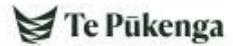


# Te Ohu Whakahaere Approvals - 8 May 2024



08 May 2024 02:00 PM - 04:00 PM

Agenda Topic	Presenter	Time	Page
<a href="#">Karakia Timatanga</a>			3
1. Administration		02:00 PM-02:05 PM	4
1.1 Welcome and apologies			
1.2 Minutes of the previous meetings			4
RECOMMENDATION: THAT Te Ohu Whakahaere Approvals approve, as a true and accurate record, the minutes of Te Ohu Whakahaere Approval meeting held: a. online 17 April 2024; and b. via e-meeting 19-22 April 2024.			
1.2.1 <a href="#">17 April 2024</a>			4
1.2.2 <a href="#">19-22 April 2024</a>			8
1.3 <a href="#">Te ohu membership list 2024</a>			9
1.4 <a href="#">Te Ohu Workplan 2024</a>			10
2. <a href="#">Interests Register</a>		02:05 PM-02:10 PM	11
Members must declare any agenda items where a conflict arises between their role as a member of Te Ohu Academic Quality, and the role they are usually employed in, or any private or other external interest they may have and stand aside from decision making in respect of that item.			
3. <a href="#">Update from Te Poari Akoranga hui - open portion</a>	D. Lithgow	02:10 PM-02:15 PM	13
RECOMMENDATION: THAT Te Ohu Whakahaere Approvals receives the report titled '29 April 2024 Te Poari Akoranga hui - open portion'.			
4. <a href="#">Resolution to move to public excluded</a>			16
5. Administration - public excluded		02:15 PM-02:20 PM	17
5.1 <a href="#">Minutes of meeting held 17 April 2024 - public excluded</a>			17
RECOMMENDATION: THAT Te Ohu Whakahaere Approvals approve, as a true and accurate record, the minutes of the public excluded portion of the Te Ohu Whakahaere Approvals hui held 17 April 2024.			
5.2 <a href="#">Actions</a>			18

- |   |   |                   |    |
|---|---|-------------------|----|
| 6.  | <a href="#">Update from Te Poari Akoranga - public excluded</a> | 02:20 PM-02:25 PM | 19 |
| RECOMMENDATION:<br>THAT Te Ohu Whakahaere Approvals receives the report titled '29 April 2024 Te Poari Akoranga hui - public excluded'. |   |                   |    |
| 7.  | Next meeting<br>2pm-4pm, Wednesday 5 June 2024                  |                   |    |
| 8.  | <a href="#">Karakia whakamutunga</a>                            |                   | 20 |

# Karakia timatanga

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 kawē 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.



## Minutes for Te Ohu Whakahaere Approvals - 17 April 2024

17/04/2024 | 10:30 AM - Auckland, Wellington New Zealand Standard Time

Online via Microsoft Teams

### Attendees (13)

Diane Lithgow; Denise Williams; Ginny Vincent; Harry Leder; Kim Davies; Leoni Drew; Liz McKenzie; Maggie Wells; Paul Neumann; Paula Simeon; Rose Marsters; Shelley Wilson; Verneeca Taiepa

### Apologies:

Doug Pouwhare

### In attendance:

Louise Courtney (Governance Advisor)

### Karakia Tīmatanga

The hui opened with karakia lead by D. Williams at 10:31am.

## 1. Administration

### 1.1 Welcome and apologies

### 1.2 Minutes of the previous meeting

#### **RESOLVED: (H. Leder / K. Davies)**

*THAT Te Ohu Whakahaere Approvals approve, as a true and accurate record, the minutes of Te Ohu Whakahaere Approvals meeting held 13 March 2024.*

#### **CARRIED**

### 1.3 Te ohu membership list 2024

Te Ohu membership list was noted.

## 1. Late Agenda Item - Silviculture programme approval

It was noted that this was a late agenda item as per the Local Government Official Information and Meetings Act 1987, and as such could not make any decisions or resolution in relation to the item. Assurance was provided that the format of the documentation provided was the same as other programmes already approved by the New Zealand Qualifications Authority (NZQA) and it was noted that this was a similar situation to complex programme approved the te ohu at its previous meeting of 13 March 2024. The submitting business division advised that it was in conversation with NZQA over the changes to its approval process, but that the hybrid Programme of Study (POS) document



provided to the ohu, aligned with the relevant Unit Standards (US) for the learning outcomes, and are the same as those in the already approved Level 3 and Level 4 Programme of Industry Training (PIT). It was noted that the delivery was not changing and that this was essentially an administrative change.

There was discussion in relation to maintaining a balance between due process, allowing business divisions to progress with the overall approval process, which already takes a lot of time and resourcing and industry expectations on when products/programmes will be ready for delivery.

Feedback from ohu members included:

- Clarification that only one strand in level was for approval;
- The approved PITs, now being approved as POS, may require further details and documentation to ensure due process has been adhered to;
- Mapping from Graduate Profile Outcomes should be from outcomes, not from US, however, feedback from the business division was that this was a format that had been approved by NZQA;
- Concern raised regarding how issues will be raised for each level, when only one programme number is being used for funding from the Tertiary Education Commission (TEC).

Te Ohu agreed that next steps would be an e-meeting (via email) to allow time for members to assess the documentation provided, prior to it being submitted to NZQA for approval.

## 2. Interests Register

The Interests Register was noted.

## 3. Terms of Reference 2024

**RESOLVED: (S. Wilson / L. McKenzie)**

*THAT Te Ohu Whakahaere Approvals:*

- a. Review the proposed changes to 'Te Ohu Whakahaere Approvals Terms of Reference 2024' and provide feedback on these; and*
- b. Recommend to Te Poari Akoranga to approve the revised 'Te Ohu Whakahaere Approvals Terms of Reference' subject to inclusion of any feedback provided.*

**CARRIED**

## 4. Workplan 2024

Items to be removed from the workplan due to the changes in future of Te Pūkenga:

- Regular updates of programmes going through an approval process;
- Overview of the Mātauranga Snapshot tool; and
- Review of Micro Credential development.



## 5. Update from Te Poari Akoranga hui - open portion

**RESOLVED: (G. Vincent / M. Wells)**

*THAT Te Ohu Whakahaere Approvals:*

*a. Receives the report titled '1 March 2024 hui - open portion'; and*

*b. Receives the report titled '28 March 2024 hui - open portion'.*

**CARRIED**

## 6. Resolution to move to public excluded

**RESOLVED: moved from 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)
<b>7.</b>	<b>Administration – Public Excluded</b>	
7.1	Actions	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
<b>8.</b>	<b>Update from Te Poari Akoranga – public excluded</b>	
8.1	1 March 2024 hui – public excluded	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
8.2	28 March 2024 hui – public excluded	Section 9(2)(a) 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 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).

**CARRIED**

*Te Ohu Whakahaere Approvals moved into public excluded at 11:30am.*

**9. Karakia whakamutunga**

The meeting closed with karakia lead by D. Lithgow at 11:34am.



## Minutes for Te Ohu Whakahaere Approvals – 19 April 2024 e-meeting

Extraordinary - 19/04/2024 | 04:49 PM - Auckland, Wellington New Zealand Standard Time

E-meeting via Microsoft Outlook

### Attendees (10)

Doug Pouwhare, Diane Lithgow, Veraneeca Taiepa, Rose Marsters, Shelley Wilson, Paula Simeon, Harry Leder, Paul Neumann, Leoni Drew, and Maggie Wells.

### Attendance:

Louise Courtney (Governance Advisor)

### Meeting opens

The e-meeting opened at 4:49pm.

### New Zealand Apprenticeship (Complex) in Forest Silviculture Operations (Level 4)

Members provided feedback the on the programme documentation provided for the New Zealand Apprenticeship in Forest Silviculture Operations which the programme developers will incorporate before submitting them to the New Zealand Qualifications Authority (NZQA) for approval.

**RESOLVED** (D. Pouwhare / D. Lithgow)

*THAT Te Poari Akoranga:*

- a. *Approves the New Zealand Apprenticeship (Complex) in Forest Silviculture Operations (Level 4), which leads to the award of:*
  - *2334 New Zealand Certificate in Forestry Operations with strand in Thin to Waste (Level 3); and*
  - *2330 New Zealand Certificate in Forest Industry Operations (Planning and Monitoring) with strand in Silviculture (Level 4);*

*to be submitted to the New Zealand Qualifications Authority (NZQA) for approval, subject to the feedback provided; and*

- b. *Requests that feedback from NZQA be made available to Te Ohu Whakahaere Approvals.*

**CARRIED**

### Meeting closes

The e-meeting closed at 9:28am, Monday 22 April 2024.

**Te Ohu Whakahaere Approvals**

Name	Role	Meeting dates
Diane Lithgow	Co-Chair	<del>Wed 13 March</del>
Doug Pouwhare	Co-Chair	<del>Wed 17 April</del>
Kim Davies	Member	Fri 19 April – e-meeting
Harry Leder	Member	Wed 8 May
Liz McKenzie	Member	Wed 19 June
Veraneeca Taiepa	Member	Wed 10 July
Denise Williams	Member	Wed 14 Aug
Shelley Wilson	Member	Wed 11 September
Leoni Drew	Member	Wed 9 October
Rose Marsters	Member	Wed 13 November
Paul Neumann	Member	
Paula Simeon	Member	
Ginny Vincent	Member	
Maggie Wells	Member	

Te Ohu Whakahaere Approvals - 8 May 2024 - Administration

Te Ohu Whakahaere Approvals	Monthly	Wed 13 Mar	Wed 17 Apr	Wed 8 May	Wed 5 June	Wed 10 Jul	Wed 14 Aug	Wed 11 Sept	Wed 9 Oct	Wed 13 Nov
Programme approvals					Equine Racing					
Te Ohu Whakahaere Terms of Reference review										
Develop/Review workplan for 2024										
Unified programme approvals prior to going to Te Poari Akoranga										
2025 meeting dates										
Self assessment for 2024										



# Te Ohu Whakahaere Approvals Register of Interests

As at 11 April 2024

Name	Interest	Nature of Interest
<b>Diane Lithgow</b> Co-Chair	Te Pūkenga	<ul style="list-style-type: none"> <li>- Ako Network Director: Services</li> <li>- Ohu representative to Te Poari Akoranga.</li> </ul>
	Ako Aotearoa	Board member
	World Skills NZ	Board member
<b>Doug Pouwhare</b> Co-Chair	Waikato Hospice	Board Director
<b>Kim Davies</b> Member		
<b>Leoni Drew</b> Member	Toi Ohomai Institute of Technology	Head of Academic Development and Quality
<b>Harry Leder</b> Member	<i>Nothing to declare</i>	
<b>Liz McKenzie</b> Member	Te Pūkenga	Head of Domain: Services, Academic Centre and Learning Systems (ACLS)
	Arai Te Uru Kōkiri Training Centre	Trustee
	WorkSafe NZ Mining Board of Examiners	Member
<b>Rose Marsters</b> Member		
<b>Paul Neumann</b> Member	MITO	Manager, Programmes
	Te Pūkenga	Te Ohu Whakahaere Ako member
<b>Paula Simeon</b> Member	<i>Nothing to declare</i>	

Te Ohu Whakahaere Approvals - 8 May 2024 - Interests Register

<b>Veraneeca Taiapa</b> Member	Unitec	Kaihautū Mātauranga Māori
<b>Ginny Vincent</b> Member	Primary ITO	National Manager Programmes and Pathways
<b>Maggie Wells</b> Member	<i>Nothing to declare</i>	
<b>Denise Williams</b> Member		
<b>Shelley Wilson</b> Member	<i>Nothing to declare</i>	

## Pūrongo Kaunihera a Te Pūkenga | Council Report

9 May 2024

<b>Title</b>	29 April 2024 Te Poari Akoranga hui - open portion
<b>Provided by</b>	Deborah Young, co-chair Te Poari Akoranga
<b>Author</b>	Louise Courtney, Governance Advisor
<b>For</b>	Information

### Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Council:

a.	Receive the report titled '29 April 2024 Te Poari Akoranga hui open portion';
b.	Approves the amended Te Poari Akoranga Terms of Reference;
c.	Note that under their delegation from Council at its 8 February 2024 hui, Te Poari Akoranga co-chairs appointed Scott Klenner as the Rohe 4 representative;
d.	Notes that Te Ohu Whakahaere Academic Quality approved Degree Monitoring templates be distributed as a resource across the Te Pūkenga network;
e.	Notes that the co-chairs of Te Ohu Whakahaere Academic Quality approved the following policies in accordance with their delegation from Te Poari Akoranga: <ul style="list-style-type: none"> <li>• Te Pūkenga Assessment Policy</li> <li>• Te Pūkenga Moderation Policy</li> <li>• Te Pūkenga Ākonga Concerns and Complaints Policy</li> <li>• Te Pūkenga Ākonga Appeals Policy</li> <li>• Te Pūkenga Continuous Quality Improvement Policy;</li> </ul>
f.	Notes that Te Poari approved revised Terms of Reference for Te Ohu Whakahaere Approvals and Te Ohu Whakahaere Appeals;
g.	Note that Te Ohu Whakahaere Approvals approved the New Zealand Apprenticeship (Complex) in Forest Silviculture Operations (Level 4), which leads to the award of: <ul style="list-style-type: none"> <li>• 2334 New Zealand Certificate in Forestry Operations with strand in Thin to Waste (Level 3); and</li> <li>• 2330 New Zealand Certificate in Forest Industry Operations (Planning and Monitoring) with strand in Silviculture (Level 4);</li> </ul> to be submitted to the New Zealand Qualifications Authority (NZQA) for approval; and
h.	Note that Te Poari approved: <ul style="list-style-type: none"> <li>• the appointment of Dell Raerino as co-chair of Te Ohu Whakahaere Appeals;</li> <li>• the updated Electronic Notice of Appeal Form, an appendix to the Ākonga Appeals Policy.</li> </ul>



## Te Tāhuhu Kōrero | Background

Te Poari Akoranga | The Academic Board (Te Poari) met on 29 April 2024 online via Microsoft Teams. Kieran Hewitson and Andrew McSweeney provided apologies for the meeting.

The summary below provides an overview of some key discussions and decisions by Te Poari during the open portion.

### Academic Delegations Register

Te Poari discussed the draft Academic Delegations Register (the Register) which has been created to adhere to the requirement in its Terms of Reference to capture sub-delegations from Te Poari Akoranga to ngā ohu whakahaere and/or business division academic boards. It noted that Te Pūkenga is working towards an unknown future model and there is a need to take care not to undermine future decision-making entities. A working group was established to further develop the Register for Te Poari to consider at its May 2024 meeting.

### Te Poari Akoranga Terms of Reference

Te Poari discussed proposed amendments to its Terms of Reference (TORs). Te Poari recommend that Te Pūkenga Council approve these Terms of Reference.

Te Poari received feedback from Komiti Māori in relation to the nomination process for the vacant Māori roles and recommend to Council that these be removed from the TORs due to the short timeframe that Te Pūkenga will continue to exist and the resourcing required to identify and endorse suitable candidates.

### Ngā Ohu Whakahaere o Te Poari Akoranga

Te Poari Akoranga received reports from ngā ohu whakahaere and approved:

- revised Terms of Reference for Te Ohu Whakahaere Approvals and Te Ohu Whakahaere Appeals;
- the appointment of Dell Raerino as co-chair of Te Ohu Whakahaere Appeals; and
- the updated Electronic Notice of Appeal Form, an appendix to the Ākongā Appeals Policy.

Te Poari also noted that:

- Te Ohu Whakahaere Academic Quality approved Degree Monitoring templates to be distributed as a resource across the Te Pūkenga network and discussed the following matters at its April hui:
  - The annual review of Te Pūkenga policies, which was delayed due to aligning the policies with the signalled disestablishment of Te Pūkenga;
  - Clear communication with the network regarding programme approval processes during the transition to disestablishment;
  - Providing assurance on unified programmes in a non-centralised model for vocational education; and
  - The diminishing capacity of quality teams within the network and need to work together to ensure a robust QMS going forward.



- Te Ohu Whakahaere Approvals approved the New Zealand Apprenticeship (Complex) in Forest Silviculture Operations (Level 4) programme to be submitted to NZQA for approval. This programme leads to the award of:
  - 2334 New Zealand Certificate in Forestry Operations with strand in Thin to Waste (Level 3); and
  - 2330 New Zealand Certificate in Forest Industry Operations (Planning and Monitoring) with strand in Silviculture (Level 4).
- Te Ohu Whakahaere Appeals discussed the following matters in the open portion of its April hui:
  - Amendments to the Ohu's TORs including continuing with a co-chair model.
  - Combining the Ākonga Concerns and Complaints Policy with the Ākonga Appeals Policy to reduce confusion for appellants when seeking the correct process for lodging an appeal.

## Ngā Tāpiritanga | Appendices

Appendix 1: [Te Poari Akoranga 29 April 2024 hui – open portion](#)



## Te Ohu Whakahaere Approvals o Te Poari Akoranga 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)
<b>5.</b>	<b>Administration – Public Excluded</b>	
5.1.	Actions	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
5.2.	Minutes of meeting held 17 April 2024 – public excluded	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
<b>6.</b>	<b>Update from Te Poari Akoranga – public excluded</b>	Section 9(2)(a) 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 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)(i) OIA	To enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.

# Karakia whakakapi

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

**Māku e whakakapi te wānanga nei.**

I will conclude our shared space.

**Kia whakakapia te wānanga nei ki te karakia.**

May our shared space be concluded with karakia.

**Kua pau tonu te wā, nā reira māku e whakakapi te wānanga nei ki te karakia.**

We're just about out of time, therefore I will conclude our shared space with karakia.

## Karakia whakakapi Closing incantation

Puritia,  
puritia ngā kōrero o te wānanga  
puritia Kia ū, kia mau  
puritia kia ita  
Unuhia, unuhia atu rā  
Te tapu o te kāhui o ngā ariki  
mauria atu rā ko te kahu ora o  
Rongo  
he rongo taketake  
he rongo mau tonu  
ka whakamau kia tina,  
Tina! (*everybody*)  
Hui e, Tāiki e!

Hold fast,  
hold firmly the words of the  
academy  
cement them firmly  
fixed in the mind.  
Release ourselves  
of the decorum of formality  
let us take up the life giving  
cloak of Rongo  
the permanence of peace  
and harmony  
and bind it firmly,  
Firmly!

## Our values



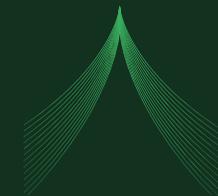
### Manawa nui

We reach out and welcome in



### Manawa roa

We learn and achieve together



### Manawa ora

We strengthen and grow  
the whole person