

Te Ohu Whakahaere Academic Quality - 7 March 2024



07 March 2024 09:00 AM

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RECOMMENDATION: THAT Te Ohu Whakahaere Academic Quality approve, as a true and accurate record, the minutes of the Te Ohu Whakahaere Academic Quality held 23 November 2023.	
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2. Register of Interests	10
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. Workplan 2024	11
RECOMMENDATION: THAT Te Ohu Whakahaere Academic Quality approve the Te Ohu Whakahaere Academic Workplan for 2024.	
4. Memo to Te Ohu Whakahaere Academic Quality - Te Pūkenga Moderation	12
RECOMMENDATION: THAT Te Ohu Whakahaere Academic Quality: a. approves the Te Pūkenga Moderation : 'Which resources do you need?' b. Notes that this accompanies the Moderation transition and Implementation resources approved by Te Ohu Whakahaere Academic Quality at its hui of 8 November 2023.	
5. Terms of Reference review 2024	15
RECOMMENDATION: THAT Te Ohu Whakahaere Academic Quality: a. Review the proposed changes to 'Te Ohu Whakahaere Academic Quality Terms of Reference 2024' and provide feedback on these; and b. Recommend to Te Poari Akoranga to approve the revised 'Te Ohu Whakahaere Academic Quality Terms of Reference' subject to inclusion of any feedback provided.	
6. Te Kawa Maiorooro	22
RECOMMENDATION: THAT Te Ohu Whakahaere Academic Quality receive the report title 'Te Kawa Maiorooro Update'	
7. Te Ohu Whakahaere Quality Self-Assessment 2023	30
RECOMMENDATION: THAT Te Ohu Whakahaere Academic Quality receive the Te Ohu Whakahaere Quality 2023 Annual Report.	
8. General Business	

9. Next meeting

10:00am, Wednesday 3 April 2024

[Karakia whakakapi](#)

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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.

Te Ohu Whakahaere Quality

Name	Role	Meeting dates
Deb Young	Co-Chair	Thurs 7 March
Fionna Moyer	Co-Chair	Wed 3 April
Greg Durkin	Member	Wed 8 May
Carmel Haggerty	Member	Wed 5 June
Gianetta Lapsley	Member	Wed 10 July
Sue Roberts	Member	Wed 11 September
Joan Taylor	Member	Wed 9 October
Carolyn Terpstra	Member	Wed 6 November
Fiona Campbell	Member	
Malama Saifoloi	Member	



Minutes for 8 November TE OHU WHAKAHAERE QUALITY

08/11/2023 | 10:00 AM - 12:00 PM - Auckland, Wellington New Zealand Standard Time

Attendees (1)

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

Apologies: Sue Roberts

Karakia Timatanga

The Chair delivered the opening karakia.

1. Welcome / Apologies

Apologies were received from Sue Roberts.

2. Disclosure of Conflicts of Interest

3. Administration

3.1 2023 Ohu meeting calendar schedule

3.2 2023 Te Poari Akoranga meeting calendar schedule

The next Te Poari Akoranga meeting will be on 22 November.

3.3 Ngā ohu membership list

3.4 Minutes of Previous Meeting - 9 August 2023

Resolved (C. Haggerty/F. Moyer)

that Te Ohu Whakahaere Quality approved the minutes of the meeting held on 9 August 2023 as a true and correct record.

CARRIED

3.5 Matters Arising

3.6 Action List

Updates discussed have been reflected in the Action List.

4. Moderation transition and implementation

The Chair noted that the purpose of this document is clearer, however, there is room for improving clarity on which sections of this policy are useful for which kaiako/Te ohu. Te Ohu discussed how the original context for which this document was created has changed following the organisational re-structure. Te ohu requested regular, on-going updates as the moderation transition progresses and expressed the need for wider socialisation of this transition plan. Te ohu agreed that a visual representation of the moderation transition would be useful.

Anna and Ulrika joined the meeting to speak to this item and shared presentation slides.

They advised the following:

- Te Pūkenga Moderation has been approved.
- Regular review periods have been built into the implementation strategy.

Te ohu discussed the socialisation approach for kaiako with guests clarifying that the first step is ensuring that the unification teams have the information they need, with further socialisation following. Te ohu noted their preference for more visual representation of the moderation plan phases. Te ohu discussed the programmes that exist across other subsidiaries and noted that these programmes will stay where they are for now, with a future moderation shift at some point.

Te ohu discussed when they can start sharing the implementation plan with clarification to hold off on sharing until all information is available across Te Pūkenga and on Te Whare.

(J. Taylor/G. Lampsley)

Te ohu accepted these documents and endorsed the communications plan subject to the inclusion of points made at this meeting.

5. Self-Assessment report

Te Poari Akoranga has requested that a self-assessment be completed by each of ngā ohu. The Chair will share the draft version of the self-assessment for member input.

6. Te Kawa Maiororo

F. Moyer spoke to this item, advising that Te Kawa Maiororo document was approved by Te Poari Akoranga on 16 November 2022 for implementation from 1 January 2023. F. Moyer highlighted that the new iteration of Te Kawa Maiororo document has received feedback from across the network and that the expected date of delivery is April 2024.

Te Ohu noted that most of the roles that will apply within Te Kawa Maiororo have not yet been appointed and are will not be included in the Te Kawa Maiororo document until organisational restructure is fully in place April 2024. Te Ohu discussed that some WBL will fall under new policies after April 2024 and expressed interest in these grandparented policies being transitioned, rather than abruptly changed. Te Ohu agreed on the inclusion of The Children's Act and safety-checking in the document. Te Ohu noted that the document will go through a formal legal check before going out to the wider network.

Resolved (D. Young/C. Haggerty)

Te Ohu endorsed the reviewed Te Kawa Maiororo document, subject to the member feedback received by Friday 10 November.

CARRIED

Action 08112023.1: members to provide feedback on Te Kawa Maiororo by Friday 10 November.

7. Unified Programme Governance

F. Moyer spoke to this item and requested member feedback. Te Ohu noted that the governance framework for large unified programmes (i.e. nursing) has been broken into three layers, including a local, regional, and national layer. Te Ohu agreed that the presence of Ako Excellence/Regional Quality Advisors across the framework was critical. Te Ohu discussed the importance of ensuring that local programme committees avoid conflicts of interests.

Action 08112023.2: members to add feedback directly into the draft Unified Programme document by 10 November.

8. General Business

9. Next meeting

The next hui is scheduled for 13 December 2023.

Karakia Whakamutunga

The Chair delivered the closing karakia.

TE OHU WHAKAHAERE QUALITY

ACTION ITEMS

Date	Detail	Owner	Status
0802-5	F Moyer will seek feedback from the network on Te Kawa Maioororo and an evaluation of how the implementation of policies are going and bring back to the July meeting.	FM	Separate meeting in October to discuss.
0802-8	F Moyer will provide a clarity of the NZQA formal definition.	FM	Mar 2023
1204-5	<p>2023 Quality workplan</p> <ol style="list-style-type: none"> 1. The members are invited to provide feedback/comments directly into the document(s) provided and which are also stored in te ohu Teams channel. 2. The members are invited to participate in any of the projects. Please contact F Moyer. 3. F Moyer will follow-up and respond to feedback provided. 4. F Moyer will set up a tracking mechanism in te ohu channel, for updates and awareness. 5. F Moyer and D Young will incorporate the Quality workplan related ohu mahi into te ohu workplan. 	FM/DY/All	Ongoing
1204-4	<p>National Pastoral Care Policy</p> <p>F Moyer will develop a template for development teams to use in the future when presenting policies for endorsement so that evidence of who has been consulted, what their feedback was and how it was addressed, prior to submission for approval.</p>	FM	Discuss at October 2023 meeting
1204-7	<p>Entry requirements project document</p> <ol style="list-style-type: none"> 1. The members are invited to provide feedback/comments/ideas directly in the document(s) provided which are also stored in te ohu Teams channel. 2. F Moyer will add the project to the Quality work plan. 	FM	May 2023 – on-going
1805-4	D Young will put forward communications to M Gibbons for inclusion in the academic panui to the network.	DY	May 2023
1907-6	<p>Working Groups</p> <p>F Moyer and D Young to identify the template approval process for these documents.</p>	FM/DY	July 2023
13092023.1	Review action 0802-8 and report back to te ohu.	F. Moyer	
13092023.2	Share updated learner rights and responsibility documents with te ohu.	F. Moyer	
1110.1	Clarify action 1204.4 from April minutes and find template for future policy endorsements.	H. Passmore	Nov 2023
1110.2	Send feedback on the Moderation Transition Plan to F. Moyer by 17 October.	Te ohu members	
08112023.1	Provide feedback on Te Kawa Maioororo by Friday 10 November.	Te ohu members	Friday 10 November
08112023.2	Add feedback directly into the draft Unified Programme document by 10 November.	Te ohu members	Friday 10 November



Te Ohu Whakahaere Academic Quality Register of Interests

As at 5 March 2024

Name	Interest	Nature of Interest
Deborah Young Co-Chair	Te Pūkenga staff member	Director Ako Excellence
Fionna Moyer Co-Chair	Te Pūkenga staff member	Kaikōkiri Director Quality
Carmel Haggerty Member	Whitireia and WelTec	Head of School, Te Kua Hauora
Caroline Terpstra Member	Otago Polytechnic	Director, Academic Excellence Te Kaihāpai
Fiona Campbell Member	Manukau Institute of Technology	Academic Quality Assessor
	Chester Grey Chartered Accountants	- Shareholder - Director
Gianetta Lapsley Member		
Greg Durkin Member		
Joan Taylor Member	NorthTec	Academic Registrar
Malama Saifoloi Member		
Sue Roberts Member	Connexis Infrastructure Training and EarnLearn	Group Manager, Learning Solutions

Te Ohu Whakahaere Academic Quality - 7 March 2024 - Workplan 2024

Te Ohu Whakahaere Quality	Monthly	Thur 7 Mar	Wed 3 Apr	Wed 8 May	Wed 5 June	Wed 10 Jul	Wed 7 Aug	Wed 11 Sept	Wed 9 Oct	Wed 6 Nov		
Te Ohu Whakahaere Terms of Reference review												
Develop/Review workplan for 2024												
2025 meeting dates												
Self assessment for 2024												
Develop/Review policies to support Te Kawa Maiorooro												
Programme development phase process in place												
Collate and publish Te Pūkenga Self-Assessment report for NZQA												
Timeframes for all phases of degree development unification												
Phase development of Programme Approval Process												
Review/Update Academic Matters Decision form												
Finalise and operationalise governance structures of academic matters												
Review membership of Te Ohu in line with structure changes within Te Pūkenga												

Agenda Item covering memo

To: Ohu Whakahaere Quality

From: Ulrika Bonning and Anna Williams, Quality Practices Moderation Working Group co-leads

Authors: Ulrika Bonning and Anna Williams

Date prepared: 1 December 2023

Topic to be discussed: Te Pūkenga Moderation: 'Which resources do you need?' table

Date of Meeting: 13 December 2023

1. Purpose

For Te Ohu Whakahaere Quality to approve:

- 'Which resources do you need?' table

The table will be published on the [Moderation page](#) on Te Whare (Te Pūkenga intranet), and will accompany the resources approved by Ohu in the November meeting (transition plan, terminology, comparability moderation forms and guidance).

The table will support the network to understand which Te Pūkenga Moderation resources are relevant to them.

The table is designed to be updated as more resources are developed and published.

2. Reference to prior decisions

Ohu Whakahaere Quality 8 November 2023: approved Implementation Strategy for Te Pūkenga Moderation, Te Pūkenga Moderation transition plan, Te Pūkenga Moderation terminology, and Comparability Moderation forms, associated guidance, and submission cover sheet.

Te Poari Akoranga 16 August 2023: approved Te Pūkenga Moderation Framework and Product Moderation Systems approach, and Requirements for Product Moderation Systems.

Ohu Whakahaere Quality 19 July 2023: endorsed Te Pūkenga Moderation Framework and Product Moderation Systems approach, and Requirements for Product Moderation Systems, to Te Poari Akoranga for approval, subject to the review of minor matters raised.

Te Poari Akoranga 22 February 2023: approved Te Pūkenga Assessment and Moderation Policies, subject to the review of minor matters raised.

Ohu Whakahaere Quality 9 November 2022: endorsed Te Pūkenga Moderation package to proceed to the network for targeted engagement.

3. Recommendation

That Ohu Whakahaere Quality approves:

- Te Pūkenga Moderation: 'Which resources do you need?'

4. Document attached

1. Te Pūkenga Moderation: 'Which resources do you need?'

Appendix 1



Te Pūkenga Moderation: Which resources do you need?

		Resource:								
		Te Pūkenga Assessment Policy	Te Pūkenga Moderation Policy	Transition Plan	Te Pūkenga Moderation Framework & Product Moderation Systems overview	Te Pūkenga Moderation Terminology	Requirements for Product Moderation Systems	Te Pūkenga Comparability Moderation forms	Guidance for Te Pūkenga Comparability Moderation forms	Te Pūkenga Comparability Moderation coversheet
Kaimahi in Ako Delivery, ACLS or WBL who:										
Existing business division (legacy) products	deliver existing business division products	✓	✓	✓						
	oversee delivery of existing business division products	✓	✓	✓						
	monitor moderation of existing business division products	✓	✓	✓						
	oversee moderation of existing business division products	✓	✓	✓						
Te Pūkenga (unified) products	develop Te Pūkenga products	✓	✓	✓	✓	✓				
	develop Interim Product Moderation System for product	✓	✓	✓	✓	✓	✓			
	deliver Te Pūkenga products	✓	✓	✓	✓	✓				✓
	oversee delivery of Te Pūkenga products	✓	✓	✓	✓	✓				✓
	lead the implementation of Interim Product Moderation Systems	✓	✓	✓	✓	✓	✓			
	conduct comparability moderation for Te Pūkenga products within an Interim Product Moderation System (i.e., comparability moderators)	✓	✓	✓	✓	✓		✓	✓	

13 December 2023

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Appendix 1



	monitor the performance of Interim Product Moderation Systems	✓	✓	✓	✓	✓	✓		✓	
	oversee the performance of Interim Product Moderation Systems	✓	✓	✓	✓	✓	✓			
All (legacy and unified) products	advise kaimahi and academic leaders on quality matters including moderation	✓	✓	✓	✓	✓	✓	✓	✓	✓
	lead Ako Networks or Domains, regionally or nationally	✓	✓	✓	✓	✓				
	govern academic quality and performance	✓	✓	✓	✓	✓				



Pūrongo Te Ohu Whakahaere Academic Quality o Te Poari Akoranga | Academic Quality Subcommittee of the Academic Board report

7 March 2024

Title	Te Ohu Whakahaere Terms of Reference Review 2024
Provided by	Deborah Young and Fionna Moyer, co-chairs Te Ohu Whakahaere Academic Quality
Author	Louise Courtney, Governance Advisor
For	Discussion and Recommendation to Te Poari Akoranga

Te Taunaki | Recommendation

It is recommended that Te Ohu Whakahaere Academic Quality:

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

Te pūtake o tēnei pūrongo | Purpose of this report

The purpose of this report is to review the Terms of Reference for Te Ohu Whakahaere Academic Quality for 2024 and recommend these to Te Poari Akoranga for approval.

Te tāhuhu kōrero | Background

The Terms of Reference for Te Poari Akoranga | The Academic Board were reviewed in 2023 and changes were approved by Te Pūkenga Council on 8 February 2024. These changes align to the letter of expectations received from the Minister for Tertiary Education and Skills in December 2024. As a result, updates to the Terms of Reference for ngā Ohu Whakahaere | subcommittees is necessary.

The Terms of Reference for Te Ohu Whakahaere Academic Quality have been to align to the new TORs for Te Poari Akoranga and ensure that they are fit for purpose in the current environment.

Te Ahunga Ki Mua | Next steps

The Council Secretariat team will review the terms of current members to ensure that these are in line with the TORs and report to the next hui of Ohu on which members require renewal of their terms.

Ngā Kōwhiringa me Te Tātaritanga | Options and analysis

The look and feel of the Terms of Reference have been amended to align with the styles and headings for other Te Pūkenga Council committees.

While some of headings are new to Ohu terms of reference, the content and intent remains



Pūrongo Te Ohu Whakahaere Academic Quality o Te Poari Akoranga | Academic Quality Subcommittee of the Academic Board report

essentially the same:

- The former Purpose section keeps the same wording but is bullet pointed as it is in the Te Poari Akoranga terms of reference.
- Powers and Authority now incorporates both the Ngā Mahi and Tuku Mana sections and makes clearer the relevant delegation from Te Poari Akoranga.
- Mematanga incorporates the content in the former Mematanga, Whakaingoatia, Kōrama and Hui sections.

There have been a number of changes to the membership section. One is to the number of members required to allow for flexibility in membership as opposed to a static number. There is also a question regarding the one of the roles noted, Kaiārahi/Director Māori, and the DCE Partnerships and Equity role has been removed due to their membership in Te Poari.

Appendices

Appendix 1: Terms of Reference Te Ohu Whakahaere Academic Quality 2024



Te Ohu Whakahaere Academic Quality Terms of Reference

Terms of Reference

1. Whakapapa | Background

- (a) In accordance with the Te Pūkenga Delegations Policy, Te Poari Akoranga (Te Poari) may establish any ohu whakahaere (sub- committees) as are deemed necessary for the efficient and effective operation of Te Poari and make appointments to the same.
- (b) The Ohu Whakahaere (national subcommittees of Te Poari) will provide assurance and confidence that academic leadership is strengthened in its key area of focus.

2. Ngā Tikanga | Purpose / Scope

- (a) To provide leadership in academic evaluation and quality assurance;
- (b) To ensure quality improvement by overseeing and monitoring the consistent application of the quality assurance system, including developing and recommending to Te Poari Akoranga approval of policies and operating procedures.

3. Powers and Authority

- (a) In accordance with the Delegations Policy, Te Poari Akoranga (Te Poari) has sub-delegated the specific authorities listed below to Te Ohu Whakahaere Academic Quality (Te Ohu).

Ref	Subject	Description	Objective	Power to Sub-Delegate?
4.	Quality Assurance	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, learner support and learner performance) through quality evaluation, review and reporting processes.	Provide assurance and confidence: <ul style="list-style-type: none"> a. of the effectiveness of teaching, learning and research within the organisation with a focus on outcomes. b. that work-based learning is applied throughout packages of learning developed and delivered by Te Pūkenga (where relevant), contribute to a partnership approach to policies and decisions affecting work-based learning and create space for employers. 	

- (b) In addition, Te Poari delegates approval of minor changes to academic procedures, within academic policy, to the Chair, Te Ohu Whakahaere: Academic Quality.
- (c) In doing making the sub-delegations outlined in this section, Te Poari requires:
 - i) Any policies related to the responsibilities are approved by Te Poari Akoranga;



- ii) Decisions made by the body receiving the sub-delegation are reported to Te Poari Akoranga.
- iii) All formal sub-delegations will be included in the Academic Delegations Register which will be updated each time a power is sub-delegated.
- (d) All media and public comment should be considered in consultation with Te Poari Akoranga.
- (e) Any official information requests to Te Ohu should be directed to the Official Information Act (OIA) team of Te Pūkenga.

4. Mematanga | Membership, Appointments and Eligibility Criteria

- (a) Appointments to Te Ohu will be made by Te Poari following an Expressions of Interest process carried out by Te Ohu. Appointments will comprise the following:
 - i) Te Ohu Whakahaere Academic Quality member (Chair) (1 member)
 - ii) Kaiārahi/Director Māori or equivalent (co-Chair) (1 member)
 - iii) Quality Managers or equivalent (1-2 members)
 - iv) Staff members within the Te Pūkenga network (3-7 members)
 - v) Learner members nominated by the Interim Learner Advisory Committee for Te Pūkenga (1-2 members)
 - vi) Additional members may be co-opted to join if the appointed members feel that they do not have sufficient representation of skills or specialist criteria identified in Section 4. (b).
- (b) Membership should reflect a broad skills-based approach and be drawn from both ITPs and ITOs as appropriate, ensuring rangahau and Pacific representation. The appointment of members will be based on the following core criteria:
 - i) commitment to educational quality and learner achievement.
 - ii) ability to apply both a local and global view to academic issues.
 - iii) academic and specialist knowledge, skills, and experience.The appointment of new members will be on the basis of gaining a balanced, inclusive and broad representation.
- (c) Members will be appointed for up to two years, with the option of renewal for one further year, to be made by Te Poari. Membership of Te Ohu may be revoked by either Te Poari or the appointed member at any time by giving four weeks' written notice in writing.
 - i) These members may resign from Te Ohu at any time by notifying the Chair with a copy to the Governance Advisor.
 - ii) A member's appointment may be terminated at any time for good reason by the Te Poari Akoranga Chair. Good reason includes, but is not limited to, failure to attend more than two consecutive Te Ohu hui (without informing the Chair), and failure to act in accordance with the Code of Conduct.

Commented [LC1]: Does this role still exist? Is there an equivalent that needs to be considered in its place?

5. Kōrama | Quorum and Hui | Meetings

- (a) A quorum shall consist of a majority of Te Ohu members. No business shall be transacted at a meeting in the absence of a quorum.



- (b) Te Ohu will meet regularly during an academic year.
 - i) Meetings may be conducted by teleconference, videoconference or in person.
 - a. If a hui is held in person, members will make reasonable efforts to attend in person.
 - b. If a member is not able to attend a hui in person, a teleconference or videoconference alternative will be provided where feasible.
 - ii) Te Ohu may also need to meet on an ad hoc basis to consider approvals requested and/or relevant matters, and/or if determined necessary by the Chair.
 - iii) Hui dates will be set annually by the Council Secretariat to align with other meetings on Te Pūkenga Governance calendar, and in consultation with members of Te Poari.
- (c) If a member is unable to attend a hui, they must provide the Chair with comments on the issues to be discussed in reasonable time prior to the hui. Members are not able to send a proxy or delegate to the hui in their place.
- (d) A Governance Advisor shall service Te Ohu meetings to provide secretariat support and resources.
 - i) Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. This would normally be a week prior to the date of the meeting but may be shorter as determined by the Chair.
 - ii) Minutes of the meetings shall be prepared, retained and distributed to Te Ohu members, management and external auditors, as well being made available to Te Poari Akoranga.
- (e) Te Pūkenga is named in Schedule 2 Part 2 of the [Local Government Official Information and Meetings Act 1987 \(LGOIMA\)](#) as a particular authority to which Part 7 of LGOIMA applies. As Te Ohu has been sub-delegated authority to make decisions on behalf of Te Poari Akoranga as outlined in Section 3, the following local authority meeting rules apply:
 - i) Hui are required to be open to the public unless Te Ohu resolves to exclude the public from the whole or any part of the meeting where good reason for withholding disclosure of information exists under Section 9 of the Official Information Act 1982.
 - ii) The date, time and place of Te Ohu hui must be publicly notified not more than 14 days and not less than five days before the end of the month prior.
 - iii) At least two working days prior to the hui any member of the public may inspect all agendas and associated reports circulated to members of Te Ohu relating to that hui, excluding reports that the Tumuaki | Chief Executive reasonably expects the hui to discuss with the public excluded.
 - iv) Where an item is not on the agenda for a meeting, that item may only be discussed at that meeting if:
 - a. Te Ohu resolves to discuss it and the Chair explains at the hui at a time when it is open to the public the reason why the item is not on the agenda, and the reason why the discussion of the item cannot be delayed until a subsequent hui; or



- b. the item is a minor matter relating to the general business of Te Ohu; and the Chair explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but no resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting for further discussion.
- v) Members of the public have a right to inspect or receive copies of minutes of Te Ohu hui (except parts of a hui from which the public was excluded).

6. Responsibilities and duties

- (a) To exercise its powers and duties and oversee the areas outlined in section 3, Te Ohu Whakahaere Academic Quality (Te Ohu) members shall:
 - i) Review any papers prepared for Te Ohu, prepare adequately prior to each hui and participate actively in hui, contributing to actions when agreed.
 - ii) Bring matters of significance to the attention of Te Ohu and use professional perspectives to undertake analysis or prepare advice as required.
 - iii) Contribute to the development of a forward work programme for Te Ohu.
 - iv) Maintain a broad knowledge of the issues and interests that relate to the operations of Te Ohu.
 - v) Consult with and consider advice from the three Advisory Committees to Council established under section 325 of the Act on significant matters relating to the strategic direction of Te Pūkenga which are relevant to those groups represented by each Advisory Committee.
 - vi) Comply with Te Pūkenga Council and Committees [Code of Conduct Policy](#)
- (b) In addition, the Chair of Te Ohu shall:
 - i) consult with members to draft a forward work programme for Te Ohu, for agreement with Te Poari Chair;
 - ii) set agendas with the assistance of the Governance Advisor, and approve minutes;
 - iii) chair and facilitate hui, encouraging and modelling open communication where all members contribute effectively;
 - iv) manage any conflicts of interests for other members of Te Ohu, including deciding if a potential conflict exists and determining, with assistance from the Governance Advisor, what action is appropriate;
 - v) represent the Committee in any hui with Te Poari Akoranga and/or Chair as required;
 - vi) ensure that any requests for media and public comment and any official information requests made to the Committee are escalated to the Chair of Te Poari Akoranga; and
- (c) Members are required to declare any actual or perceived interests as per national policy and procedures. [Conflicts of Interest Policy](#)

7. Fees and allowances

- (a) No additional fees will be paid to employees of Te Pūkenga for their participation in Te Ohu as hui are anticipated to occur during normal working hours. Expenses related to Te Ohu should be included in each employee's usual expense cost centre.



- (b) For learner members of Te Ohu, fees will be equivalent to the learner member fees outlined in the Terms of Reference for Te Poari Akoranga. Learner members may claim reimbursement for out-of-pocket taxi, mileage or parking expenses and any expenses actually and reasonably incurred when travelling on Te Pūkenga business in accordance with Te Pūkenga policy. The standard should be modest and appropriately reflect public sector norms. [National Expenditure Policy](#)

8. Pūrongo | Reporting obligations

The Chair of Te Ohu Whakahaere Academic Quality will report to Te Poari Akoranga using Te Poari's agenda framework on any delegations that have been exercised and the strategic and key issues that most concern Te Poari Akoranga.

9. Accountability

Te Ohu Whakahaere Academic Quality shall:

- (a) self-assess its performance against these Terms of Reference on an annual basis. This self-assessment shall include feedback from Te Poari Akoranga on its perspective on the performance of Te Ohu, as provided by the Chair of Te Poari.
- (b) confirm annually that all responsibilities outlined in these Terms of Reference have been carried out.

10. Review of the Terms of Reference

Te Ohu shall, on an annual basis (or as otherwise necessary), review and, if appropriate, update these Terms of Reference for consideration and approval by Te Poari Akoranga.

Approved by Te Poari Akoranga on 28 March 2024

Kieran Hewitson
Te Poari Akoranga Co-Chair

Deborah Young
Te Poari Akoranga Co-Chair



Pūrongo Te Ohu Whakahaere Academic Quality o Te Poari Akoranga | Academic Quality Subcommittee of the Academic Board report

7 March 2024

Title	Te Kawa Maiororo Update report to Te Poari Akoranga
Provided by	Deb Young, Ako Excellence Director Fionna Moyer, Kaikōkiri Director Quality
Author	Louise Courtney, Governance Advisor
For	Information

Te Taunaki | Recommendation

It is recommended that Te Ohu Whakahaere Academic Quality:

a.	Receive the report titled 'Te Kawa Maiororo Update' and
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Te pūtake o tēnei pūrongo | Purpose of this report

The purpose of this report is to provide Te Ohu Whakahaere Quality the report to that went to Te Poari Akoranga at its meeting of 1 March 2024, outlining the minor changes and amendments made to Te Kawa Maiororo.

Te tāhuhu kōrero | Background

Staff presented Te Kawa Maiororo for feedback from Te Poari Akoranga at its meeting of 22 November 2023. The feedback provided by members at that hui were incorporated into the document ready for release in 2024.

However, in December 2023, the Letter of Expectations was received from the new Minister for Tertiary Education and Skills which required a number of amendments to the framework to align with the new expectations. These amendments were approved by the Te Ohu Whakahaere Quality Chair under their delegation outlined in the Ohu's terms of reference.

Due to the timing of meetings for the beginning of 2024, this is the first opportunity Te Ohu Whakahaere Academic Quality has had to view the amendments to Te Kawa Maiororo.

Ngā tāpiritanga | Appendices

Appendix 1: Te Kawa Maiororo Update

Appendix 2: Te Kawa Maiororo V24/03: Table of amendments from 2023, V24/01 and V24/02

Pūrongo Te Poari Akoranga

Te Poari Akoranga Report

1 March 2024

Title	Te Kawa Maiororo Update
Provided by	Deborah Young, Ako Excellence Director
Author	Fionna Moyer, Kaikōkiri Director Quality
For	Noting

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a.	Receive the report titled 'Update on Te Kawa Maiororo 2024', table of amendments made to Te Kawa Maiororo for 2024, and published Te Kawa Maiororo 2024, V24.03.
b.	Note the changes made to Te Kawa Maiororo V24.03 approved under delegation by Deborah Young, Co-Chair, Te Ohu Whakahaere Quality.

Te Tāhuhu Kōrero | Background

1. Te Kawa Maiororo, Te Pūkenga Educational Regulatory Framework, V24.01 was approved by Te Poari Akoranga on 22 November 2023 and came into effect for the network on 1 January 2024.
2. Te Kawa Maiororo was updated in response to feedback received from the network and in alignment with the proposed Tāraia te anamata | Creating our futures organisational structure.
3. In December 2023, the Letter of Expectation from the new Minister of Tertiary Education and Skills confirmed the Government intention to no longer have a centralised organisation delivering vocational education and training.
4. In January 2024, Te Kawa Maiororo V24.01 was finalised with some minor tweaks to reflect the Government intent and the document was released to the network without the delegations based on Tāraia te anamata organisational structure except where those functions had been appointed previously (i.e., Ako Excellence Director, Regional Finance Director).
5. Subsequent to release of version 1, two additional versions were released to correct errors in process or form with approval by Te Ohu Whakahaere Quality Co-Chair, under delegation¹:

¹ Te Ohu Whakahaere: Quality Terms of Reference, 5. Tuku Mana | Delegations, second bullet point, "Minor changes to academic procedures, within academic policy, are delegated to the Chair, Te Ohu Whakahaere: Quality"

- a. Version 2 corrected two clauses impacted by inadvertent deletion of key components of the clauses.
 - b. Version 3 corrected Withdrawal Period to align with TEC funding condition statements and removed reference to Te Pūkenga Ākonga Rights and Responsibilities (approved by Te Poari Akoranga but not yet released. A number of minor editorial and formatting items were also corrected).
6. Te Kawa Maiooro 2024 V24.03 has been published on Te Pūkenga public website and linked on Te Whare on the Policies page and on the page for Te Kāhui Mātauranga me ngā Pūnaha Ako | Academic Centre and Learning Systems.

Te pūtake o tēnei pūrongo | Purpose of this report

The purpose of this report is to identify the changes that have been made to Te Kawa Maiooro subsequent to approval by Te Poari Akoranga. As noted above, minor editorials changes were also made. These are changes that did not change the intent or purpose of the clause or section and included correcting the use of kupu Māori, providing clarity or explanation, and correcting grammar and formatting. The full table of changes from 2023 to version 3 2024 is provided for Te Poari Akoranga information.

Part	Section	Changes made
Part 1: Te Kawa Maiooro Framework	1.3 Scope of Te Kawa Maiooro	V24.03: Correction to clause 1.3(3) replace 'Regional Quality Manager' with 'Quality Manager' (new function not replaced during finalisation for version 1).
Part 2: Enrolment	2E: Provider-based Learning Withdrawals and Refunds for Ākonga nō Aotearoa	V24.03: Changes to Part 2E relating to withdrawal period: <ul style="list-style-type: none"> - Opening statement aligned with TEC funding conditions statements – changed withdrawal period to the lesser of one month or 10%. One month defined as 30 days. - Moved statement on the withdrawal period for distance online programmes & courses to 2.26(1).
Part 3: Recognising Prior Knowledge and Skills	3.3. Awarding Credit	V24.02: Correction to clause 3.3(1) to reinsert cross-credit (deleted in error during finalisation for version 1).
Part 5: Learning, Teaching, and Training	5.3 Standards of Behaviour	V24.03: Update to clause 5.3(1) to remove reference to Te Pūkenga Ākonga Rights and Responsibilities and replace with reference to 'codes of conduct'.
Part 7: Assessment	7.7. Academic Integrity	V.24.02: Correction to 7.7(1)e – added 'not' to collusion statement (deleted in error during finalisation for version 1).

Part	Section	Changes made
Part 10: Glossary of Terms		V24.03: definition of 'Withdrawal Period' updated as per opening statement in 2E.

Ngā Tāpiritanga | Appendices

Appendix 1: Te Kawa Maiororo Table of Amendments from 2023 to 2024 V24.03

Appendix 2: [Te Kawa Maiororo 2024 V24.03](#) Final published document

Appendix 1: Te Kawa Maiooro V24/03: Table of amendments from 2023, V24/01, and V24/02

NB: 'Minor editorial change' – changes that do not change the intent or purpose of the clause or section. Such changes have been made to correct use of kupu Māori, provide clarity or explanation, and correct grammar and formatting.

Part	Section	Changes made
Table of Contents	The Naming of Te Kawa Maiooro Amendment history	Added information on the naming of Te Kawa Maiooro Added Amendment History table.
Part 1: Te Kawa Maiooro Framework	1.1. Structure of Te Kawa Maiooro	Added 'prior' into Part 3 name Separated Research and Rangahau into new section Definition of Terms renamed as Glossary of Terms Appendices removed
	1.2. Purpose of Te Kawa Maiooro	Editorial changes for clarity and correction Removed misplaced 'a' from 1.2(2)a No change to overall Purpose
	1.3. Scope of Te Kawa Maiooro	Minor editorial change 1.3(1) Corrected grammatical agreement 1.3(3) Waivers or variation to be decided by Regional Quality Manager (title may differ across network) and Te Pūkenga Ako Excellence Director
	1.4. Interpretation	Minor editorial change No change to overall interpretation.
	1.5. Changes to Te Kawa Maiooro	Deleted 2023 effective date clause
Part 2: Enrolment 2A: Enquiries, Information, and Identity Verification	2.1 Information	Minor editorial change; updated link to code
	2.2 Application and Enrolment Support	No change
	2.3. Advice about Recognition of Knowledge and Skills	No change
	2.4. Verification of Identity and Eligibility	Detail removed and link to TEC Funding Conditions Catalogue page added Name change information updated to include Civil Union Certificate
2B: Work-based Learning	2.5 Training Agreement	Minor editorial change
	2.6 Fees for Work-based Learning	Minor editorial change Removed reference to business divisions.
	2.7. Ākonga nō tāwāhi (international learners) in Work-based Learning	Minor editorial change
	2.8. Withdrawal from or Cancellation of Training Agreements	Removed reference to business divisions.
2C: Provider-based Learning Application for Ākonga nō Aotearoa	2.9. Admission and Entry Requirements	Minor editorial change
	2.10 Application Documentation	Added Children's Act Safety Check
	2.11 Ākonga under 16 years of age	Clarified process for 15 year olds Reordered clauses Added clause for under 15 year olds
	2.12. Alternative Enrolment Options	Minor editorial change
	2.13. Limits on enrolments and waitlisting	Added other location or delivery mode to opportunities for applicants (clause 2.13(2))

As of 8 February 2024

Part	Section	Changes made
		Removed 'regionally decided' from priority equity groups statement.
	2.14. Application acknowledgement and Offer of Place	Minor editorial change
2D: Provider-based Learning Enrolment for Ākonga nō Aotearoa	Section explanatory Statement	Minor editorial change
	2.15. Acceptance of Offer	Minor editorial changes Added statement waitlisted ākonga.
	2.16. Payment for provider-based learning	Minor editorial change Replaced 'delegated authority' with Regional Finance Director. Removed reference to business division
	2.17. Late enrolment	Minor editorial change.
	2.18. Transfer of enrolment	Minor editorial change.
	2.19. Refusal or cancellation of enrolment	Minor editorial change.
2E: Provider-based Learning Withdrawals and Refunds for Ākonga nō Aotearoa	Section explanatory statement	Withdrawal period statementt aligned with TEC funding conditions statements – changed withdrawal period to the lesser of one month or 10%. One month defined as 30 days.
	2.20. Advice for ākonga on implications of withdrawal	No change
	2.21. No-show	Minor editorial change.
	2.22. Withdrawal within the Withdrawal period	Minor editorial change.
	2.23. Withdrawal after the withdrawal period	Minor editorial change.
	2.24. Withdrawal after 80 per cent of course duration	Minor editorial change. Postgraduate clause moved to 5.2(7)
	2.25. Withdrawal by Te Pūkenga of disengaged ākonga	Minor editorial change.
	2.26. Other withdrawals	Statement on timeframes for distance programmes and courses added to 2.26(1); subsequent numbering changes for other statements. Minor editorial change.
	2.27. Withdrawal due to exceptional circumstances	Minor editorial change.
2F: Provider-based Learning for Ākonga nō tāwāhi	2.28. Ākonga nō tāwāhi application and Offer of Place	Minor editorial change.
	2.29. Acceptance of Offer of Place and enrolment	Minor editorial change.
	2.30. Ākonga nō tāwāhi transfers and withdrawals	Minor editorial change.
2G: Programme Approval, Changes, and Cancellation	2.31. Programme approval pending	Identified clauses that apply to all ākonga and clauses that apply only to ākonga in provider-based learning.
	2.32. Cancellation or postponement of a programme or course	Minor editorial change.
	2.33. Change to published date or time	Minor editorial change.
Part 3: Recognising Prior Knowledge and Skills	Section opening statement	Minor editorial change.
	3.1. Recognising Prior Knowledge and Skills	Minor editorial change.

As of 8 February 2024

Part	Section	Changes made
	3.2. Applying for RPKS	Minor editorial change. Inserted reference to 'published forms' [<i>To be read as 'business division forms'</i>]
	3.3. Awarding Credit	Minor editorial change. <ul style="list-style-type: none"> ▪ Correction to clause 3.3(1) to reinsert cross-credit.
	3.4. Appealing Decisions	No change
	3.5. Records	Minor editorial change.
Part 4: Programme Regulations	Section opening statement	No change
	4.1. Transition	Minor editorial change.
	4.2. Programme Regulations	Minor editorial change.
Part 5: Learning, Teaching, and Training	5.1. Participation and Engagement	No change
	5.2. Progress	Minor editorial change. New clause 5.2(7) moved from 2.24
	5.3. Standards of Behaviour	Update to clause 5.3(1) to remove reference to Te Pūkenga Ākonga Rights and Responsibilities and replaced with 'codes of conduct'. Updated Unacceptable behaviours list
	5.4. Concerns and Complaints	No change
	5.5. Appeals	No change
	Part 6: Rangahau and Research	6.1. Rangahau and Research
Part 7: Assessment	Section opening statement	Section changed from Part 6 to Part 7 No change to opening statement
	7.1. Assessment Information	Reference updated in 7.1(4)
	7.2. Assessment in te reo Māori	No change
	7.3. Supported Assessment	Added 'ahead of time' to clause 7.3(1)
	7.4. Conduct of Examinations	No change
	7.5. Variations to Assessment	Minor editorial change.
	7.6. Assessment Concession	Minor editorial change. Clause 7.6(3) – reference corrected from 6.5 to 7.5
	7.7. Academic Integrity	Correction to 7.7(1)e – added 'not' to collusion statement (incorrectly deleted). Added 'AI-generated' to 7.7(1)i.
	7.8. Notification of Assessment Results	Minor editorial change.
	7.9. Access to Marked Assessments	Minor editorial change.
	7.10. Moderation of Summative Assessments	Moved clauses 7.10(2) and (3) to 7.11
	7.11. Retention of Assessment Evidence	Added two new clauses moved from 7.10
	7.12. Approval of Final Course and Programme Results and Outcomes	Minor editorial change.
	7.13. Notification of Final Course or Programme Outcomes	Minor editorial change.
7.14. Reassessment Opportunities	Clarified where reassessment opportunities may be offered – clause 7.14(2)	

As of 8 February 2024

Part	Section	Changes made
		Other minor editorial change.
	7.15. Grading	Minor editorial change.
	7.16. Assessment Grades	Competency-based assessment grade changes to align with NZQA system requirements. Updated some definitions Minor editorial change
	7.17. Course Grades	Competency based Course grades amended to align with NZQA system requirements. Minor editorial change
	7.18. Reconsideration of Assessment Decisions	Minor editorial change
	7.19. Reconsideration of Course Final Grade	Minor editorial change
	7.20. Appeal of Reconsideration Decision	No change
Part 8: Awards	Section opening statement	Section changed from Part 7 to Part 8 No change to opening statement
	8.1. Formal Awards	No Change
	8.2. Non-formal Awards	Minor editorial change
	8.3. Eligibility for Formal Awards	Clarified when, where, and how ākongā can receive their certificate. Refer 8.3(4)
	8.4. Award of Merit, Distinction, or Honours	No change
	8.5. Graduation Certificates and Academic Records	No change
	8.6. Posthumous Awards	Minor editorial change
	8.7. Granting of Honorary Degrees and Recognition Awards	Minor editorial change
	8.8. Cancellation of Awards	Minor editorial change Clause 8.8(1)d removed and content combined into 8.8(1)b.
Part 9: Graduation	Section opening statement	Section changed from Part 8 to Part 9 Minor editorial change to opening statement
	9.1. Graduation Events	Minor editorial change
	9.2. Academic Dress	Single clause split into two for clarity.
Part 10: Glossary of Terms		Section changed from Part 9 to Part 10 Minor editorial change Added Education Code of Practice Added Legacy Added Summative Assessment Added Unified programme Withdrawal Period: Definition updated to align with 2E opening statement.



Pūrongo Te Ohu Whakahaere Academic Quality o Te Poari Akoranga | Academic Quality Subcommittee of the Academic Board report

7 March 2024

Title	Te Ohu Whakahaere Quality Annual Report
Provided by	Deb Young and Fionna Moyer, co-chairs Te Ohu Whakahaere Academic Quality
Author	Louise Courtney, Governance Advisor
For	Information

Te Taunaki | Recommendation

It is recommended that Te Ohu Whakahaere Academic Quality:

a.	Receive the report titled 'Te Ohu Whakahaere Quality Annual Report'
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Te pūtake o tēnei pūrongo | Purpose of this report

The purpose of this report is to provide Te Ohu Whakahaere Quality with the Te Ohu Whakahaere Quality Annual Report for 2023 that went to Te Poari Akoranga at its meeting of 15 November 2023.

Te tāhuhu kōrero | Background

At its meeting of 25 October 2023, Te Poari Akoranga requested self-assessments from each Ohu summarising the work achieved in 2023 and plans for 2024. The matter was raised with the Ohu at its meeting of 8 November 2023 where it was decided that the Chair would draft the annual report (self-assessment) and then provide it to members to provide feedback on. The final report was submitted to Te Poari Akoranga at its 22 November 2023 meeting; its final one for the year. Although Te Ohu Whakahaere Appeals had a hui scheduled for 15 December 2023 which was subsequently cancelled, therefore, this hui is the first opportunity for the Ohu to view the final version of the report.

Ngā tāpiritanga | Appendices

Appendix 1: Te Ohu Whakahaere Annual Report

Te Ohu Whakahaere Quality Annual Report

15 November 2023

Title	Te Ohu Whakahaere Quality Annual Report
Provided by	Deborah Young, Quality Lead Fionna Moyer, Director Academic Quality
Author(s)	Deborah Young, Quality Lead Fionna Moyer, Director Academic Quality
For	Approval

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a.	Receive Te Ohu Whakahaere Quality 2023 Annual Report
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Te Ohu Whakahaere Quality Purpose

The purpose of Te Ohu Whakahaere Quality is to

- Provide leadership in academic evaluation and quality assurance; and ensure quality improvement by overseeing and monitoring the consistent application of the quality assurance system, including developing and recommending to Te Poari Akoranga approval of policies and operating procedures.

The role of Te Ohu Whakahaere Quality is to:

- Provide advice, leadership, and recommendations to Te Poari Akoranga that facilitate integrated evaluative quality assurance aligned to Te Pūkenga strategies, values, goals, and planned outcomes.
- Drive a culture of continuous quality improvement and self-assessment by providing a forum for discussion to inform strategies, plans and practice for improving learner success and sustainable educational quality.
- Monitor evidence-based quality improvement processes and review compliance and effectiveness of quality assurance processes.
- Oversee the development, implementation and review of academic policies and procedures ensuring appropriate consultation.

Membership

At the beginning of 2023 we were saddened at the passing of our Co-Chair Kim Isherwood. Hemi Hoskins resigned, and we welcomed new members Malama Saifoloi and Fiona Campbell. Fionna Moyer was elected as the Co-Chair.

Hui

Nine hui were held in total. One was held face to face at MIT and the remainder online.

Summary of Activities

Include reflection on how well Te Ohu has met its ToRs

Summary of Key Achievements

Over the 2023 year Te Ohu settled into a highly functioning team. Given the stable nature of our membership, relationships formed and were cemented at our face-to-face hui. Committee members have worked outside of hui to review documents and form smaller working groups to respond to various requests. The Ohu has responded to a variety of operational matters in 2023. When the structure is fully set up in Q1 2024, the membership will be reviewed to ensure cross regional membership. It is envisaged that the Ohu will be able to provide more of a governance role for organisation.

Over the 2023-year, Te Ohu Whakahaere Quality achieved the following:

- Engaged in many discussions relating to Moderation processes and tools for Te Pūkenga with working group leads
- Reviewed Te Kawa Maiooro ready for endorsement at Te Poari Akoranga
- Policies – identified key policies for development and implementation
- Reviewed the NZQA Self-Assessment Report
- Wide discussion on the Organisational Design and Change proposal and subsequent final decisions documents
- Instigated the Educational Quality Forum Working Groups and receive regular updates on the mahi completed
- Provided feedback on the updated Self-Assessment Framework in relation to the Pūkenga Quality Management Framework

Provided feedback on the following:

- Entry Requirements Project
- development of ACLS policies
- Concerns, Complaints and Appeals Policy
- Generative AI Project
- Learner Integrity policy

Summary of Decisions Made

Whilst the summary of key decisions looks quite limited, there were many and varied discussions about each item listed below with the majority being presented to the Ohu on more than one occasion.

Over the 2023-year, Te Ohu Whakahaere Quality engaged in the following decision-making:

Endorsed the following Te Pūkenga policies for approval at Te Poari Akoranga:

- Self-Assessment Policy
- Assessment Policy
- Moderation Policy and Moderation Framework, Transition Plan and accompanying tools
- National Pastoral Care Policy
- Ākonga Right and Responsibilities

Areas for Improvement

Whilst we developed a workplan for 2023 it continued to evolve. For 2024 initiate a workplan from Q1 with key milestones and deliverables identified.

Proposed focus areas for following year

- Programme Approval process – phase development in collaboration with Solutions team
- Identification of educational designers and quality assurance kaimahi as key leads in unification design
- Set timeframes for all phases of degree development unification
- Te Kawa Maiororo fully developed with policy suite to support
- Programme Committee Terms of Reference to be finalised and in use by unified programmes
- Type 1 & 2 change process approved - change of Matters for Central Decision Making (MCDM) form for Academic Centre and Learning Systems use
- Respond to NZQA in relation to the Te Pūkenga Self-Assessment report
- Receive information on academic risks, monitor associated mitigation actions and report as relevant to Te Poari Akoranga
- Overseeing the development of Regional Academic Committees and the intersect with the Programme committees
- Consider Continuous Quality Improvement practice quarterly



Continuous Quality Improvement Plan

Based on this report, identified areas for improvement, and proposed focus areas, describe the actions to be taken to address these.

No.	Recommendation	Desired outcome	Steps needed	Planned completion date	Person/Role responsible
1.	Initiate 2024 workplan for Te Ohu	Workplan sets scene for te Ohu focus for 2024 and delivers key outcomes	<ul style="list-style-type: none"> - Workplan devised - Regular reporting from Ako Excellence to update on progress 	1st hui 2024	Co-Chairs
2.	Add Academic Risk to the agenda	Academic Risk is noted and reported as relevant to Te Poari Akoranga	<ul style="list-style-type: none"> - Formulate a process for reporting academic risk from business units. 	Q1 2024	Ako Excellence Director
3.	Membership of Te Ohu reviewed in line with structure changes within Te Pūkenga	Membership of te Ohu is representative of new roles	<ul style="list-style-type: none"> - Review membership roles - Review current membership to that individuals align 	Q2 2024	Co-Chairs
4.	Further development of Te Kawa Maiorooro (TKM)	Te Kawa Maiorooro fully implemented for 2025. Grand parented policy removed.	<ul style="list-style-type: none"> - Utilise artefacts developed by EQF working groups - Complete the suite of policies and accompanying procedures/guidelines/templates to support TKM 	Q2 2024 Q4 2024	Ako Excellence Director and Quality Manager and team
5.	Programme development phase process in place	Develop and approve a programme development phase process for all unification	<ul style="list-style-type: none"> - Work collaboratively with Ako Solutions - Clear scope of roles defined for programme development 	Q1 2024 Q1 2024 Q2 2024	Ako Excellence and Ako Solutions Directors and their teams



			<ul style="list-style-type: none"> - Timeframes for degree development developed, agreed and communicated to the network 		
6.	Governance structures of academic matters finalised and operationalised	Governance structures are in place and operating	<ul style="list-style-type: none"> - Overview diagram of how Regional Academic Committees, Programmes Committees (local/regional/national) fit together – possible overlaps identified - Terms of Reference developed for all - All committees stood up formally 	<p>Q1 2024</p> <p>Q1 2024</p> <p>Q3 2024</p>	Ako Excellence Director and Quality Manager and team
7.	Academic Matters Decision form updated	MCDM form that increases visibility of academic matters requests	<ul style="list-style-type: none"> - Review current MCDM for academic matters - Develop flow chart for Type1/2programme changes for unified and legacy products. - Communicate change to network 	<p>Q1 2024</p> <p>Q1 2024</p> <p>Q1 2024</p>	Ako Excellence Director in collaboration with National Ako Directors
8.	Consider Continuous Quality Improvement in the Ohu	Te Ohu is regularly self-reflecting on performance	<ul style="list-style-type: none"> - Instigate self-assessment activity of Te Ohu 	Q1,2,3,4	Co-Chairs

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



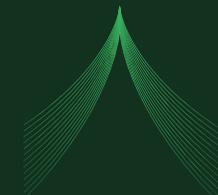
Manawa nui

We reach out and welcome in



Manawa roa

We learn and achieve together



Manawa ora

We strengthen and grow
the whole person