:

- It is grounded in Te Ao Māori;
- Is tangata/person centred;
- Ngā uara/values driven;
- It informs behaviours, expectations, and ways of being and doing.

Comments and questions raised by Te Poari Akoranga included:

- Feedback from a rangahau Māori perspective. Programmes teaching rangahau Māori rather than being informed/underpinned by rangahau Māori. A suggestion that

“rangahau Māori *and* Research” be used so it is clear they are not the same, and to ensure examples are provided to support that;

- Remove portfolio assessment as a non-negotiable be removed, to allow for further kōrero on the types of assessments that could be utilised;
- Next steps and delivery across Te Pūkenga that is inclusive. While the team have considered a marae-based delivery, this will be informed by the new operating model. The team would like to give people the opportunity to provide feedback, as well as mihi to those who contributed to this mahi. This is a starting point, but considerations have been given to how communication could be delivered. Layelin added that they wanted time with people to unpack the Framework which was valuable in gaining understanding. E-learning is a useful tool, but tangata centred would be a more helpful approach;
- In relation to E-learning what did it require? and what would it require of kaimahi to be able to engage with? Each division needs an understanding of how they connect to it. Richard supported this kōrero, noting that ACLS was built on this Framework, and acknowledged that it would be different for each stream/team/unit. Te Wai, in tautoko, stated the need to understand/find the natural place for this kaupapa to be. As a living document/kaupapa just reading the document did not capture the meaning of the framework;
- Ensuring terms are consistent to ensure all can understand it;
- In relation to staff capability, getting synchronicity with job and programme descriptions, and linked in a way that kaimahi/kaiako can deliver with confidence. There is a sensitivity around e-learning, as content may not be received as intended.

RESOLVED (Mary-Liz/Diane Lithgow)

That Te Poari Akoranga approve Whiria Te Ako | Te Pūkenga Learning & Teaching Framework.

CARRIED

5.5.2 Draft minutes of the scheduled meeting held on 27 July 2023

Noted.

5.6 Te Ohu Whakahaere Ōritetanga

Next scheduled meeting Thursday, 7 September 2023, 9.30am-12.30pm noted.

6. General Business

- i) Megan advised that a subcommittee may be required to progress the approval of items 10.1 and 10.2;
- ii) Root cause analysis has been undertaken. Pressure to get this approved so it can run from 2024, noting that this will affect workloads;
- iii) Discussion why degree programme items were in the public excluded portion of the hui. Megan responded to allow for open and frank discussions, but key themes discussed can be in the open portion of the hui.

7. Next scheduled meeting

Wednesday, 20 September 2023, 9am-3pm, online via Microsoft Teams, noted.

8. Formal Motion for Moving into Closed Session

RESOLVED (M. Gibbons/K. Hewitson)

- a) That to the extent that the Local Government Official Information and Meetings Act 1987 (LGOIMA) may apply, the public be excluded from the remainder of the meeting in reliance on section 48(1) of LGOIMA and the particular interests protected by section 9 of the Official Information Act 1982 (OIA) specifically:

- Section 9(2)(a) OIA To protect the privacy of natural persons, including that of deceased natural persons.
- Section 9(2)(i) OIA To enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.

which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public;

- b) that the resolutions made in respect of the programme approvals for Te Ata Māhina Bachelor of Social Work and Bachelor of Nursing, Bachelor of Nursing Māori, Bachelor of Nursing Pacific be made public.

CARRIED

The open session meeting closed at 10.39am and moved into closed session at 10.45am.



Minutes of an e-meeting of Te Poari Akoranga o Te Pūkenga - the Academic Board of Te Pūkenga – New Zealand Institute of Skills and Technology (Te Poari Akoranga).

Held Wednesday 23 August 2023

Present: Megan Gibbons (Chair), Kieran Hewitson (co-chair), Mary-Liz Broadley, Marama Rawiri, Michael Alsford, Doug Pouwhare, Fiona Moyer, Diane Lithgow, Te Wai Collins.

In Attendance: Louise Courtney (Governance Advisor).

Confidential minutes

The meeting opened Wednesday 23 August 2023 at 12.15pm.

10.1. Te Ata Māhina Bachelor of Social Work

RESOLVED (M. Gibbons/M-L. Broadley)

That Te Poari Akoranga approve Te Ata Māhina Bachelor of Social Work be submitted to the New Zealand Qualifications Authority (NZQA) and the Social Workers Registration Board (SWRB) New Zealand.

CARRIED

10.2. Bachelor of Nursing, Bachelor of Nursing Māori, Bachelor of Nursing Pacific

RESOLVED (M. Gibbons/M-L. Broadley)

That Te Poari Akoranga approve that Bachelor Nursing Māori, Bachelor Nursing Pacific and Bachelor Nursing be submitted to the New Zealand Qualifications Authority (NZQA) and the Nursing Council of New Zealand.

CARRIED

The meeting closed Wednesday 23 August 2023 at 5:13pm.

Te Poari Akoranga | Academic Board September hui - Administration

Te Poari Akoranga o Te Pūkenga
Confidential action items as at 10 August 2023

Meeting Date	Agenda item	Action Type	Action No	Action	Assigned To	Status	Deadline	Update
10-May-23	Te Ohu Whakahaere Ōritetanga	Open	1005-5.6	J Fifield will send the mapping document to Te Poari Akoranga, for information.	T Biddle J Fifield	Outstanding	1-May-23	12/7/23 - action still outstanding
10-May-23	Standing item - List of Approvals	Open	1005-11.2	1. D Lithgow, F Beals and G Brook will work together to draft a request to send to the programme development team to provide Te Poari Akoranga with a written report: - how are the development team providing assurance that there is a robust system in place prior to submission of programme approvals to Te Ohu Whakahaere Approvals? 2. Recommend the development team reach out to the network to seek support from existing staff with expertise and specialist knowledge in this space and to share the workload. 3. D Lithgow et al will send the proposed request to the members by email for acceptance. Te Poari Akoranga Cochairs will send the request to the development team on	D Lithgow F Beals G Brook	Partially completed	1-Jun-23	12/7/23 Root cause analysis responses covered in Closed session of 12 July meeting
12-Jul-23	Te Ohu Whakahaere Ōritetanga	Open	T2307.04	Check that te ohu is operating at a Governance level as some of their actions look operational.	Co-Chairs of Te Ohu Whakahaere Ōritetanga (vacant)	Open	TBC	
16-Aug-23	5.2 Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate	Open	T2308.01	Send out communications for an EOI for new members to Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate	M Gibbons	Open	TBC	Letters have been sent and EOIs received. This item can now be CLOSED? 22/09/23 LC
16-Aug-23	Te Ohu Whakahaere Approvals	Open	T2308.02	Confirm RFI related to progamme approvals	F Moyer	Open	Sept hui	Confirmed with F Moyer. This item can now be CLOSED. 22/09/23 LC



Manatu | Memo

Date:	22 September 2023
To:	Academic Quality Leaders, Business Division Leaders, Regional Executive Directors, National Ako Network Directors
From:	Te Poari Akoranga
RE:	Delegations Register for Academic Matters: Operationalisation by Business Divisions
Classification:	Unclassified

In December 2022 delegated authority was provided to Business Division Academic Committees to continue to manage the academic matters under Te Kawa Maiorooro and under their own policies and procedures where it was not yet covered by either Te Kawa Maiorooro or national policies.

Resolution:

Te Poari Akoranga approve to extend the formal delegations of the local academic committees to maintain business as usual throughout 2023 or until otherwise advised.

Moved: D Young Seconded: G Brook CARRIED

In August 2023 the new delegation's policy was released which has created some confusion, and therefore the table below is to provide some clarity. Please note the delegations were set as per the terms of reference of Te Poari Akoranga (TPA), and over the past 2 years TPA has been in set up mode and with the establishment of the new structure and relevant roles, TPA will move into more of a governance role.

NB:

- 1. Regional academic committees will be established in 2024; until they are stood up, the regional academic committee responsibilities detailed below will be held by the current local academic committees or WBL equivalent.**
- 2. For unified programmes, the designated regional academic committee responsibilities will be held by the designated delivery site's local academic committee or WBL equivalent.**

Delegations from Council to Te Poari Akoranga

Function	Ability to Sub-delegate	Unified Programmes	Legacy Programmes
To approve new courses and programmes, review and approve changes to existing courses and programmes, and approve the withdrawal/closure or suspension of existing courses or programmes. To seek approval/accreditation of programmes by external bodies	Yes	<p>New Programmes All requests for new programmes, including externally regulated programmes, need central approval in the first instance via the MCDM form. Once developed, new programmes are approved by Te Ohu Whakahaere Approvals.</p> <p>Changes to existing courses and programmes Type 2 changes, including new courses, are agreed by National Programme Committee with relevant National Ako Network Director and are approved by Te Ohu Whakahaere Approvals.</p> <p>Type 1 changes are agreed by all sites and relevant National Ako Network Director and approved by designated regional academic committee.</p> <p>Withdrawal, closure, or suspension of existing courses or programmes need central approval via the MCDM form and are reported to Te Ohu Whakahaere Approvals once approved.</p>	<p>New Programmes No new Legacy programmes will be approved. All new programmes will be deemed Unified.</p> <p>Changes to existing Legacy courses and programmes Type 2 changes need central approval in the first instance via the MCDM form. Once developed, Type 2 changes to Legacy programmes are approved by the relevant regional academic committee and reported to Te Ohu Whakahaere Approvals.</p> <p>Type 1 changes to Legacy Programmes are approved by the relevant regional academic committee.</p> <p>Withdrawal, closure, or suspension of existing Legacy courses or programmes need central approval via the MCDM form and are reported to the relevant regional academic committee and Te Ohu Whakahaere Approvals once approved.</p>
To approve variations to an individual learner's course/programme of study outside programme regulations.	Yes	By the designated regional academic committee via the National Programme Committee	By the relevant regional academic committee
To set and monitor the application of Te Pūkenga quality assurance processes for the development and delivery of all courses and programmes (including with respect to learning, teaching, assessment,	Yes	Te Pūkenga Ako Excellence team will set and monitor the application of Te Pūkenga quality assurance processes.	Te Pūkenga Ako Excellence team will set and monitor the application of Te Pūkenga quality assurance processes.

Function	Ability to Sub-delegate	Unified Programmes	Legacy Programmes
learner support and learner performance) through quality evaluation, review and reporting processes.		<p>Outcomes are reported to the relevant Te Ohu Whakahaere and designated regional academic committee.</p> <p>High level summaries of key themes are reviewed as part of TPA workplan.</p>	<p>Outcomes are reported to the relevant Te Ohu Whakahaere and relevant regional academic committee.</p> <p>High level summaries of key themes are reviewed as part of TPA workplan.</p>
To approve and release learner results and recognise credit for assessment (including assessment of prior knowledge and skills) in accordance with approved academic regulations.	Yes	<p>Approved and released by local/regional Programme Committee and reported to National Programme Committee.</p> <p>Summary reports to designated regional academic committee as required.</p>	<p>Approved and released by Legacy Programme Committee</p> <p>Summary reports to relevant regional academic committees</p>

Delegations from Council to the Chief Executive

Function	Ability to Sub-delegate	DCE – Ako Delivery	Regional Executive Directors	Senior Leaders	Kaimahi
To provide approved ¹ courses and programmes of study or training	Yes	Yes	Yes		
To impose a limitation on the number of enrolments in any programme or course where necessary because of insufficient kaimahi, accommodation, equipment, and for any other reason where it is necessary for the sound management of Te Pūkenga and its resources (including where there are insufficient work experience places available).	Yes	Yes	Yes		
To withdraw from offer a course or programme where enrolments fall short of that required for the efficient operation of the course or programme or for any other reason where this is necessary for the sound management of Te Pūkenga and its resources.	Yes	Yes	Yes		
Admit/ enrol learners (including withdrawal of learners where requested by the learner, or refusal of enrolment where the learner does not meet entry requirements)	Yes	Yes	Yes	Yes limited to enrolment kaimahi	Yes limited to enrolment kaimahi
Enter into learning agreements on behalf of Te Pūkenga with employers and learners (WBL business division)	Yes	Yes	Yes		Yes limited to training advisors or sector advisors
Grant formal awards	All awards are granted by the Chief Executive – it is his signature on the certificate. The rules in Te Kawa Maiorooro say “A formal qualification is awarded to ākonga who successfully complete the programme requirements as stated in the Programme Regulations.”				
Grant non-formal awards	Yes	Yes	Yes		

¹ Approved by Te Poari Akoranga or delegated authority, NZQA and external validating bodies as required.

Workplan by Month Framework

Meeting	Papers	Comments
Papers must be received by Poari Co-ordinator 15 February		
22 February Kanohi e te Kanohi	<ul style="list-style-type: none"> • TPA Terms of Reference • TPA Tikanga Whakahaere • TPA 2023 Workplan • Induction process for new members to Te Poari • Update on Ako Network and Framework • Update on Te Matarau Whānui o Te Pūkenga: Ethics Framework • Pastoral Care Code Self Review Reports • Operating Model Updates 	<p>An opportunity for a self-evaluative discussion based on Te Pae Tawhiti considering te ohu, expectations, workloads etc</p> <p>Update on Te Pūkenga ... Framework</p>
Papers must be received by Poari Co-ordinator 22 March		
29 March Virtual	<ul style="list-style-type: none"> • Ngā Ohu Minutes • 2022 ADI Evaluative Report for noting • 2023 ADI Action Plan for approving • 2023 Ohu Workplans for approving • Operating Model Updates • Te Ohu Whakahaere Ōritetanga ToRs 	<p>Template developed that captures key activities, highlights, risks in ADI 2022 review with an action plan for 2023. Report covers Te Kawa Maiorooro activities, unification activities, ako, wdcs, regulatory body etc</p> <p>Ohu workplans will populate this table with possible expected frameworks and policies</p>
Papers must be received by Poari Co-ordinator 26 April		
3 May Virtual	<ul style="list-style-type: none"> • Ngā Ohu Minutes • Business Division Annual Reports + TE Report • Selected Annual Evaluative Report from one Ohu • Selected Annual Evaluative Report from representative group or other associated roopu • Operating Model Updates • Focus area of discussion 	<p>Each meeting has a space to review an annual report and, if available, the latest Targeted Evaluation, from selected business division. Future focused we would be expecting to see these reports from the office of the CEO, Ako networks and Regional Hubs (all dependent on the governance infrastructure)</p> <p>Template for Ohu will need to cover Tikanga of Poari and the ToRs of te Ohu</p>

Workplan by Month Framework

Papers must be received by Poari Co-ordinator 31 May		
7 June Virtual/Kanohe e te Kanohe	<ul style="list-style-type: none"> • Ngā Ohu Minutes • Te Pūkenga 2023 Programme Portfolio (National, Regional, Ako Network) • Business Division Annual Reports + TE Report • Selected Annual Evaluative Report from one Ohu • Selected Annual Evaluative Report from representative group or other associated roopu • TPA Terms of Reference • TPA Tikanga Whakahaere • TPA 2023 Workplan 	Another opportunity for a self evaluation.
Papers must be received by Poari Co-ordinator 5 July		
12 July Virtual	<ul style="list-style-type: none"> • Level 7 Transformation Programmes needing approval • Ngā Ohu Minutes • Business Division Annual Reports + TE Report • Selected Annual Evaluative Report from one Ohu • Selected Annual Evaluative Report from representative group or other associated roopu • Focus area of discussion 	
Papers must be received by Poari Co-ordinator 9 August		
16 August Virtual	<ul style="list-style-type: none"> • Ngā Ohu Minutes • Business Division Annual Reports + TE Report • Selected Annual Evaluative Report from one Ohu • Selected Annual Evaluative Report from representative group or other associated roopu • Focus area of discussion 	
• Papers must be received by Poari Co-ordinator 13 September		
20-27 September Virtual	<ul style="list-style-type: none"> • Level 1-6 Transformation Programmes needing approval • Ngā Ohu Minutes • Business Division Annual Reports + TE Report • Selected Annual Evaluative Report from one Ohu 	

Workplan by Month Framework

	<ul style="list-style-type: none"> Selected Annual Evaluative Report from representative group or other associated roopu 	
<ul style="list-style-type: none"> Papers must be received by Poari Co-ordinator 17 October 		
25 October Virtual	<ul style="list-style-type: none"> Ngā Ohu Minutes Business Division Annual Reports + TE Report Selected Annual Evaluative Report from one Ohu Selected Annual Evaluative Report from representative group or other associated roopu Focus area of discussion Notice of appeals form – check Te Reo Māori Notice of appeals form – consider whether form needs to ask about accessibility needs 	
<ul style="list-style-type: none"> Papers must be received by Poari Co-ordinator 15 November 		
22 November Virtual/Kanohi e te Kanohi	<ul style="list-style-type: none"> Ngā Ohu Minutes Business Division Annual Reports + TE Report Selected Annual Evaluative Report from one Ohu Selected Annual Evaluative Report from representative group or other associated roopu TPA Terms of Reference TPA Tikanga Whakahaere TPA 2023 Workplan TPA Annual Report to Council Annual Appeals Outcome Report 	Final evaluation for 2023



Te Pūkenga INTERIM Type 1 Change Application

Programme

Qualification:

2746 New Zealand Certificate in Adult and Tertiary Teaching (Level 4)

Programme:

New Zealand Certificate in Adult and Tertiary Teaching

Unified Local

Education organisation number (EDUMIS):

6683

Delivery Site(s):

6015 Te Pūkenga TA Southern Institute of Technology
6019 Te Pūkenga TA Waikato Institute of Technology

Change(s) to Programme

Programme Change:

Change of delivery hours/weeks to accommodate p/t delivery:

Range of teaching weeks: 10 – 23

Range of gross weeks: 10 – 26

Range of learning hours per week: 17.4 - 40

Background/Rationale for Change:

This programme is delivered by Learning Works to employed ākonga on a part-time basis over the course of 52 weeks. Although they made this clear during unification meetings, they did not review the final documentation which did not allow for this delivery in the range of delivery weeks/hours. The correction made as above extends the full-time delivery which in turn allows for the part time delivery undertaken by Learning Works.

Change to take effect from:

Immediately

Attachments

- Track changes programme document

Approval/Review



To approve under Chair's Action:

Type 1 change to the unified NZ Certificate in Adult and Tertiary Teaching to extend the range of delivery weeks/hours to allow for the part time delivery undertaken by Learning Works.

Subject to approval, delivery at this site will commence in August, 2023.

NB: The decision of the Chairs will be reported to the next Te Poari Akoranga. Discussions around Te Pūkenga Type 1 changes are underway and will be informed by the organisational structure and ongoing governance discussions.

Approved

Not approved *Reason for non-approval:*

Signed:

A handwritten signature in black ink, appearing to read "Megan Gibbons".

Dr Megan Gibbons
Co-Chair Te Poari Akoranga
Pourangī Mātauranga me ngā Pūnaha Ako
DCE Academic Centre and Learning Systems



Te Pūkenga INTERIM Type 1 Change Application

Programme
Qualification:
New Zealand Certificate in Hairdressing (Professional Stylist) Level 4 (2413) v2
Programme:
New Zealand Certificate in Hairdressing (Professional Stylist) Level 4
<input checked="" type="checkbox"/> Unified <input type="checkbox"/> Local
Education organisation number (EDUMIS):
6683
Delivery Site(s):
6006 Te Pūkenga TA Ara Institute of Canterbury
6007 Te Pūkenga TA Eastern Institute of Technology
6009 Te Pūkenga TA Universal College of Learning
6010 Te Pūkenga TA Manukau Institute of Technology
6011 Te Pūkenga TA Nelson Marlborough Institute of Technology
6013 Te Pūkenga TA Otago Polytechnic
6015 Te Pūkenga TA Southern Institute of Technology
6025 Te Pūkenga TA Toi Ohomai Institute of Technology
Programme Change:
Adding delivery site(s): 6008 Te Pūkenga TA Wellington Institute of Technology 6014 Te Pūkenga TA Whitireia Community College
Background/Rationale for Change:
WelTec/Whitireia have previously had accreditation to deliver the old version of this and the Level 4 Emerging Stylist (which is now expired). They currently deliver NZ2411 (NZC Hairdressing L3) so have the staff and resources available to deliver the L4. When the unified programme was submitted to NZQA, WelTec/Whitireia were inadvertently omitted from the list of providers All students have access to the WelTec/Whitireia range of on-site facilities such as the library, Learning Commons, study areas and computer labs. All sites adhere to health and safety requirements to ensure maximum levels of comfort and safety to make the environment conducive to teaching and learning.



All campuses have a fully equipped hairdressing and beauty salon which meet industry standards and have current health and safety certificates. The salons are equipped with basins, massage tables and point of sale terminals.

Change to take effect from:

Immediately

Attachments

- Track changes programme document (updated to include additional staff/delivery details)
- Te Pūkenga Additional Division Application Form
- Te Pūkenga Matters for Central Decision Making

Approval/Review

To approve:

Type 1 change to the unified NZ Certificate in Hairdressing (Professional Stylist) Level 4 programme to add the following two delivery sites - 6008 Te Pūkenga TA Wellington Institute of Technology and 6014 Te Pūkenga TA Whitireia Community College.

Subject to approval, delivery at these two sites will commence in Semester 2, 2023.

Approved

Not approved *Reason for non-approval:*

Signed:

Dr Megan Gibbons
Co-Chair Te Poari Akoranga
Pourangi Mātauranga me ngā Pūnaha Ako
DCE Academic Centre and Learning Systems



Te Pūkenga INTERIM Type 1 Change Application

Programme
Qualification:
2461 New Zealand Certificate in Business (Administration and Technology) (Level 4)
Programme:
New Zealand Certificate in Business (Administration and Technology) (Level 4)
<input checked="" type="checkbox"/> Unified <input type="checkbox"/> Local
Education organisation number (EDUMIS):
6683
Delivery Site(s):
6004 Te Pūkenga TA Unitec New Zealand 6007 Te Pūkenga TA Eastern Institute of Technology 6008 Te Pūkenga TA Wellington Institute of Technology 6009 Te Pūkenga TA Universal College of Learning 6010 Te Pūkenga TA Manukau Institute of Technology 6011 Te Pūkenga TA Nelson Marlborough Institute of Technology 6012 Te Pūkenga TA Northland Polytechnic 6013 Te Pūkenga TA Otago Polytechnic 6014 Te Pūkenga TA Whitireia New Zealand 6017 Te Pūkenga TA Western Institute of Technology at Taranaki 6019 Te Pūkenga TA Waikato Institute of Technology 6024 Te Pūkenga TA Tai Poutini Polytechnic 6025 Te Pūkenga TA Toi Ohomai Institute of Technology
Change(s) to Programme
Programme Change:
Adding delivery site(s): 6006 Te Pūkenga TA ARA Institute of Canterbury 6022 Te Pūkenga TA Open Polytechnic of New Zealand
Background/Rationale for Change:
<p>The NZ Certificate in Business (Administration and Technology) (Level 4) unified programme was approved by NZQA in February 2023. At the time, details for kaiako were included within the document for all business divisions listed above as well as for 6006 Te Pūkenga TA ARA Institute of Canterbury and 6022 Te Pūkenga TA Open Polytechnic of New Zealand. However, 6006 and 6022 were omitted from the list of delivery sites and were not included in the RO482 for this programme. This Type 1 change is to correct this error and ensure that 6006 and 6022 are included as accredited sites for delivery of this programme.</p> <p>NZQA has agreed that this error can be corrected through a Type 1 change and approval notified to NZQA with the delivery information for each omitted site.</p>



A Chair's Action approval is being sought for the following reasons:

1. NZQA accreditation is required to support delivery in Semester 2, 2023; and
2. Te Pūkenga process for Type 1 changes has not yet been confirmed and the pathway for approval is not yet decided.

Change to take effect from:

Immediately

Attachments

- Track changes programme document
- Delivery details for 6006 Te Pūkenga TA ARA Institute of Canterbury
- Delivery details for 6022 Te Pūkenga TA Open Polytechnic of New Zealand
- R0482 for original approval and accreditation

Approval/Review

To approve under Chair's Action:

Type 1 change to the unified NZ Certificate in Business (Administration and Technology) (Level 4) to add the following two delivery sites omitted from the delivery sites listed in the original application - 6006 Te Pūkenga TA ARA Institute of Canterbury and 6022 Te Pūkenga TA Open Polytechnic of New Zealand.

Subject to approval, delivery at these two sites will commence in Semester 2, 2023.

NB: The decision of the Chairs will be reported to the next Te Poari Akoranga. Discussions around Te Pūkenga Type 1 changes are underway and will be informed by the organisational structure and ongoing governance discussions.

Approved

Not approved *Reason for non-approval:*

Signed:

Approved via email 2/6/2023

Dr Megan Gibbons

Co-Chair Te Poari Akoranga

Pourangi Mātauranga me ngā Pūnaha Ako

DCE Academic Centre and Learning Systems

Approved via email 2/6/2023

Kieran Hewitson

Co-Chair Te Poari Akoranga

Kaikōkiri/Director - Tiriti Practice



Te Pūkenga INTERIM Type 1 Change Application

Programme
Qualification:
New Zealand Certificate in Apiculture (Level 4) (2224) v2 New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) (2225) v2
Programme:
New Zealand Certificate in Apiculture (Level 4) New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4)
<input checked="" type="checkbox"/> Unified <input type="checkbox"/> Local
Education organisation number (EDUMIS):
6683
Delivery Site(s):
6011 Te Pūkenga TA Nelson Marlborough Institute of Technology
6013 Te Pūkenga TA Otago Polytechnic
Programme Change:
Adding delivery site(s): 6015 Te Pūkenga TA Southern Institute of Technology
Background/Rationale for Change:
SIT Te Pūkenga is seeking approval to become a delivery site for the Te Pūkenga unified 2224 New Zealand Certificate in Apiculture (Level 4) and 2225 New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4). We have been working with Otago Polytechnic toward this mahi. SIT Te Pūkenga currently offers Level 3 but does not have a pathway for ākongā to progress onto. Our business division is working with Otago Polytechnic in hopes of offering the Level 4 pathway to our Level 3 apiculture graduates for Semester 2 of 2023. Joining other business divisions around the motu in offering the unified programmes would ensure consistency in learning for ākongā and ensure their learning is recognised throughout Aotearoa New Zealand. It would allow ākongā to move between business divisions should their personal circumstances require a change in location. The move would create consistency and synergies between the business divisions.
Change to take effect from:
Immediately



Attachments

- Track changes programme document (updated to include additional staff/delivery details)
- Te Pūkenga Additional Division Application Form
- Te Pūkenga Matters for Central Decision Making

Approval/Review

To approve:

Type 1 change to the unified NZ Certificate in Apiculture and NZ Certificate in Apiculture (Queen Bee Rearing) Level 4 programmes to add the following delivery site - 6015 Te Pūkenga TA Southern Institute of Technology.

Subject to approval, delivery at this site will commence in Semester 2, 2023.

Approved

Not approved *Reason for non-approval:*

Signed:

Dr Megan Gibbons
Co-Chair Te Poari Akoranga
Pourangi Mātauranga me ngā Pūnaha Ako
DCE Academic Centre and Learning Systems

DRAFT Pūrongo a Te Poari Akoranga a Te Pūkenga | Academic Board Report

Month 2023

Title	Academic Committee Report
Provided by	[insert business division name]
Author	[insert name, title]

Note: italicised, grey-shaded texts are drafting directions for the author

Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Poari Akoranga:

a.	Receive the report;
b.	[Insert text]

Whakarāpopototanga | Summary

Summary of key matters discussed at Academic Committees, please note all moved items

Aroturuki | Monitoring

Please outline any requests from regulatory bodies e.g NZQA, WDCs, Nursing Council etc that are of a monitoring nature

Ngā tino raru ka heipū mai | Key risks

Risk is an uncertainty that, if it occurs, will impact on the achievement of objectives. Identify any new/emerging risk in the table below.

Risk title	Description	Potential consequences	Current mitigation	Comments



Ngā Tāpiritanga | Appendices

List any appendices that are attached to the report.

Pūrongo Kaunihera a Te Pūkenga | Council Report

27 September 2023

Title	August Council meeting summary for Advisory Committees and Te Poari Akoranga – Open portion
Author	Rebecca Donne, Council Secretary
For	Information

Te pūtake o tēnei pūrongo | Purpose of this report

The purpose of this report is to provide a summary of the September 2023 Council meeting to Te Poari Akoranga.

Te Tāhuhu Kōrero | Background

Te Pūkenga Council (the Council) met on 6 September 2023 at the Madras campus of Ara Institute of Canterbury (Ara) | Te Pūkenga for an ordinary meeting and 7 September for a workshop (with two members attending both meetings via videoconference). As part of the meeting, Council visited the Food and Hospitality facilities following lunch at Ara’s teaching restaurant, Visions, where they were served by Level 3 hospitality ākonga. Council also met with kaimahi involved in delivering adventure programmes in Rohe 4 | Region 4.

Due to illness, Murray Strong and John Brockies were unable to attend the meeting. Sue McCormack (Deputy Chair) acted as Chair of the meeting.

The summary below provides an overview of some key discussions and decisions by the Council made during the open portion of the meeting.

Open Agenda

The discussions and decisions in this section can be shared with your stakeholders as they occurred on the open part of the Council agenda.

Chief Executive’s report

The Chief Executive highlighted two significant new opportunities that have been realised by the creation of Te Pūkenga. The first is a Memorandum of Understanding with Air New Zealand, which is initially with NMIT, but opens broad discussion about engagement across Te Pūkenga network. The second is an agreement to establish the New Zealand-China Vocational Cooperation and Development Alliance, which has been achieved through working with Education NZ following the Chief Executive’s visit to China in June. This will involve working with institutions across China to engage with the national network of Te Pūkenga.

The Chief Executive also indicated that the conclusion of the consultation on organisational change will be within the next two weeks. He acknowledged the rich and insightful feedback from kaimahi and highlighted that over 8,000 pieces of feedback had been received.

Te Pūkenga Common Seal policy

The Council approved Te Pūkenga Common Seal Policy and design for Te Pūkenga Common Seal and were reassured that although these will be used across the motu, they will be kept secure through business divisions complying with the policy.

Nelson Polytechnic Educational Society annual general meeting (AGM)

Acting as the Members of Nelson Polytechnic Educational Society Inc. (NPES), Council held the AGM of the Society and received and approved the financial statements of the Society for the financial year ended 31 December 2022. It also accepted Olivia Hall, Nicole Akuhata, Julie Bytheway and Kate Neame as members of the Society and of the Executive Committee.

The Council members acknowledged that there will be a future need to wind up this society, but that the AGM needed to be held to file an annual return with the Companies Office.

Extension of terms for Komiti Māori

The Council approved the terms of current Komiti Māori members to be extended until 31 December 2023 at current remuneration to enable the appointment of the permanent Māori Advisory Committee (MAC) to take place in Q4 of 2023, ahead of the MAC commencing in 2024.

Open minutes from Te Poari Akoranga held 16 August 2023

The Council noted the approval of:

- Te Pūkenga Moderation Framework and Product Moderation Systems approach and the Requirements for Product Moderation Systems;
- New Zealand Certificate in Infrastructure - Level 2 to be provided to NZQA for approval, and Certificate in Sport Recreation and Exercise - Level 3 and Level 4;
- Whiria Te Ako | Te Pūkenga Learning & Teaching Framework; and
- Te Ata Māhina Bachelor of Social Work, Bachelor Nursing Māori, Bachelor Nursing Pacific and Bachelor Nursing by e-meeting on 23 August 2023.

The Deputy Chief Executive Academic Centre and Learning Systems (DCE ACLS) informed the Council that the New Zealand Certificate in Infrastructure has subsequently been approved by NZQA, and that panels for Social Work will be held in the week commencing 20 November, and for Nursing in the week commencing 27 November. Confirmation will be received by 2 February 2024, in time for the beginning of the academic year.

Report from open portion of Finance and Capital Investment Committee held 29 August 2023

The Council noted that the Finance Plan and Transformation Plan will become standing agenda items and that a commercial strategy update is required later this year.

Report from open portion of Risk and Audit Committee held 30 August 2023

The Council approved the amended Risk and Audit Committee Terms of Reference.



New Zealand Union of Students' Associations (NZUSA) and National Disabled Students' Association (NDSA)

Ellen Dixon and Tangihaere Gardiner from NZUSA and Sean Prender from NZDA gave the Council an overview of the work that they are doing and discussed their three policy asks during the 2023 General Election campaign – realise Te Tiriti, a debt-free future, and embedded student voice. They encouraged Council members to visit <https://www.nomoreexcuses.online/> to learn more about these. They highlighted their good working relationship with Te Pūkenga and thanked the Council for embedding Te Whiria Ngā Rau and raised concerns about student achievement for in work learners with disabilities, third parties encouraging ākongā into qualifications that they might not be able to complete, and the potential for students' associations to get left behind with the changes. The Council and members of Management who are present highlighted some of the ways in which Te Pūkenga can address these concerns.

Outward correspondence to Audit New Zealand

The Council noted the representation letter from the Chair of Risk and Audit Committee and Chief Executive to Audit New Zealand on 1 September 2023 regarding financial information provided for consolidation into the Financial Statements of the Government for the year ended 30 June 2023.

Ngā Tāpiritanga | Appendices

[September 2023 Council meeting open agenda](#)

Te Poari Akoranga: Ākonga Rights and Responsibilities

27 September 2023

Title	Ākonga Rights and Responsibilities
Provided by	Andrew McSweeney, Pourangi Ākonga me te Ahumahi Deputy Chief Executive Learner and Employer Experience and Attraction
Author	Simone Andersen, Kaikōkiri Learner and Whānau Engagement
For	Approval

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a.	Receive the report titled 'Ākonga Rights and Responsibilities';
b.	Approve the draft Ākonga Rights and Responsibilities; and
c.	Note the next steps.

Te Tāhuhu Kōrero | Background

1. Te Kawa Maiorooro came into effect in January 2023. Since that time, national level learner policies continue to be developed that further deliver on Te Pūkenga legislated expectations and requirements within the Pastoral Care Code (the Code). Together, these provide the network with direction and guidance to achieve an aligned, whole-of-provider approach to learner safety and wellbeing. Two national level learner policies that have recently come into effect are:

1. Pastoral Care Policy (approved April 2023 by Te Poari Akoranga and Te Pūkenga Council through its Health Safety and Wellbeing Committee).
2. Learner Voice and Partnering Policy (approved July 2023 by Te Pūkenga Council).

These policies apply to Te Pūkenga kaimahi but impact directly on ākonga. One of the requirements of the Code is that Te Pūkenga makes information about the ways it supports learner wellbeing and safety readily available and in accessible formats to its learners, its kaimahi and the general public.

2. Ākonga Rights and Responsibilities supplements the new national policies and Te Kawa Maiorooro, by communicating their content in a summarised format that is relevant to learners, using plain language free of jargon and legalese.
3. Ākonga Rights and Responsibilities has been drafted collaboratively between ACLS and LEEA. Drafting has involved extensive consultation with ākonga and kaimahi over a period of 12 months, including collaboration with work-based learning kaimahi over a period of three months. This led to the inclusion of targeted messaging to work-based learners which reflects the nature of the tripartite Training Agreement.



4. Ākonga Rights and Responsibilities includes ākonga conduct and is required by Te Pūkenga as a Tertiary Education Organisation. It is also a key component of Te Pūkenga Pastoral Care Code Framework, which was approved in January 2023:

Pastoral Code Framework		
Ākonga Rights and Responsibilities (including Conduct)	Pastoral Care Policy (plus other supporting policies & artefacts)	Learner Voice & Partnering Policy (plus Practice Guidance)
Concerns & Complaints Policy/Appeals Policy and Procedures		

Table 1 – Te Pūkenga whole of provider approach to pastoral care of ākonga

5. Ākonga Rights and Responsibilities helps to ensure Code compliance by presenting information about how Te Pūkenga supports the wellbeing and safety of its learners, in a way that is accessible to learners. It ensures all ākonga are aware of the policies that affect them at Te Pūkenga, and their rights and responsibilities as Te Pūkenga learners.
6. To make the content relevant and accessible to learners, Ākonga Rights and Responsibilities has been categorised in accordance with key aspects of a typical learning journey. The sections cover areas such as enrolment, learning and teaching, safety and wellbeing, learner voice and participation and learner representation. It also includes guidance around what is acceptable conduct, and what constitutes misconduct.
7. It is intended that Ākonga Rights and Responsibilities will be made available as a resource to learners (including prior to, and at the time of, enrolment) in a range of formats, to ensure its accessibility to diverse learners. It will also be promoted to Te Pūkenga kaimahi to ensure a shared understanding across Te Pūkenga network.

Te pūtake o tēnei pūrongo | Purpose of this report

8. This report seeks Te Poari Akoranga approval of Te Pūkenga Ākonga Rights and Responsibilities.
9. All statements made within Ākonga Rights and Responsibilities have been mapped to Te Kawa Maiororo, the Code, and other legislative requirements.

Ngā Kōwhiringa me Te Tātaritanga | Options and analysis

Option 1 – Approve Te Pūkenga Ākonga Rights and Responsibilities (recommended)

10. Providing consistent and direct messaging to all ākonga will help clarify their expectations coming into Te Pūkenga, by advising them of their rights and responsibilities. This will better enable shared understanding throughout the learner community. By also providing Ākonga Rights and Responsibilities to network kaimahi, it will reinforce expectations for consistent approaches to be taken across Te Pūkenga, ensuring Te Pūkenga maintains compliance with its obligations.
11. Ākonga Rights and Responsibilities provides references to current key policies and procedures that affect learners. There are likely to be more national learner policies developed over time as Te Pūkenga transitions. These can be incorporated during any reviews of the resource, to ensure learners have a single source by which they can access national policies that impact them.

Option 2 - Suggest improvements to Ākonga Rights and Responsibilities or implementation approaches

12. Robust consultation with ākonga and kaimahi has informed the development of this resource. It has been thoroughly worked through with work-based learning kaimahi, to arrive at a final draft which reflects their input and is satisfactory to them in terms of inclusive language for the general statements, and specific messaging for work-based learners added where needed.
13. It is anticipated that Ākonga Rights and Responsibilities (and its content in a range of alternative formats) will be made available to prospective and enrolling learners, and kaimahi, especially those who work in the area of pre/enrolment.

Option 3 – No endorsement of Ākonga Rights and Responsibilities

14. There is an option to not endorse Ākonga Rights and Responsibilities. However, another approach would then be needed to support compliance with Objective 1 of the Code, which is the requirement for Te Pūkenga to take a whole of provider approach to maintaining a strategic and transparent Learner Wellbeing and Safety System, and to make information about this readily available to learners in accessible formats.

Te Pae Tawhiti | Te Tiriti o Waitangi Excellence Framework

15. The Code contributes to an education system that honours Te Tiriti o Waitangi and supports Māori-Crown relationships, in accordance with section 4(d) of the Education and Training Act 2020. Ākonga Rights and Responsibilities reinforces and upholds the Code, supporting Te Pūkenga commitment to enabling the voice of ākonga Māori and supporting a partnering approach with ākonga to inform all that Te Pūkenga does.

Ōritetanga me te Angitu Ākonga | Equity Impact and Ākonga Success

16. Te Pūkenga Equity and Learner Success Strategy focusses on developing stronger responsive practices. Ākonga Rights and Responsibilities provides consistent national messaging across learner and kaimahi communities around Te Pūkenga commitments to ensuring learner wellbeing and safety, including the commitment to involve learners in matters that impact on them at Te Pūkenga.
17. The strategy focuses on ākonga centred systems, which are prioritised in the development of frameworks such as Te Kawa Maiororo and the Pastoral Care Code Framework. Ākonga Rights and Responsibilities further supports this.

Pānga ki Ngā Ākonga/Kaitukumahi | Employer Impact

18. A Te Pūkenga system that supports learner wellbeing and safety involves the employers of Te Pūkenga work-based learners. An addendum to the tripartite agreement has been incorporated into the tripartite Training Agreement, to achieve clarity around the respective roles and responsibilities of Te Pūkenga, employers and learners in achieving Pastoral Care Code outcomes in a work-based context.

Te Uiuinga Whānui | Engagement/consultation

Group engaged with	Level of engagement ¹	Commentary
Academic Data and Integrity Unit (via Director Academic Quality)	Collaborate	August 2022 – Draft developed in association with ITP subsidiary kaimahi supplied to LWE team
Pastoral Care Code Project Lead	Consult	September 2022 – Draft tabled at Code hui for discussion and feedback
Learner Leadership Group	Consult	September 2022 – Draft supplied for review and feedback
Interim Learner Advisory Committee	Consult	October 2022 – Draft supplied for review and feedback
John Dickson Peer reviewer	Consult	October 2022 – Draft supplied for review and feedback
Academic Data and Integrity Unit (via Director Academic Quality)	Collaborate	October 2022 – Learner and J Dickson feedback reviewed and responded to

1 Inform, Consult, Collaborate, Partner, Empower. Refer [Engagement Summary 110619 \(tearawhiti.govt.nz\)](https://www.tearawhiti.govt.nz/engagement-summary-110619) for guidance. Engagement may be required at different levels for different stakeholder groups.

Group engaged with	Level of engagement ¹	Commentary
LJE Lead Team	Consult	November 2022 – Draft supplied for review and feedback
Legal Team (via Director Legal and Risk)	Consult	December 2022 – Draft supplied for legal review
Te Kahui Mātauranga (WBL)	Consult	December 2022 – Online hui/ presentation and draft supplied for review and feedback
Learner and Employer Success Working Group (WBL)	Consult	December 2022 – Online hui/ presentation and draft supplied for review and feedback
Academic Data and Integrity Unit (via Director Academic Quality)	Collaborate	Jan/Feb 2023 – All work-based kaimahi feedback reviewed and responded to
Learner and Employer Success Working Group (WBL)	Consult	March 2023 – response to all WBL feedback provided; iterated draft in response to further feedback around specific needs of WBL learners
Executive Leadership Team	Inform	May 2023 – Draft tabled for endorsement
Legal Team (via Director Legal and Risk)	Consult	June 2023 – Draft supplied for legal review
ACLS (via DCE Academic Centre and Learning Systems)	Consult	June 2023 – Draft supplied for review and feedback

Ngā tino raru ka heipū mai | Key risks

Risk title	Description	Potential consequences	Current mitigation
Implementation challenges	Enrolment processes are not yet aligned across Te Pūkenga so it may be more difficult to incorporate the resource into a range of business division pre/enrolment practices and documentation.	Poor visibility of the resource. Inconsistent incorporation of the resource across Te Pūkenga network.	Robust promotion of the Ākonga Rights and Responsibilities through existing channels Provide pre/enrolment teams and staff with an introductory paragraph and link to the resource on a web page so they can easily incorporate the resource

			into their existing practices and documentation.
No current alternative accessible formats	Not all learners will find the document-based resource accessible. Disability and other needs need to be met by presenting the resource in other ways, e.g., in visual and oral formats. This task is not likely to be completed prior to the document-based resource coming into effect.	Disability and other needs will not immediately be met in the way the resource is presented.	Individual kaimahi working in pre/enrolment familiarise themselves with the document so they can ensure prospective and incoming ākonga with accessibility requirements are made aware of their rights and responsibilities in ways that meet their individual needs.

Te tirohanga taha pūtea | Financial considerations

19. Initial costs associated with implementation are covered within the scope of the Learner Success Plan budget.

Te Ahunga Ki Mua | Next steps

20. Convert the document-based resource into a web-friendly, engaging format and publish it on Te Whare and Te Pūkenga website, ready to be promoted to learners and kaimahi across Te Pūkenga network.
21. Develop implementation materials and a plan to promote the resource across learner leadership and representation groups and business divisions in Te Pūkenga network.
22. Continue to develop alternative formats for presenting Ākonga Rights and Responsibilities, using in-house and/or external resources.

Te Hunga whai koha | Contributors

Katrina Thomas – Principal Advisor Learner Journey and Experience

Ngā Tāpiritanga | Appendices

Appendix 1 – Draft Ākonga Rights and Responsibilities

Ākonga Rights and Responsibilities

Endorsed 9 August – Te Ohu Whakahaere

Version: v9.0

Date: 10 August 2023

Introduction

Ākonga Rights and Responsibilities sets out the relationship between Te Pūkenga, and you as a Te Pūkenga ākonga (learner). Through meeting the described commitments and expectations together, everyone contributes to a positive and successful learning journey and experience.

These rights and responsibilities support Te Pūkenga to operate in a way that empowers all ākonga on educational, non-educational, and wellbeing matters, and matters relating to practices and services. It also sets out guidance around generally accepted standards of behaviour that can ensure a safe and respectful teaching and learning environment.

Complying with these rights and responsibilities ensures obligations under Te Pūkenga Charter¹ are met and contribute to required outcomes and practices under the Pastoral Care Code,² with its focus on ākonga wellbeing and safety.

It also supports the purpose of '*Learners and their whānau at the centre of all we do*' at Te Pūkenga and working towards partnership with ākonga, as described in [Whiria Ngā Rau](#). Te Pūkenga is also committed to working towards equity for ākonga of different genders, ethnicities, cultures, and abilities, especially Māori, Pacific and disabled ākonga who have traditionally been under-served by the education system. These rights and responsibilities were developed with Te Pūkenga ākonga and kaimahi (staff).

A note for work-based ākonga

If you are learning on the job, you are both your employer's employee **and** a Te Pūkenga ākonga.

These rights and responsibilities apply to you as a Te Pūkenga ākonga and when you are dealing with Te Pūkenga staff (for example your training advisor). You have a separate relationship with your employer. Your employer has responsibilities to ensure your safety and wellbeing in the workplace and you will have separate rules, rights, and responsibilities as their employee, which may look similar to the rights and responsibilities described in this document.

Your **training agreement** is a key document you receive when you start your on-the-job training. Everyone's rights and responsibilities (you, your employer, and Te Pūkenga) are set out in the Agreement. In addition to your training agreement, you will receive this Ākonga Rights and Responsibilities document, and any workplace-specific documentation that applies to you as an employee.

If you have any questions or concerns, you can talk to your employer and/or your Te Pūkenga contact person to get information and advice.

¹ Contained within the Education and Training Act 2020 (Schedule 13).

² Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021

Ākongā Rights

General

You can expect:

1. To be treated with respect by Te Pūkenga kaimahi and ākongā
2. To learn from kaimahi who are appropriately trained and qualified to support you in your learning journey
3. A supportive learning environment that seeks to empower you to be active in your learning and strives to be motivating, enjoyable, culturally safe, and secure
4. Te Pūkenga to take all reasonable steps to ensure that you can learn in an environment free from bullying, coercion, harassment, and intimidation³
5. To have your diverse and unique needs recognised and responded to, where appropriate
6. To have your cultural perspectives, world views, and practices integrated, valued, and affirmed where appropriate
7. Te Pūkenga to place a special focus on equitable outcomes for underserved Māori, Pacific, and disabled ākongā
8. To receive information about what is expected of you as Te Pūkenga ākongā
9. To be enrolled in high quality programmes that support your future aspirations.

Safety and Wellbeing

You can expect:

1. Te Pūkenga to take all reasonable steps to ensure that you enjoy an appropriate, safe, and supportive learning environment (physical/ cultural /psychological safety)
2. Te Pūkenga kaimahi are supported to have appropriate cultural, disability, and Pastoral Care Code knowledge
3. Access to relevant Te Pūkenga staff at relevant times
4. Access to safety and wellbeing support services covering relevant aspects of your learning journey
5. Access to emergency services when needed
6. To have your personal information and privacy protected, including having the right to access your personal information
7. To have your personal mana and cultural safety upheld.⁴

During enrolment

You can expect:

1. Accurate timely information and advice before enrolment to base decisions on (entry criteria, course objectives, workload, costs, qualification pathways, etc)
2. Clear information about programmes, including what is required for success (e.g., attendance at class or block courses, achievement etc)
3. Information about withdrawal and its impact (eg on future entitlements and refunds)
4. Information about timetabling, required texts and resources, course outline and assessment criteria (to be supplied before course commencement)
5. Information about how your workplace will enable your learning and support you to achieve (for work based ākongā)
6. Information about ākongā support services offered (learning and wellbeing/safety services)
7. Information about Te Pūkenga policies relating to or affecting you as ākongā.

During your learning journey

You can expect:

1. An orientation / induction into Te Pūkenga, your programme, and your learning environment

³ [NZ Government: Human Rights and Freedoms for all New Zealanders](#)

⁴ The Pastoral Care Code (Outcome 2 – Learner Voice) requires Te Pūkenga to “understand and respond to diverse learner voices and wellbeing and safety needs in a way that upholds their mana and autonomy”.

2. Information about changes to your programme (planned or unplanned/ emergency)
3. Information about learning support services available to help facilitate learning success
4. Access to learning support if and when needed/eligible
5. Information about Te Pūkenga concerns, complaints, and disciplinary processes.

Educational

You can expect:

1. Qualified and competent kaiako (Te Pūkenga teaching staff)
2. Assurances that your workload is appropriate to the level of course or programme
3. To have your prior learning, knowledge and skills formally recognised where appropriate
4. Valid, timely, and fair assessment against clearly communicated expectations
5. Constructive and timely feedback on assessment that allows for further development and learning
6. Pathways and processes that will allow you to appeal an academic decision.

Learner Voice

You can expect:

1. To be engaged by Te Pūkenga on matters relevant to you as ākonga
2. To be able to provide feedback on any aspect of your learning journey
3. That your learner voice will be collected, held, and shared appropriately
4. Fair and transparent resolution processes for concerns, complaints, and appeals
5. Opportunities to connect and interact with other ākonga based on your programme of study and/or your personal, cultural, or spiritual connections where appropriate
6. To be informed of outcomes and decisions on matters where you have provided feedback (including reasons for decisions where reasonably possible).

Representation

You can expect:

1. To be represented by ākonga representatives, independent representative groups, and advocates if you wish, on matters that impact your learning journey and experience.⁵
2. Ākonga representatives will have regular opportunities to connect with senior leadership at Te Pūkenga local, regional, and national levels, as appropriate.

Responsibilities

Regardless of where and how you do your learning with Te Pūkenga, you are expected to:

1. Take responsibility for your learning and behaviour
2. Abide by principles of academic integrity which include honesty, trust, fairness, respect, and responsibility to every aspect of learning
3. Show respect and consideration for the rights and diversity of all members of Te Pūkenga learning community, including ākonga and kaimahi
4. Act in a way that contributes to a safe, inclusive, and equitable environment for all, that promotes zero tolerance for all forms of harassment, bullying and discrimination
5. Make yourself aware of (and follow) policies that affect you as ākonga at Te Pūkenga.⁶
6. Ensure payment of any fees (and other acceptable costs) for your education and training as agreed when you were accepted to study.

⁵ Ākonga have the right to create a Student Association at an institution to represent ākonga and may charge a membership fee. Student Associations must carry out their business in accordance with sections 261 to 264 of the Education and Training Act 2020.

⁶ All relevant policies will be made available as they are approved and made operative.

Ākonga Conduct

Acceptable behaviour

There are generally accepted standards of behaviour that ensure a learning community where ākonga show respect for themselves and others and uphold each other's mana – behaviours that contribute to the best possible learning environment.

To create and maintain the best possible learning environment, all ākonga need to take individual and collective responsibility for acceptable behaviour. This includes on campus, online, on field trips, placements, and during events and activities organised by Te Pūkenga.

Unacceptable behaviour is also known as misconduct and should be reported so that it can be resolved appropriately. What is appropriate will depend on the circumstances, who is involved and how severe the misconduct is.

If you have an issue concerning the behaviour of any Te Pūkenga ākonga or kaimahi, you are encouraged to report it. We will use the Ākonga Concerns and Complaints Policy to work to resolve matters.⁷ If kaimahi are involved, Te Pūkenga will take differences in status and power into account and ensure you are appropriately and sensitively navigated through the process. You will always have the right to support and independent advocacy during the process.

Te Pūkenga expects ākonga will behave in a way that does not impact negatively on the mahi or day-to-day experiences at Te Pūkenga or any members of Te Pūkenga community. If Te Pūkenga kaiako, kaimahi or visitors have a concern about a learner's behaviour, they will be able to use a Te Pūkenga Concerns and Complaints process to notify this to Te Pūkenga (applying local business division policies and processes where relevant). In this case, the learner will be the respondent and will be appropriately guided through the process of responding to the allegation of misconduct.

Unacceptable behaviour

Unacceptable behaviour (misconduct) when engaged in Te Pūkenga learning, activities, or events⁸ includes:

- Breaking any New Zealand laws
- Any form of violence or threat of violence
- Any form of harassment, bullying or discrimination (including on social media)⁹
- Endangering yourself or others
- Being intoxicated or under the influence of drugs on Te Pūkenga premises or when involved in activities organised by Te Pūkenga (formal or informal)
- Smoking (including vaping) on any Te Pūkenga campus
- Showing disrespect for people's personal, social, and cultural differences
- Showing disrespect for the needs, rights, and freedoms of others
- Engaging in dishonest academic practices (e.g., cheating or plagiarism)
- Misusing technology, software, hardware, or communication systems provided by Te Pūkenga
- Vandalism or other misuse/abuse of Te Pūkenga facilities and buildings
- Disruptive or disrespectful behaviour in class that interferes with the ability of Te Pūkenga kaiako to provide a safe and respectful learning environment for all ākonga.

⁷ Placeholder: A link will be provided to access the Concerns and Complaints procedure when available.

⁸ 'Learning environment' in the Pastoral Care Code refers to the diverse physical and digital locations (e.g., teaching and learning, communal, and student accommodation), contexts, and cultures in which students learn.

⁹ Harassment is behaving in an objectionable or unwelcome way (to the recipient) that makes them feel offended, humiliated, intimidated, frightened, or uncomfortable. This includes racial and sexual harassment, which are defined in the Human Rights Act 1993 (sections 62 and 63).

The above is not an exhaustive list. Te Pūkenga reserves the right to take action regarding other behaviour not on this list if it breaches generally accepted standards of behaviour and/or is needed to keep you, your fellow ākonga, kaimahi, visitors, and Te Pūkenga property safe.

Anyone who assists, procures, or encourages another person to act in a way that constitutes misconduct will be dealt with as if they had committed the misconduct themselves.

A note for work-based ākonga - Apprentices and Trainees

If you are a trainee or apprentice, you may also be subject to a code of conduct or similar in your workplace. Behavioural standards should not be too different from the expectations in this document but if they are, you are encouraged to raise the matter with Te Pūkenga and your employer.

If you have an issue concerning the behaviour of your employer, you are also encouraged to bring this to the attention of Te Pūkenga through the Concerns and Complaints procedure. Te Pūkenga will provide you with advice on appropriate steps or actions to be taken, depending on the nature of the issue.

If someone believes these rights and responsibilities have been breached or otherwise not adhered to

Any allegations of breaches of these Ākonga Rights and Responsibilities will be managed under Te Pūkenga Ākonga Concerns and Complaints Policy (where a concern or complaint is raised by a learner) or local business division policies and processes (where a concern or complaint is raised by staff or any other member of Te Pūkenga community). Depending on the nature of the issue and who is involved, ākonga, staff and other members of Te Pūkenga community may choose to contact any of the following:

- Tutors/training advisors/kaimahi
- Ākonga representatives
- Health and safety representative
- Other staff at Te Pūkenga, e.g., support staff, information centre, heads of faculty etc.

When these rights and responsibilities takes effect

These rights and responsibilities apply to ākonga and kaimahi of Te Pūkenga from the date of approval by Te Poari Akoranga, subject to any policies continuing under [Te Pūkenga Grandparenting Policy](#) and Operational Directives.

Review of Ākonga Rights and Responsibilities

These rights and responsibilities are intended to have perpetual effect. They will be reviewed in consultation with ākonga and kaimahi from time to time, with Te Poari Akoranga as the final approver.

No part of these rights and responsibilities may conflict with any Te Pūkenga governing legislation or any other New Zealand law and if a conflict does occur, New Zealand laws will prevail.



Te Poari Akoranga o Te Pūkenga

Ohu Whakahaere o te Poari Akoranga | Subcommittee of Academic Board

TE OHU WHAKAHAERE QUALITY MINUTES

Wednesday, 13 September 2023 Online via Microsoft Teams | 10am-12pm

Present

Deb Young (Co-Chair), Ara | Te Pūkenga
Greg Durkin (Member), BCITO | Te Pūkenga
Carmel Haggerty (Member), Whitireia/Weltec | Te Pūkenga
Gianetta Lapsley (Member), UCOL | Te Pūkenga
Sue Roberts (Member), Connexis | Te Pūkenga
Joan Taylor (Member), Northtec | Te Pūkenga
Caroline Terpstra (Member), Otago Polytechnic | Te Pūkenga
Fiona Campbell (Member), MIT | Te Pūkenga
Malama Saifoloi (Member), Unitec | Te Pūkenga
Fionna Moyer (Ex-officio), Te Pūkenga

In Attendance

Apologies

Minutes

Haley Passmore (Governance Advisor) | Te Pūkenga

Quorum

A quorum of members was present, and the meeting was declared open.

1.	Karakia Timatanga The meeting was opened with a karakia.
2.	Welcome / Apologies D. Young is Chair of today's meeting. The Chair welcomed everyone to the meeting. <ul style="list-style-type: none">• The Chair noted that the next Te Poari Akoranga meeting is postponed until 27th September.• The Chair noted recent membership changes to Te Whakahaere Oritetanga whose co-chairs have both resigned.
3.	Disclosure of Conflicts of Interest
4.	Administration 4.1 2023 Ohu meeting calendar schedule 4.2 2023 Te Poari Akoranga meeting calendar schedule

4.3 ohu membership list

4.4 Minutes of previous meeting

Fiona suggested changes to minutes (welcome refers to the meeting being face-to-face rather than online. Date on the confirmation of minutes is incorrect).

Resolved (C. Haggerty/G. Lapsley) that:

Te Ohu Whakahaere Quality approved the minutes of the meeting held on 12 April 2023 as a true and correct record, subject to grammatical revision.

CARRIED

4.5 Matters Arising

4.6 Action List

The Committee discussed and updated the action list:

Action 13092023.1: F. Moyer to review action 0802-8 and report back to ohu.

5. Self-Assessment Framework

F. Moyer provided an update for this item.

- Version 7 of draft document – this is the first committee that this document has been to for review. Still a work in progress.
- Over 2022, several working groups looked at quality assurance and diverse representation. Work is still needed but waiting to progress until organisational structure is in place.

The Chair and S. Roberts spoke to the workshop that was held in Wellington last week.

- noted that the scale and bureaucracy of Te Pūkenga is causing complexity issues.
- noted the need to focus on quality data and collaboration.

The Committee discussed/agreed:

- reframing the question as “what have I done to include Māori learners?”
- how this work can be operationalised.
- that the current self-assessment framework could be simplified.
- that working groups are aligning thinking to KEQs but hasn’t yet been included in this framework.
- that this framework is an overarching quality assurance at Te Pūkenga and programme evaluation is a sub-set.
- some inconsistency when trying to follow the pillars and suggested simplification where possible.

<p>6. Te Pūkenga Self-Assessment draft report</p> <p>The Chair spoke to this item:</p> <ul style="list-style-type: none"> • This is the first draft. Six key questions have emerged for feedback. • This report is due with NZQA before the end of September. The Committee agreed that the timing was not ideal. • The Chair noted that this should be a high-level report. <p>The Committee discussed:</p> <ul style="list-style-type: none"> • how Te Pūkenga is managing consistency and quality. • what a unified programme might look like and how they would sit along academic committees. • the work occurring with the IT team on moving the programme register onto Te Whare, so that it will be accessible to all staff. • the Committee discussed how this work may influence work-based settings and how context-specific self-assessment can be. • ITR reporting for apprenticeships and pastoral care policy examples that can be used for learning going forward. <p>The Committee agreed that any further feedback be sent to D. Young.</p>
<p>7. General Business</p> <p>The Committee discussed what information this ohu should be receiving and then be reporting to Te Poari Akoranga. The Committee discussed:</p> <ul style="list-style-type: none"> • whether each ohu should have a risk register. • viewing the existing monitoring reports to better inform information recieved. • the role of this Committee as handling high-level reporting information – not detail, as this will be handled at the regional level. • a process for filtering information before it reaches the Committee. • collaboration between Ako delivery and ACLS for good quality assurance outcome.
<p>8. Next meeting</p> <p>Wednesday 11 October 2023, 10am-12pm, Online via Microsoft Teams</p> <p>F. Moyer provided an update that the learner rights and responsibility document has been updated and will go to next Te Poari Akoranga meeting.</p> <p style="color: red;">Action 13092023.2: F. Moyer to share updated learner rights and responsibility documents with te ohu.</p>
<p>10. Karakia Whakamutunga</p> <p>Meeting closed at 11.40am</p>

Meeting actions

Date	Detail	Owner
13092023.1	F. Moyer to review action 0802-8 and report back to te ohu.	FM
13092023.2	F. Moyer to share updated learner rights and responsibility documents with te ohu.	FM

Meeting resolutions

Resolved (C. Haggerty/G. Lapsley) that:

Te Ohu Whakahaere Quality approved the minutes of the meeting held on 12 April 2023 as a true and correct record, subject to grammatical revision.

CARRIED



Pūrongo Te Poari Akoranga

Te Ohu Rangahau, Research and Postgraduate Terms of Reference

1 August 2023

Title	Postgraduate Handbook Audit
Provided by	Fiona Beals & Annemarie Gillies
For	Te Ohu Whakahaere Rangahau, Research and Postgraduate

He Taunaki | Recommendations

It is recommended that Te Poari Akoranga:

Approve the updated Terms of Reference to Te Ohu Rangahau, Research and Postgraduate.

Te Tāhuhu Kōrero | Background

In the initial establishment of Te Ohu Rangahau, Research and Postgraduate (April/May 2022) the co-chairs meet with the co-chairs of Te Poari and reviewed the Terms of Reference. At this time a number of changes were made to remove operational aspects and establish Te Ohu as a governance Ohu. These changes were approved by the co-chairs of Te Poari.

In the first Ohu meeting of 2022 (May) the revised minutes were reviewed with the addition of cultural artefacts and the ability to co-opt voting members added. These revisions were approved by Te Ohu in June 2022.

With processes and procedures still being developed and a co-chair vacancy in this Ohu, the updated Terms of Reference did not come through to Te Poari.

We would like to take these Terms of Reference through Te Poari approval as significant work was done to design a governance function of Rangahau, Research and Postgraduate which is flexible enough to adapt with any operational changes yet to come into effect.

We propose a further review in July 2024 by which stage Poari will have established further governance mechanisms and the operational and strategic supports for rangahau, research and post-graduate would be stood up.

Te Ohu Whakahaere: Rangahau Māori, Research and Postgraduate Terms of Reference

Current Version August 2023	Previous Reviews May 2022	Next Review July 2024
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1. Ngā Tikanga | Purpose

- 1.1 To provide leadership in rangahau Māori, research and innovation, and postgraduate activity, by having oversight of rangahau Māori and research planning, policy, funding and ethics determine and support the strategic directions and approaches.

2. Ngā Mahi | Role

- 2.1 Te Poari Akoranga delegates Te Ohu Whakahaere: Rangahau Māori, Research and Postgraduate to:
 - 2.1.1 Oversee the development of, and make recommendations to Te Poari Akoranga:
 - 2.1.1.1 a pro-equity strategy for research and innovation for Te Pūkenga, including staff research activities, research-based learning programmes, the support and development of rangahau and the creation, and protection of, works of taonga/cultural artefacts/cultural production.
 - 2.1.1.2 policy frameworks for rangahau Māori, research and postgraduate education in Te Pūkenga.
- 2.2 Review and monitor:
 - 2.2.1 the participation of Te Pūkenga in all research funding processes having regard for regional interests, leadership, and support for research.
 - 2.2.2 rangahau and research capacity and capability across Te Pūkenga to ensure the operationalisation of a pro-equity strategy for research and innovation.
 - 2.2.3 Rangahau and Research funding processes and contract management within Te Pūkenga and make suggestions for improvement
 - 2.2.4 the performance of Te Pūkenga in relation to national rangahau Māori, research and postgraduate strategies ensuring a culture of continuous improvement throughout
- 2.3 Foster the development of regional rangahau Māori and research programmes (including PG research programmes), which where relevant or possible have national connections, to leverage current Te Pūkenga research capability, enhance research capability, and support the development of rangahau Māori and research partnerships.
- 2.4 Identify, promote and enhance best practice rangahau Māori, research, research capability and innovation, and postgraduate programme delivery including that relating to research ethics across Te Pūkenga.
- 2.5 Receives and monitors national ethics committee minutes and annual research and postgraduate reports from regional centres and work-based learning providers, where appropriate.

3. Mematanga | Membership

- 3.1 Te Ohu Whakahaere: Rangahau Māori, Research and Postgraduate will consist of members drawn from across the network with relevant, demonstrated skills and experience. Appointments will be made by Te Poari Akoranga in accordance with the terms of reference for the ohu, reflecting the value of appropriate geographical spread of representation. All Chair appointments will be made by Te Poari Akoranga.
- 3.2 Membership will represent a broad range of interests through the contribution of their expertise, experience and perspectives. Appointments will comprise the following:
 - 3.2.1 Te Ohu Whakahaere: Rangahau Maori, Research and Postgraduate (Chair)
 - 3.2.2 Kaiārahi/Director Māori or equivalent (co-Chair)
 - 3.2.3 Seven (7) research active staff members including emerging and early career researchers (drawn from both ITPs and ITOs as appropriate)
 - 3.2.4 Three (3) staff members from postgraduate programmes
 - 3.2.5 Two (2) learner members nominated by the Interim Learner Advisory Committee for Te Pūkenga

(Total – 14)
- 3.3 At the discretion of Te Ohu Whakahaere: Rangahau Māori, Research and Postgraduate further members may be co-opted or seconded with a focus on capability development.
- 3.4 Non-voting observers/understudies from within the network may attend hui unless otherwise stipulated. Te Ohu Whakahaere: Rangahau Māori, Research and Postgraduate retains the right to determine whether this is with or without speaking rights.

4. Whakaingotia | Representation

- 4.1 The designated appointed members are selected on the basis of the following criteria:
 - 4.1.1 commitment to rangahau Māori and research quality with significant experience at the management of staff and student research functions at a senior management/executive level
 - 4.1.2 ability to apply both a local and global view to rangahau Māori and research needs and strategic direction
 - 4.1.3 authoritative and specialist knowledge, skills, and experience in the areas of applied and technological rangahau Māori and research, with a demonstrable track record in industry/community partnered research and Kaupapa Māori research, a strong publication record in the areas of focus and the related methodologies Te Pūkenga is seeking to develop.
 - 4.1.4 members will be selected on the basis of commitment to rangahau Māori and mātauranga Māori;
- 4.2 The appointment of new members will be on the basis of gaining a balanced and broad representation.
- 4.3 Appointed or elected members shall hold their position for up to two years with an option of renewal for a third year, with any decision as to renewal to be made by Te Poari Akoranga. The timing of membership appointments will be rotational to ensure continuity within the committee. Membership of Te Ohu Whakahaere: Rangahau Māori, Research and Postgraduate may be revoked by either Te Poari Akoranga (on the basis of an appropriate process), or the appointed member at any time by giving four weeks' written notice in writing.

5. Tikanga | Protocol

- 5.1 Members of Te Ohu Whakahaere: Rangahau Māori, Research and Postgraduate are expected through the contribution of their expertise, experience and perspectives to be cognisant of, and reflect where appropriate, the broad range of interests within their respective networks. All decisions must be taken with the paramount driving force to support Te Pūkenga to achieve its Charter. If consensus cannot be reached, decisions will be taken by the co-Chairs of Te Ohu Whakahaere: Rangahau Māori, Research and Postgraduate.

6. Tuku mana | Delegations

- 6.1 From time to time, Te Poari Akoranga may formally delegate specific tasks and/or responsibilities to Te Ohu Whakahaere: Rangahau Māori, Research and Postgraduate. In doing so, it requires:
- 6.1.1 Any policies related to the responsibilities are formally approved by Te Poari Akoranga
 - 6.1.2 Minor changes to procedures, within appropriate policy, are delegated to the Chair, Te Ohu Whakahaere: Quality
 - 6.1.3 Major decisions made by the body receiving the delegation are reported to Te Poari Akoranga.
- 6.2 All formal delegations are included in the Academic Delegations Register which is updated at least annually.

7. Kōrama | Quorum

- 7.1 Half the membership plus one member constitutes a quorum.
- 7.2 If the requirement for a quorum is not met, the hui can proceed, with any recommended actions/motions requiring endorsement by a quorum before they become binding.

8. Hui | Meetings

- 8.1 Te Ohu Whakahaere: Rangahau Māori, Research and Postgraduate will determine the frequency with which it meets and will be responsible for maintaining adequate records for reporting to Te Poari Akoranga. Hui will be conducted according to the schedule agreed on by Te Poari Akoranga, appropriate to its tasks and delegations.

9. Pūrongo | Reporting

- 9.1 All formal reports will be provided to Te Poari Akoranga in writing and meet the requirements of the agreed reporting schedule. These will include an annual self-assessment report.

10. Independent National Human Ethics Committee (Ohu Whakahaere Tikanga Matatika)

- 10.1 The national human ethics committee will report to Te Ohu Whakahaere: Rangahau Māori, Research and Postgraduate. The purpose of the committee will be to ensure Te Pūkenga is compliant with national and international standards for human ethics and that Te Pūkenga develops and implements an appropriate rangahau Māori and research ethics ontology and related processes.
- 10.2 The national human ethics committee will be Health Research Council accredited and will have an external, independent chair and several external committee members to ensure independence and transparency and to ensure consistency of oversight of ethics

processes at Te Pūkenga campuses, with Te Pūkenga researcher membership covering the principal research foci/discipline areas of the institution.

- 10.3 The national human ethics committee will have balanced representation of Māori and Pasifika members.

11. Independent National Animal Ethics Committee (Ohu Whakahaere Tikanga Matatika Kararehe)

- 11.1 The national animal ethics committee will report to Te Ohu Whakahaere: Rangahau Māori, Research and Postgraduate. The purpose of the committee will be to ensure Te Pūkenga is compliant with national and international standards for animal ethics.
- 11.2 The national animal ethics committee will be accredited by the Ministry of Primary Industries National Animal Ethics Advisory Committee (NAEAC). In addition to balanced internal membership, the committee will comprise at least three mandated external members to ensure independence and transparency and to ensure consistency of oversight of ethics processes at Te Pūkenga campuses.
- 11.3 The Animal Ethics Committee will have balanced representation of Māori and Pasifika members.



Te Poari Akoranga o Te Pūkenga Ohu Whakahaere o te Poari Akoranga | Subcommittees of Academic Board

TE OHU WHAKAHAERE RANGAHAU MĀORI, RESEARCH AND POSTGRADUATE Tuesday, 5 September 2023 at 9.30am

Present

Fiona Beals (Co-Chair), Whitireia | WelTec | Te Pūkenga
Annemarie Gillies (Co-Chair), EIT | Te Pūkenga
Allen Hill (Member), Ara | Te Pūkenga (left 10.55am)
Suzanne Miller (Member), Otago Polytechnic | Te Pūkenga
Ohomai Marrin Haggie (Member), Wintec | Te Pūkenga
Jonathan Sibley (Member), EIT | Te Pūkenga (joined 10.08am and left 10.32am)

In Attendance

Jeanette Fifield, Academic Governance Co-ordinator, Te Pūkenga
Haley Passmore, Governance Advisor, Te Pūkenga
Megan Allardice, EIT | Te Pūkenga

Karakia

M. Haggie opened the meeting with a Karakia.

Absent

John Stansfield (Member), Northtec | Te Pūkenga

Apologies

Te Pora Emery (Member), Toi Ohomai | Te Pūkenga
Michael Shone (Member), Ara | Te Pūkenga
Ruth Crawford (Member), WITT | Te Pūkenga

A. Gillies chaired the meeting.

Quorum

A quorum of members was not achieved when the meeting started.

Welcome

The chair welcomed members to the meeting. It was noted that this is the third meeting in a row without quorum. The Chair noted the resignation of Natalie Waran.

Matters arising

At the 16 August Te Poari meeting, F.Beals raised concerns about rangahau research and post-graduate attrition of key kaimahi.

A. Gillies and F. Beals wrote a report to ITPs outlining the areas where research can help mitigate academic risk at Te Pūkenga. The ohu agreed on the need for confirmation on whether Te Pūkenga will be participating in next PBRF round.

Discussion on whether the organisational design structure has been received yet, with confirmation that it has not. O. Haggie and T. Emery attended a workshop about the benefits of research but noted that the outcomes from that workshop have not been fed back to the ohu yet. The ohu agreed that when the design structure is unveiled, this ohu will meet to provide a formal submission.

Operationalising Te Pūkenga Code of Ethical Conduct

The internet connection was poor quality, and it was agreed that Megan Allardice would provide written notes on the operationalisation of Te Pūkenga Code of Ethical Conduct. The ohu agreed that Megan, F. Beals and A. Gillies would meet and discuss the Te Pūkenga Code of Ethical Conduct and build in the necessary governance components.

The ohu noted that Megan has been given an additional day in excess of her current role at EIT to facilitate the socialisation of the human ethics framework and the organisation of a workplan to operationalise it. The ohu noted that the socialisation workshops for this work will be organized shortly and requested that Megan share the timelines and actions with the ohu so that it is aware of the process for the rest of the year. Need plans 54 min.

The ohu clarified that Megan's work is about socialisation of the ethics framework, including receiving feedback about suitability of framework, and then proposing amendments to the framework that would come back to the ohu. The upcoming meeting with Megan will help set the scope of work, set a review date, and clarify how implementation will look - the ohu agreed that this is an opportunity for the ohu to demonstrate leadership.

Resolved (J.Sibley/O.Haggie)

Te ohu Whakahaere Rangahau Maori, Research and Postgraduate recommends that it assumes the leadership role in review and finalisation of the framework and determination of the process for operationalization.

A.Gillies noted that the ethics application forms have been aligned to academic committee policy documents and that these will be uploaded onto the website once approved at ELT.

CARRIED

Action 05092023.1: Megan to provide written notes on the operationalisation of Te Pūkenga Code of Ethical Conduct.

Action 05092023.2: Megan, F. Beals and A. Gillies would meet and to discuss the Te Pūkenga Code of Ethical Conduct and build in the necessary governance components.

Research Ethics Rohe One

The ohu discussed HRC accreditation and whether it should be a requirement of all Te Pūkenga projects. The ohu noted that most existing HRC accredited projects are student-based and that there has been a decline in health and sport science – particularly in long intervention programmes.

The ohu recommended that Unitec and MIT continue with some form of ethics committee that the ohu endorse for HRC accreditation within the network, until the organisation structure is announced.

General Business

Two advertised vacancies with the ohu close on 15 September.

Next meeting

The ohu agreed that the 19th September 2023 meeting be cancelled. The next meeting will be held on 17 October 2023.

Karakia whakamutunga

M. Haggie closed the meeting with a Karakia.

The meeting closed at 11.10am

DRAFT



Te Poari Akoranga o Te Pūkenga Ohu Whakahaere o te Poari Akoranga | Subcommittees of Academic Board

TE OHU WHAKAHAERE APPROVALS MINUTES Wednesday, 23 August 2023 at 2pm

Minutes

These are the minutes of the meeting of Te Ohu Whakahaere Approvals held on Wednesday, 23 August 2023 online via Microsoft Teams.

Present

Members

Diane Lithgow (Co-chair), Te Pūkenga
Doug Pouwhare (Co-chair), ServicelQ | Te Pūkenga
Kim Davies (Member), NMIT | Te Pūkenga
Leoni Drew (Member), ToiOhomai | Te Pūkenga
Harry Leder (Member), Te Pūkenga
Rose Marsters (Member), Wintec | Te Pūkenga
Veraneeca Taiepa (Member), Unitec | Te Pūkenga
Maggie Wells (Member), Otago Polytechnic | Te Pūkenga
Shelley Wilson (Member), Wintec | Te Pūkenga

In Attendance

Jeanette Fifield, Academic Governance Co-ordinator, Te Pūkenga
Tim Stevens, Kaihautu - Quality Assurance & Approvals, Te Pūkenga

D Lithgow chaired the meeting.

Quorum

The Co-chair noted a quorum of members were present and declared the meeting open.

1. Karakia Timatanga

S Wilson opened the meeting with a karakia.

2. Welcome / Apologies

The Chair welcomed everyone to the meeting.

Apologies were received from L McKenzie, P Neumann, P Simeon, G Vincent, D Williams

3. Disclosures of Conflicts of Interest

Members are requested to fill in the register.

4. Administration

4.1 2023 Ohu meeting calendar scheduled

Received for information.

There is no meeting of Te Ohu Whakahaere Approvals in December 2023.

4.2 2023 Te Poari Akoranga meeting calendar

Received for information.

4.3 Ngā ohu membership list

Received for information.

4.4 Minutes of the previous meetings

4.4.1 Schedule meeting – 19 July 2023

Resolved:

Te Ohu Whakahaere Approval approved the minutes of the meeting held on 19 July 2023 as a true and correct record.

Moved: D Lithgow

Seconded: S Wilson

CARRIED

4.4.2 Action List scheduled meeting 19 July 2023

The members received the action list. The chair provided an update of the status and/or completions of actions.

5. Approval Processes

Reflections

- push back of submissions, cut-off date with NZQA that signal delivery dates
- key information to receive timeframe of when the intended delivery is?
D Lithgow to check
- need to have someone to join the dots and be across delivery and qualification approval
- timeframe for submissions
- process map and assurance undertaken prior to document approval
- check points along the way in new organisational structure
- is there an oversight from more eyes for sub-degrees?
- no time for robust quality process undertaken before they reach te ohu
- te ohu has done more than required as an approval ohu

- need someone to hold the pen all the way through – to make sure everything is aligned and where things should be?
- acknowledge M Wells and L Drew for their work and support in quality space (Nursing and BSW)
- Q – receive notification of when something is approved – No
- need to close the loop here in the process – REPORT BACK
- when there are conditions to meet – notification back to Approvals
- important to close approvals loop. Te Poari Akoranga has also requested this – value for this ohu to know what are the RFIs coming back including feedback loop. **T Stevens agrees to provide notifications back to te ohu**
- update on NZQA requests – risk response and mitigation – report will be going to ohu Quality once it is in the delivery space – for monitoring and oversight in response to identified risks
- support for ohu to share minutes – continuous improvements process
- concern re capability and staff development and delivery and how to support and build staff capability
- mātauranga māori snap tool? Embedded mātauranga māori
- ask the question how can we be assured that there is support, resourcing, capability delivery to support this in our programmes/courses – with significant mātauranga māori component how can we be assured and where does the capability sit?
- should we be asking to see more detail of programme delivery for those that have been approved?
- revise ToRs - **D Lithgow, D Pouwhare**
- invite L Stewart to speak to MM tool – embedding and enabling?
- Richard Nyhof – approval and delivery run in parallel and how is this being done currently. Provide feedback to R Nyhof.
- role and oversight of all Education products under Te Pūkenga edumis – requires further thinking?
- delegations schedule A – clarifications

Risks

- consideration re; what te ohu needs from business divisions to ensure things are going well, risks and how these are managed?
- unified programmes and ability to have oversight to how portfolio is being structured and level of consistency across the regions?
- what does this committee do in response to approvals and delivery – no type 1 change process for the network – further consideration and work in progress
- regulatory bodies need another level of scrutiny – programme should come with the standards and where that information can be got from?
- consistency of delivery – a risk, grade keys, more guidance
- agreed upfront visible statements agreed from the beginning

The Chair thanked the members for their mahi and attendance.

- 8. Next meeting**
Wednesday, 27 September 2023, 2pm-4pm, online via Microsoft Teams.

- 9. Closing karakia** – D Lithgow

The meeting closed at 3.15pm.

DRAFT



Te Poari Akoranga o Te Pūkenga Ohu Whakahaere o te Poari Akoranga | Subcommittees of Academic Board

TE OHU WHAKAHAERE APPEALS MINUTES Friday, 18 August 2023 10am-3.30pm

Minutes

These are the minutes of the meeting of Te Ohu Whakahaere Appeals held on Friday 18 August 2023, on site at Open Polytechnic, Lower Hutt.

Present

Members

Glynnis Brook (Co-chair), Ara | Te Pūkenga
Adele McLean (Member), Service IQ | Te Pūkenga
Lulu Lutui (Member), Competenz | Te Pūkenga
Margaret Naufahu (Member), Wintec | Te Pūkenga
Sue Crossan (Member), Unitec | Te Pūkenga
Logan Bannister (Member), ToiOhomai | Te Pūkenga
Melanie Baynes (Member), Open Polytechnic | Te Pūkenga
Robyn McNaught (Member), SIT | Te Pūkenga
Julie McDonald (Member), Open Polytechnic | Te Pūkenga
Dell Raerino (Member) ToiOhomai | Te Pūkenga

Apologies

Marama Rawiri (Co-chair), Careerforce | Te Pūkenga
Aine Whelan-Kopa, (Member), ākongā | Te Pūkenga
Cheryl Little (Acting Appeals Officer), Ara | Te Pūkenga

G Brook chaired the meeting.

1. Karakia Timatanga

J McDonald opened the meeting with a karakia.

2. Welcome / Apologies

The Chair welcomed everyone to the meeting.
Apologies were received from M Rawiri, A Whelan-Kopa and C Little.

3. Whakawhanaungatanga activity

Drawing a pepeha and peer-sharing.

4. Disclosure of Conflict of Interest

Register of disclosure of conflicts of interest noted as completed to date.

5. Minutes and Actions from Previous meeting

Minutes of the scheduled meeting held on 19 July 2023 were received as a true and accurate record, subject to the following amendments.

- NoFA has been approved for online but hasn't been done yet.

Action: J McDonald to check in with C Little regarding online form, and to include a tickbox for applicant to choose a tikanga approach.

Completed Actions:

- Poari Akoranga has noted the risk factor of the change of personnel with restructuring. To be kept on the radar.
- Letter to MIT has gone to Martin Carroll.

6. Overview of Teams Space

Noted:

- Template language will need tweaking for group appeals.
- Need to include a deadline when requesting information from Business Divisions (won't need OIA as all Te Pūkenga; need to let them know this will be passed on to applicant/appellant).
- All emails to be uploaded (do this by three dots 'Get email address', forward email to this address). This will send the email to the 'posts' in the Teams channel

Action: J McDonald to check with J Fifield or Lauren Bennett to get all access to the Appeals locked group.

Action: C Little to: check through our templates to change 'hearing' references to 'inquiry'; identify how to letterhead our letters – what approval do we need; investigate whether we can move Appeals Register to 'Appeals' Folder.

- "What to expect when there is an inquiry?" draft discussion

Action: J McDonald to update – especially to add a reference to Vitae link (also to Final Outcome letter); adapt a copy for those who have ticked a tikanga approach.

7. Case Studies and Triage process

Outlined / discussed.

8. Reports from Te Poari Akoranga

The members received a verbal update.

- External moderation discussion in a Te Pūkenga context, 2026 timeline for implementation for Framework to support moderation.
- 100% portfolio assessment discussion – Megan Gibbons has stated this is not the way forward nor best practice, except nursing and social work for now (will be revised in the future).
- LEEA have presented to Quality Akonga rights and resp policy. Quality ohu have revised it, sent it back then will come back to Te Poari Akoranga.
- Research ohu are putting out EOI, don't have a quorum. It seems due to uncertainty people in research are leaving the sector.
- Ohu Ako talked to teaching and learning framework, watch this space.

- Both Chairs in Te Ohu Oritetanga have resigned. An interim Chair from within that ohu has been appointed.
- Bachelor Nursing kōrero. A small group will be reading and doing the approval for TPA. Pressure to have the nursing programme up and running for 2024, otherwise funds may be released to universities to deliver Nursing. Panel not until early Dec which is a very tight timeline to deliver in 2024. Nursing learner enrolments are going up in the network, including a mid-year intake. These are very important programmes.
- Interim reporting: what do we need to know for our governance role here. Not sure about structure, so interim Ac Committees are going to be asked to have on their agenda what all the ohu want to have reported. We have our draft one through for this purpose. Ac Committees will need to adjust their agenda. This should be coming out in the next month.
- Chair (Glynnis) presented an alternative Appeals/Concerns/Complaints policy which combined both policies. It got lost in the system. The recommendation from Te Poari was to wait until the Business Divisions have all been unified into Te Pūkenga. Another recommendation was to collaborate with LEEA and look at their templates. Jan 1st are still our two policies. LEEA Learner and Employer Experience and Attraction are looking at the learner complaint journey too. We will join up with them going forward for a conversation early Oct.

9. Professional development / training needs

- Discussion around regulatory courses, although mostly regarding government regulation. There is some governance training available.
- Would be good to meet the Te Pūkenga lawyers
- A recently retired person experienced in this field may be able to talk with us
- Natural justice workshop
- When is evidence sufficient / importance of the timeline?
- Conflict resolution – how to be mana-enhancing for all, de-escalation in a high-charged environment, how to end a meeting that is not going productively.
- Resolution, remedies, partial upholding of Appeal.

Action: PD needs to be put on our agenda for October.

10. Allocation of cases

Noted member can always decline work if workload too intense at that time.
Outline of process: C Little to set up a group, email the synopsis (including Business Division, any particular ākongā identities, location), asking for someone to do the analysis within a week (and for follow up letter), and a person for peer review. The person who completes the analysis will be on the panel. If a hearing is needed C Little to email out again asking for two more, including information about whether it's online or in person.

11. General Business

- Cover for G Brook (Co-chair): Glynnis is on leave until 29 Sept. Chris Williamson (Otago Polytechnic) is on hand for advice if needed while Glynnis is away.

Action: G Brook or M Rawiri? to coordinate conversation in early October. L Lutui, A McLean and S Crossan interested in joining the co-chairs with this kōrero.

- Discussion: How can we encourage Business Divisions to embed/spread learnings from Appeal outcomes?

Action: J McDonald to email Fionna Moyer to have checked that the Te Pūkenga website has the right policy linked.

Action: To add to workplan: how to co-opt people if we need people with specialist knowledge to attend an inquiry.

- Move to Chair appointment: Request TPA to approve M Rawiri as co-chair: moved by G Brook, seconded by D Raerino. She will be sole chair with support of Chris Williamson at Otago while G Brook is on leave.
- To recommend extension of Appeals Officer past Sept for C Little until at least end of year. G Brook moved, M Naufahu seconded.

Action: G Brook to follow up extension of Appeals Officer.

12. Next meeting

Next meeting is scheduled on Wednesday, 27 September 2023, 11am-1pm, online via Microsoft Teams.

G Brook thanked the members for their attendance and mahi.

13. Poroporoaki

J McDonald.

The meeting closed at 3.30pm.

Actions from this meeting

Date	Detail	Owner	Status
230818-5	J McDonald to check in with C Little regarding online form, and to include a tickbox for applicant to choose a tikanga approach.	J McDonald	
230818-6	J McDonald to check with J Fifield or Lauren Bennett to get all access to the Appeals locked group. C Little to: check through our templates to change 'hearing' references to 'inquiry'; identify how to letterhead our letters – what approval do we need; investigate whether we can move Appeals Register to 'Appeals' Folder. J McDonald to update – especially to add a reference to Vitae link (also to Final Outcome letter); adapt a copy for those who have ticked a tikanga approach.	J McDonald	
230818-9	PD needs to be put on agenda for October.	G Brook or M Rawiri?	
230818-11	G Brook or M Rawiri? to coordinate conversation in early October. L Lutui, A McLean and S Crossan interested in joining the co-chairs with this kōrero.	G Brook or M Rawiri?	

	To add to workplan: how to co-opt people G Brook to follow up extension of Appeals Officer.		
230818- 11	J McDonald to email Fiona Moyer to have checked that the Te Pūkenga website has the right policy linked.	J. McDonald	



Te Poari Akoranga o Te Pūkenga

Ohu Whakahaere o te Poari Akoranga | Subcommittees of Academic Board

TE OHU WHAKAHAERE ŌRITETANGA

Thursday 7 September 2023 at 9.30am

Minutes

These are the minutes of the meeting of Te Ohu Whakahaere Ōritetanga held on Thursday 7 September 2023 online via Microsoft Teams.

Date	Thursday, 7 September 2023
Time	9.30am-12.30pm
Venue	Online via Microsoft Teams
Members	Janine Kapa (Interim Co-Chair), Member Te Tiriti Outcomes Nominee Te Pūkenga Donna Cavell, Member Disability/Accessibility Representative, Unitec Te Pūkenga Erin Lincoln, Member Kaimahi, UCOL Te Pūkenga Megan Potiki, Member Kaimahi, Otago Polytechnic Te Pūkenga (joined 9.45am, left 10.30am) Warwick Pitts, Member Learner and Employer Experience Attraction, Te Pūkenga (left 11.05am) Simone Andersen, Member Learner and Employer Experience Attraction Te Pūkenga
Apologies	Merirangitīria Rewi, Kaimahi Member, Wintec Te Pūkenga Helen Taimarangai, Member Pacific Representative, Competenz Te Pūkenga Matiu Julian, Member Kaimahi, Primary ITO Te Pūkenga
In Attendance	Sonya Bishara, Kaikōkiri, Equity and Partnerships Te Pūkenga Peta-Maria Tunui, Kaitautoko, Equity and Partnerships Te Pūkenga Layelin Stewart, Mātauranga Māori Ako Network Director Te Pūkenga Mariana Tapsell, Capability Co-Lead, Mātauranga Māori Te Pūkenga Fionna Moyer, Quality Director Te Pūkenga Jeanette Fifield, Academic Governance Co-ordinator Te Pūkenga Haley Passmore, Governance Advisor Te Pūkenga

Quorum

The Committee reached quorum for part of the meeting (9.30am – 11.05am, during which all necessary motions were passed).

- 1. Karakia Timatanga**
Janine opened the meeting with a karakia.
- 2. Welcome and Apologies**
The Chair welcomed everyone to meeting.

The Chair noted that Te Urikore Biddle and Patrick Hape have resigned from their roles as Co-chairs and acknowledged them for their leadership of the Ohu during their term. Apologies were received from Merirangitīria Rewi, Helen Taimarangai and Matiu Julian.

3. Whakawhanaungatanga

4. Administration

4.1 2023 Te Poari Akoranga meeting calendar schedule

Received for information.

4.2 Ngā Ohu membership list

Updated list received for information. The Chair noted that the membership list will be reviewed following confirmation of the new organisational structure.

The Chair has uploaded the draft terms of reference in the Teams folder for Te Ohu Whakahaere Ōritetanga.

4.3 Minutes of the previous meeting – 8th May 2023

Resolved:

Te Ohu Whakahaere Ōritetanga approved the minutes of the meeting held on 8 May 2023 as a true and correct record.

Moved: J Kapa

Seconded: S Andersen

CARRIED

4.4 Matters Arising

4.5 Action List

The members received a verbal update of the status of actions.

5. Terms of reference and Ōritetanga membership

The Chair noted that TeUrikore, Simone and herself had reviewed the draft Terms of Reference prior to the next meeting.

The Committee discussed membership, including the addition of two learner representatives, as per the terms of reference. The Committee agreed to pause on membership decisions until after the confirmed organisational structure is announced.

6. Presentations

6.1 WDC presentation

Sonya Bishara and Renee Downes joined the meeting and spoke to their presentation.

The Committee heard insights on the following:

- A large part of the change programme is determining how to strengthen the cultural capability of employers. Work is continuing with teaching support materials and 'training the trainers' for/with employers.
- Ownership of this work has changed hands within Te Pūkenga over the past 12-months.
- As of June 2023, all work on this programme has ceased – it will to be picked-up by LEEA once the organisational structure is confirmed.

The Committee noted interest in the business divisions of WDL previously surveying the employers with whom they engaged and are keen to understand the status of this work currently. Sonya noted that this work is expected to recommence in 2024, once the organisational structure is more settled. The Committee noted and was pleased with the training currently happening (Te Atakura, led by Te Pūkenga UCOL) with BCITO and work in the Primary ITO.

Action 07092023.1: Sonya to send final draft of collateral information to the Ohu, including data survey and a Māori economy report.

The Chair thanked the attendees for their presentation and insights.

6.2 Mātauranga Māori

Layelin Stewart and Mariana Tapsell joined the meeting and spoke to their presentation, Whiria Te Ako.

The Committee noted that Whiria Te Ako had been approved by the Council the day prior and acknowledged Layelin and Mariana on this milestone. The Committee also discussed what will be needed to support the implementation of Whiria Te Ako and how this important work can be embedded with the right leadership and capability development with staff.

Action 07092023.2: Layelin Stewart to share 'Whiria Te Ako' presentation with Ohu members.

The Chair thanked the attendees for their presentation and insights.

6.3 Quality Management System

Fionna Moyer joined the meeting and spoke to her presentation.

The Committee heard insights on the following:

- What quality looks like at Te Pūkenga as a whole organisation.
- The Moderation Framework was recently approved by Te Poari Akoranga.
- The Delegations register released in July/August 2023 and is still a work in progress. Most decision-making sits primarily with ELT and Te Poari Akoranga.
- Working on centralised, one-stop-shop for people to find quality information required, rather than lots of information dispersed across different parts of the organisation. The new organisational structure is key to achieving this.

The Committee discussed what will be needed embed this work across Te Pūkenga.

The Chair thanked Fionna for her presentation and insights.

7. Learner Elections

7.1 Learner elections process – update and discussion

S. Andersen spoke to this item and her presentation, noting that this work applies to both learner and kaimahi advisory committees of Te Pūkenga Council, and more broadly, the issue of representation. S. Andersen noted that voting opens in late March/April 2024.

The Committee noted that there are two phases in the elections process:

- Phase 1: a regional awareness campaign. The Committee noted that learners do not currently identify with regions, which needs further consideration.
- Phase 2: the full election campaign.

The Committee discussed the importance of equity minded representation and discussed challenges and opportunities in relation to this.

The Committee discussed whether the existing Terms of References (ToR) require Māori, Pasifika and/or disabled representation. S. Andersen noted that the interim ToR does, but a new ToR is being drafted. The importance of voting rights with these members was noted. The Committee discussed that not all learners connect with Te Pūkenga and that many are still institution or work-based (ITO) focused. There was a suggestion of a short elections video for learners and importance of ensuring the inclusion of foundational learners through to higher education programmes. The Committee noted that Council makes the actual appointments based on the highest-polling candidates from each region.

Action 07092023.3: S. Andersen to share elections presentation with the Ohu.

8. Te Pae Tawhiti

8.1 What capability looks like for ākonga success and disability success?

The Committee noted that the Pastoral Care CODE team also used a similar self-assessment approach, with information collated and mapped. As part of the team's gap analysis, a capability plan and capability development modules were developed.

8.2 What are the synergies between Te Pae Tawhiti and other Te Pūkenga strategies?

The Committee noted that there are numerous synergies with other strategies, for example, the Equity and Ākonga Success Strategy (which has the same goals as Te Pae Tawhiti, plus a wellness goal).

9. Update - Te Poari Akoranga meeting - 16 August 2023

The Chair provided an update on the recent Te Poari Akoranga meeting, noting that:

- Moderation Framework and Product Moderation Systems – approach and requirements were approved
- Ākonga Rights and Responsibilities document – this will be considered and presented at the Te Poari Akoranga hui in September
- Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate
 - As with most Ohu there is concern about membership with kaimahi leaving Te Pūkenga
 - New ToR to be presented at the next Te Poari Akoranga hui
- Te Ohu Whakahaere Approvals
 - Three programmes were approved – NZ Cert in Infrastructure (L2), Cert in Sport Recreation & Exercise (L3) and Cert in Sport Recreation & Exercise (L4)
- Te Ohu Whakahaere Appeals

- Risk to this Ohu with 9 of 12 members roles proposed to be disestablished
- Te Ohu Whakahaere Ako
 - Terms of Reference have been established – this provides a good foundation to develop the Ohu’s workplan
 - Whiria Te Ako (Te Pūkenga Teaching and Learning Framework) – endorsed at this Ohu’s July meeting and the August meeting of Te Poari Akoranga

10. General Business

Tepora Emery and Layelin Stewart, along with the Chair and Shane Wohlers are drafting a domestic pricing paper (with an equity for Māori and Te Reo Māori provisions lens) for 2025 for ELT, requested by Paora Ammunson. If provided with the opportunity, the Committee would like to provide feedback on this draft paper before submitted to ELT (due Q4 2023).

11. Next meeting

The Committee discussed which presentations they may like to see at the remaining two meetings in 2023, including:

- H. Taimarangai – Pacific strategy presentation.
- Progress on the Disability Action Plan – Steven Russell.
- How the committee can support partnerships with te witi and iwi as we transition to new organisational structure, with a view of different regions and how partnership varies across regions.

Action 07092023.4: Invite presentations to 18 October meeting from:

- H. Taimarangai – Pacific strategy presentation.
- Progress on the Disability Action Plan – Steven Russell.
- How the committee can support partnerships with te witi and iwi as we transition to new organisational structure, with a view of different regions and how partnership varies across regions.

D. Cavell noted their apology for the 18 October meeting.
The Chair thanked the members for their attendance and participation.

12. Karakia Whakamutunga

The meeting closed at 12.19pm.

Actions from this meeting	
07092023.1	S. Bishara to send final draft of collateral information to the Ohu, including data survey and a Māori economy report.
07092023.2	Layelin Stewart to share ‘Whiria Te Ako’ presentation with Ohu members.
07092023.3	S. Andersen to share learner elections presentation with Ohu members.
07092023.4	Invite presentations to 18 October meeting from: <ul style="list-style-type: none"> ● H. Taimarangai – Pacific strategy presentation. ● Progress on the Disability Action Plan – Steven Russell. ● How the committee can support partnerships with te witi and iwi as we transition to new organisational structure, with a view of different regions and how partnership varies across regions.



Te Poari Akoranga o Te Pūkenga Meeting

Resolution to exclude the public

It will be moved by the Chair that the public be excluded from the remainder of the meeting. This resolution will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) (noting Te Pūkenga Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies) and the particular interests protected by section 9 of the Official Information Act 1982 (OIA) which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public.

The general subject of each matter to be considered while the public is excluded and the reason for passing the resolution in relation to each matter are as follows:

Item	General subject of each matter to be considered	Section(s)
10.	Administration	
10.1.	Minutes of the public excluded portion of the meeting held 16 August 2023	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
10.2.	Actions (confidential)	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
11.	General Business	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA

Interests

Section	Interest
Section 9(2)(a) OIA	To protect the privacy of natural persons, including that of deceased natural persons.
Section 9(2)(b)(ii) OIA	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

Section	Interest
Section 9(2)(g)(ii) OIA	To maintain the effective conduct of public affairs through the protection of such Ministers, members of organisations, officers, and employees from improper pressure or harassment.
Section 9(2)(h) OIA	To maintain legal professional privilege.
Section 9(2)(i) OIA	To enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.
Section 9(2)(j) OIA	To enable the organisation to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

The Chair will also move that certain employees from Te Pūkenga be permitted to remain at the meeting, after the public has been excluded, because of their specific knowledge in relation to the above items. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the progression of such matters.