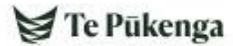


# Te Ohu Whakahaere Academic Quality - 6 November 2024



06 November 2024 11:00 AM - 01:00 PM

Agenda Topic	Presenter	Time	Page
<a href="#">Karakia tīmatanga</a>			3
1. Administration		11:00 AM-11:05 AM	6
1.1 Welcome and apologies Apologies: Carmel Haggerty, Greg Durkin			
1.2 <a href="#">Te ohu whakahaere membership 2024</a>			6
1.3 <a href="#">Register of Interests</a> Members must declare any agenda items where a conflict arises between their role as a member of Te Poari Akoranga 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.			7
1.4 <a href="#">Workplan 2024</a>			8
1.5 <a href="#">Minutes of previous meeting held 13 September 2024</a> RECOMMENDATION: THAT Te Ohu Whakahaere Academic Quality approve, as a true and accurate record, the minutes of the Te Ohu Whakahaere Academic Quality held 13 September 2024.			9
2. <a href="#">Te Ohu Whakahaere Academic Quality Self-Assessment for 2024</a> RECOMMENDATION: THAT Te Ohu Whakahaere Academic Quality: a) Receives the report titled 'Te Ohu Whakahaere Academic Quality self-assessment 2024'; b) Provides feedback on the self-assessment report; and c) Recommends to Te Poari Akoranga that it approves the self-assessment report.		11:05 AM-11:15 AM	13
3. Academic Risk			19
3.1 <a href="#">Ākongā Appeals Policy</a> RECOMMENDATION: THAT Te Ohu Whakahaere Academic Quality: a) Receives the report titled 'Ākongā Appeals Policy Review'; b) Reviews and provides feedback on the proposed changes and any additional changes to the Ākongā Appeals Policy so that these can be incorporated at the same time; and c) Notes that the proposed changes will be provided to Te Poari Akoranga for approval.		11:15 AM-11:25 AM	19
3.2 Te Kawa Maiororo Discussion on changes required for 2025	F. Moyer (co-chair)	11:25 AM-11:40 AM	

4. [Updates from Te Poari Akoranga](#) 11:40 AM-11:50 AM 31  
 RECOMMENDATION:  
 THAT Te Ohu Whakahaere Academic Quality receive the reports titled:  
 - '27 September 2024 Te Poari Akoranga hui - open portion' and  
 - '25 October 2024 Te Poari Akoranga hui - open portion'.
5. [Resolution to exclude the public](#) 35  
 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 as outlined in the agenda.
6. Administration - public excluded 11:50 AM-11:55 AM 36
- 6.1 [Minutes of previous meeting held 13 September 2024 - public excluded](#) 36  
 RECOMMENDATION:  
 THAT Te Ohu Whakahaere Academic Quality approve, as a true and accurate record, the minutes of the public excluded portion of the meeting of Te Ohu Whakahaere Academic Quality held 13 September 2024.
- 6.2 [Action List](#) 38
7. [Updates from Te Poari Akoranga - public excluded](#) 11:55 AM-12:05 PM 39  
 RECOMMENDATION:  
 THAT Te Ohu Whakahaere Academic Quality receive the reports titled  
 - '27 September 2024 Te Poari Akoranga hui - public excluded' and  
 - '25 October 2024 Te Poari Akoranga hui - public excluded'.
- [Karakia whakakapi](#) 41

Next meeting: 11am, 19 February 2025

# 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 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.



## 2024 Karakia Lead Schedule - TOW Quality

As at 2 October 2024

### Te Ohu Whakahaere Academic Quality

Meeting dates	Name
<i>Fri 13 September</i>	<i>Carmel Haggerty</i>
<i>Wed 9 October</i>	<i>Greg Durkin</i>
<i>Wed 6 November</i>	<i>Gianetta Lapsley</i>
<i>2025</i>	<i>Sue Roberts</i>
<i>2025</i>	<i>Joan Taylor</i>
<i>2025</i>	<i>Caroline Terpstra</i>
<i>2025</i>	<i>Fiona Campbell</i>
<i>2025</i>	<i>Deb Young</i>
<i>2025</i>	<i>Fionna Moyer</i>

## Schedule D

### Sub-Delegations from Te Poari Akoranga

Te Poari Akoranga may formally sub-delegate specific tasks and/or responsibilities to nominated groups, committees and/or ohu whakahaere. This schedule will be updated each time a power is sub-delegated. All sub-delegated authority must be exercised in accordance with the purpose of Te Poari Akoranga as set out in the Terms of Reference as updated from time to time. In sub-delegating authority, Te Poari Akoranga requires:

- i) Any policies related to the responsibilities are approved by Te Poari Akoranga;
- ii) Major decisions made by the body receiving the sub-delegation are reported to Te Poari Akoranga through reporting template.

Ref	Subject	Description	Sub-delegation
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.	<b>Te Ohu Whakahaere Academic Quality Co-Chairs</b> To approve minor changes to academic procedures, within academic policy.

**Te Ohu Whakahaere Academic Quality**

Name	Role	Meeting dates
Deb Young	Co-Chair	<del>Thurs 7 March</del>
Fionna Moyer	Co-Chair	<del>Wed 3 April</del>
Fiona Campbell	Member	<del>Wed 8 May</del>
Greg Durkin	Member	<del>Fri 17 May – e-meeting</del>
Carmel Haggerty	Member	<del>Wed 5 June</del>
Gianetta Lapsley	Member	<del>Wed 17 July</del>
Sue Roberts	Member	<del>Wed 7 Aug – cancelled</del>
Joan Taylor	Member	<del>Fri 13 September</del>
Caroline Terpstra	Member	Wed 9 October
		Wed 6 November



# Te Ohu Whakahaere Academic Quality Register of Interests

**As at 2 September 2024**

Name	Interest	Nature of Interest
<b>Deborah Young</b> Co-Chair	Te Pūkenga	Director Ako Excellence
	Ara Institute of Canterbury	<ul style="list-style-type: none"> <li>- Ako Excellence Director</li> <li>- Chair, Academic Committee</li> <li>- Member of Programme Assurance Committee               <ul style="list-style-type: none"> <li>o Member of Research, Rangahau and Postgraduate Committee</li> </ul> </li> </ul>
<b>Fionna Moyer</b> Co-Chair	Waikato Institute of Technology	Quality Specialist
<b>Carmel Haggerty</b> Member	Whitireia and WelTec	Head of School, Te Kura Hauora
	External monitor	<ul style="list-style-type: none"> <li>- NMIT – Bachelor of Nursing</li> <li>- WITT – Bachelor of Nursing</li> <li>- WINTEC – Bachelor of Nursing</li> </ul>
<b>Caroline Terpstra</b> Member	Otago Polytechnic	Director, Academic Excellence   Te Kaihāpai
<b>Fiona Campbell</b> Member	Manukau Institute of Technology	Academic Quality Assessor
	Chester Grey Chartered Accountants	<ul style="list-style-type: none"> <li>- Shareholder</li> <li>- Director</li> </ul>
<b>Gianetta Lapsley</b> Member	UCOL	Executive Director Quality and Academic Assurance
<b>Greg Durkin</b> Member	BCITO	Director
<b>Joan Taylor</b> Member	NorthTec	Academic Registrar
<b>Sue Roberts</b> Member	Connexis   Infrastructure Training and EarnLearn	Group Manager, Learning Solutions

Te Ohu Whakahaere Academic Quality - 6 November 2024 - Administration

Te Ohu Whakahaere Academic Quality	Monthly	Thur 7 Mar	Wed 3 Apr	Wed 8 May	Wed 5 June	Wed 10 Jul	Fri 13 Sept	Wed 9 Oct	Wed 6 Nov
Te Ohu Whakahaere Terms of Reference review									
Review workplan for 2024									
Review membership of Te Ohu in line with structure changes within Te Pūkenga									
Entry Requirements project document									
Review of draft Entry Requirements									
Review of degree monitoring resources									
Policy reviews 2024									
Other projects				Reporting template, approval process					
Review Generative AI Position Statements									
Assurance Reporting template for Unified Programmes									
Review policies to support Te Kawa Maiororo									
Develop approval process and templates									
Finalise L1-6 Programme Approval and Accrediation document									
Review any self-assessment activity from NZQA									
Monitoring Reports							BAccounting		
Academic Risk									
2025 meeting dates									
Self assessment for 2024									
Working groups update									
Ako Excellence Director updates									
Review Academic Matters Decision form (as required)									
Review governance and operational structures of academic matters (as required)									



## Minutes for Te Ohu Whakahaere Academic Quality - 13 September 2024

13/09/2024 | 11:00 AM - Auckland, Wellington New Zealand Standard Time

Online via MS Teams

### Attendees (5)

Fionna Moyer; Carmel Haggerty; Fiona Campbell; Gianetta Lapsley; Sue Roberts

### Apologies:

Carolyn Terpstra, Greg Durkin, Joan Taylor, Deborah Young.

**In attendance:** Louise Courtney (Governance Advisor, minutes)

### Karakia tīmatanga

The meeting opened with karakia lead by C. Haggerty at 11:03am.

### 1.0 Administration

#### 1.1 Welcome and apologies

Apologies for absence were received from D. Young, J. Taylor, G. Durkin, and C. Terpstra.

#### 1.2 Te ohu whakahaere membership 2024

Te Ohu noted Te Ohu whakahaere membership 2024.

#### 1.3 Register of Interests

Te Ohu noted the Register of Interests.

#### 1.4 Workplan 2024

Te Ohu noted the Workplan for the remainder of the year.

#### 1.5 Minutes of previous meeting held 17 July 2024

#### **RESOLVED: (G. Lapsley /C. Haggerty)**

*THAT Te Ohu Whakahaere Academic Quality approve, as a true and accurate record, the minutes of the Te Ohu Whakahaere Academic Quality held 17 July 2024 subject to the following changes:*

- *ensure F. Campbell attendance is noted; and*
- *correction that Educational Quality Forum should be Education Quality Forum.*

#### **CARRIED**



## 2.0 Monitoring Report - Bachelor of Accounting

Te Ohu received a verbal update from F. Moyer, in her role as Quality Specialist at Wintec, on the first monitoring visit from the New Zealand Qualifications Authority (NZQA) for the Bachelor of Accounting, which is the first Te Pūkenga unified programme to have a monitoring visit. Te Ohu noted the following key points:

- Fifteen business days to organise the visit was insufficient, especially given the large number of Business Divisions (BDs) involved. More lead time for future visits will be required, for example a possible Midwifery degree visit.
- The impact of disestablishment on the degree programme was a major focus of discussion, though there were no clear answers until the new structure for vocational education is confirmed.
- NZQA monitors suggested providers notify NZQA if they no longer wish to provide the programme, however, Te Pūkenga believed this is a matter to be determined internally.
- There was a lack of focus on individual delivery approaches within BDs during the visit, as the emphasis was placed on the unified programme, so the opportunity to showcase unique delivery methods within individual BDs was missed.

## 4.0 2025 Meeting Dates

Te Ohu noted the move to a bi-monthly schedule in 2025, and that extra meetings can be held if required.

**RESOLVED: (S. Roberts /F. Campbell)**

*Te Ohu Whakahaere Academic Quality:*

- a) Receives the report titled 'Proposed dates 2025';*
- b) Provides feedback on the draft meeting dates for 2025; and*
- c) Recommends to Te Poari Akoranga that it approves the meeting dates for 2025.*

**CARRIED**

## 5.0 Update to Terms of Reference

**RESOLVED: (F. Campbell /C. Haggerty)**

- a) Receives the report titled 'Te Ohu Whakahaere Academic Quality Terms of Reference';*
- b) Considers whether any additional changes are required to its Terms of Reference; and*
- c) Recommends to Te Poari Akoranga that it approves the revised Terms of Reference.*

**CARRIED**



### 3.0 National Programme Committee Terms of Reference

Te Ohu provided the following feedback on the proposed changes to the National Programme Committee TORs, the governing committee for the relevant unified programme:

- With the proposed changes to the Appeals process, unified programmes will need a pathway for escalating programme-related appeals. Te Ohu identified that the National Programme Committee (NPC) is the appropriate body to receive such appeals and therefore needs to be included in the TORs.
- An alignment of moderation processes is required for the differing delivery schedules of various BDs to ensure consistency across the national network.
- There are varying interpretations of what a "unified" programme entails, ranging from complete unification to allowing local/regional variations. The Executive Leadership will ensure adherence to current legislation.
- The Terms of Reference (TORs) should be updated to clarify that the NPC is responsible for Unified Programmes of Study (POS) not Programmes of Industry Training (PITs). The TORs are not intended to replace legacy PC TORs.
- Te Ohu suggested representation on the NPC should be sought from key groups rather than appointments based solely on skills. The TORs require further consideration once the full membership is in place to ensure alignment with its evolving role.
- Membership for the NPC may need to include Māori, Pacific, and Disabled representation. However, this could also be addressed at the Business Division level through their respective academic committees.

Te Ohu Whakahaere Co-Chairs will update the TORs based on the additional feedback and approve this as per their delegation.

### 7.0 Updates from Te Poari Akoranga

**RESOLVED: (C. Haggerty /S. Roberts)**

*THAT Te Ohu Whakahaere Academic Quality:*

- a) Receives minutes of the Te Poari Akoranga meeting held 26 July 2024 - open portion; and*
- b) Receives the report titled '30 August 2024 Te Poari Akoranga hui - open portion'.*

**CARRIED**

### 8.0 Resolution to exclude the public

**RESOLVED: (G. Lapsley /S. Roberts)**

*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>9.0</b>	<b>Administration – public excluded</b>	
9.1	Minutes of hui held 17 July 2024 - public excluded	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
9.2	Action List	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
<b>10.0</b>	<b>Update from Te Poari Akoranga – public excluded</b>	
10.1	26 July 2024 meeting minutes - public excluded portion	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
10.2	30 August 2024 meeting summary - public excluded portion	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
<b>11.0</b>	<b>Academic Risk</b>	Section 9(2)(g)(ii) OIA

#### Interests

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)(i) OIA	To enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.

#### **CARRIED**

#### **Karakia whakakapi**

The meeting closed with karakia lead by C. Haggerty at 12:00pm.



## Tā Te Pūkenga Komiti Pūrongo

### Te Ohu Whakahaere Academic Quality Report

6 November 2024

<b>Title</b>	Te Ohu Whakahaere Academic Quality self-assessment 2024
<b>Provided by</b>	Deborah Young, and Fionna Moyer, co-chairs Te Ohu Whakahaere Academic Quality
<b>Author</b>	Louise Courtney, Governance Advisor
<b>For</b>	Recommendation to Te Poari Akoranga

### Te Taunaki | Recommendation(s)

It is recommended that Te Ohu Whakahaere Academic Quality:

a)	Receives the report titled ‘Te Ohu Whakahaere Academic Quality self-assessment 2024’;
b)	Provides feedback on the self-assessment report; and
c)	Recommends to Te Poari Akoranga that it approves the self-assessment report.

### Te Tāhuhu Kōrero | Background

Te Ohu Whakahaere Academic Quality (Te Ohu) is a sub-committee of Te Poari Akoranga, the Academic Board of Te Pūkenga, established by Te Poari under delegation from Te Pūkenga Council. Its purpose is to:

- (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 reviewing and recommending to Te Poari Akoranga approval of policies relating to delivery, learning and learners and operating procedures.

### Ngā Kōwhiringa me Te Tātaringa | Options and analysis

#### Delegations

Te Poari Akoranga may formally sub-delegate specific tasks and/or responsibilities to nominated groups, committees and/or ohu whakahaere. All sub-delegated authority must be exercised in accordance with the purpose of Te Poari Akoranga as set out in the Terms of Reference as updated from time to time. In sub-delegating authority, Te Poari Akoranga requires:

- i. Any policies related to the responsibilities are approved by Te Poari Akoranga;
- ii. Major decisions made by the body receiving the sub-delegation are reported to Te Poari Akoranga through its reporting template.

The following table summarises the quality assurance sub-delegations which Te Ohu exercised during 2024.



Description	Details of exercise of delegation
<p><b>Te Ohu Whakahaere Academic Quality Co-Chairs</b></p> <p>To approve minor changes to academic procedures, within academic policy</p>	<ul style="list-style-type: none"> <li>• Approved minor changes to Te Kawa Maioorooro (7 March 2024)</li> <li>• Approved minor changes to the National Programme Committee Terms of Reference (13 September 2024)</li> </ul>

## Membership

At the start of 2024, there were ten members of Te Ohu; Deborah Young, Fionna Moyer, Fiona Campbell, Greg Durkin, Carmel Haggerty, Gianetta Lapsley, Sue Roberts, Joan Taylor, Caroline Terpstra, and Malama Saifoloi. Following the resignations of Malama Saifoloi on 3 May, there are now nine members. No further appointments have been made to Te Ohu in 2024.

This is made up of seven members from former ITP business divisions, and two from work-based learning business divisions.

### ***Attendance at meetings which achieved quorum (including e-meetings)***

- 1 member attended 100% (7 meetings)
- 3 members attended 86% (6 meetings)
- 3 members attended 71% (5 meetings)
- 2 members attended 57% (4 meetings)
- 1 member, who resigned during the year, did not attend any meetings prior to their resignation.

## Hui

Including the meeting at which this report is presented, Te Ohu has met seven times in 2024. In addition, it has held one e-meeting. Te Ohu has met its quorum for each of its scheduled meetings.

## Summary of activities

Over 2024, Te Ohu considered the impact of the disestablishment on its mahi. The Ohu reviewed and discussed the outcomes of multiple projects begun in 2023 to determine what could be recommended to Te Poari Akoranga for approval and what could be released to the network as a resource. The Ohu provided a good forum for discussion and feedback to support the mahi of the Ako Excellence Director as well as continuing to monitor activities across the network such as NZQA monitoring of level 1-6 programmes and NZQA self-assessment.

### *Leadership in academic evaluation and quality assurance*

Te Ohu has:

- Reviewed Generative AI Position Statements
- Approved the Assurance Reporting Template for Unified Programmes (10 July)
- Approved the Levels 1-6 Programme Approval and Accreditation template (10 July)
- Developed approval process and templates (10 July)
- Reviewed self-assessment activity from NZQA (13 September)
- Reviewed monitoring reports (13 September)
- Discussed and supported, as an Ohu, all decisions made by the co-chairs under delegation



### *Quality improvement*

Te Ohu has had oversight and monitoring of the consistent application of the quality assurance systems, including reviewing and recommending to Te Poari Akoranga approval of policies relating to delivery, learning and learners, and operating procedures through:

- Approval of the update and release of the Entry Requirements Framework to the Te Pūkenga network as a resource (3 April)
- Approval of Degree Monitoring resources being distributed across the Te Pūkenga network (3 April)
- Approval of minor updates to the following national policies (4 April 2024):
  - Te Pūkenga Assessment Policy
  - Te Pūkenga Moderation Policy
  - Te Pūkenga Continuous Quality Improvement Policy

### ***Other topics that Te Ohu considered include:***

- Reviewed membership of Te Ohu in line with structure changes within Te Pūkenga (7 March)
- Working groups update (annual)

### ***Changes throughout the year***

Given the disestablishment, there were fewer decisions made in 2024 than in previous years; however, there were many and varied discussions about each item listed below with the majority being presented to the Ohu on more than one occasion.

### ***Continuous improvement***

An assessment against the 2024 continuous improvement plan is included in Appendix 1. Throughout the year, Te Ohu has identified the following areas for improvement, which have informed the 2025 continuous improvement plan in Appendix 2.

Proposed focus areas for 2025:

- Monitoring quality assurance during the transition away from a central organisation
- Outcome of VET consultation may require additional focus areas
- Outcomes of the NZQA Quality Assurance Framework consultation

### **Review of the terms of reference**

As a result of this self-assessment the terms of reference have been reviewed by staff, which recommends that no further changes are required at this time.

## **Ngā Tāpiritanga | Appendices**

**Appendix 1:** Assessment against 2024 continuous improvement plan

**Appendix 2:** Draft 2025 continuous improvement plan



## Continuous Quality Improvement Plan for 2024

No.	Recommendation	Desired outcome	Steps needed	Planned completion date	Person/Role responsible	Status
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"> <li>- Workplan devised</li> <li>- Regular reporting from Ako Excellence to update on progress</li> </ul>	1st hui 2024	Co-Chairs	Achieved Updated as required throughout the year.
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"> <li>- Formulate a process for reporting academic risk from business units.</li> </ul>	Q1 2024	Ako Excellence Director	Achieved Standing item on agenda and included in reporting template from Local Academic Committees
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"> <li>- Review membership roles</li> <li>- Review current membership to that individuals align</li> </ul>	Q2 2024	Co-Chairs	Not achieved Due to the changes announced to vocational education, membership did not need to be reviewed.
4.	Further development of Te Kawa Maiooro (TKM)	Te Kawa Maiooro fully implemented for 2025. Grand parented policy removed.	<ul style="list-style-type: none"> <li>- Utilise artefacts developed by EQF working groups</li> <li>- Complete the suite of policies and accompanying procedures/guidelines/templates to support TKM</li> </ul>	Q2 2024 Q4 2024	Ako Excellence Director and Quality Manager and team	Not achieved Due to the changes announced to vocational education, Te Kawa Maiooro repackaged for release to the Te Pūkenga network as a resource.
5.	Programme development phase process in place	Develop and approve a programme development phase	<ul style="list-style-type: none"> <li>- Work collaboratively with Ako Solutions</li> <li>- Clear scope of roles defined for programme development</li> </ul>	Q1 2024 Q1 2024	Ako Excellence and Ako Solutions Directors and their teams	Not achieved Te Ohu supported the Ako Excellence Director by providing feedback on the changes to the



No.	Recommendation	Desired outcome	Steps needed	Planned completion date	Person/Role responsible	Status
		process for all unification	- Timeframes for degree development developed, agreed and communicated to the network	Q2 2024		Matters for Central Decision Making.
6.	Governance structures of academic matters finalised and operationalised	Governance structures are in place and operating	<ul style="list-style-type: none"> <li>- Overview diagram of how Regional Academic Committees, Programmes Committees (local/regional/national) fit together – possible overlaps identified</li> <li>- Terms of Reference developed for all</li> <li>- All committees stood up formally</li> </ul>	Q1 2024  Q1 2024  Q3 2024	Ako Excellence Director and Quality Manager and team	Achieved  While not as originally intended, new governance structures have been set up. Reporting templates have been created for Local Academic Committees and TORs approved for NPCs.
7.	Academic Matters Decision form updated	MCDM form that increases visibility of academic matters requests	<ul style="list-style-type: none"> <li>- Review current MCDM for academic matters</li> <li>- Develop flow chart for Type1/2 programme changes for unified and legacy products.</li> <li>- Communicate change to network</li> </ul>	Q1 2024  Q1 2024  Q1 2024	Ako Excellence Director in collaboration with National Ako Directors	Achieved  But on-going changes as the network evolves post-disestablishment.
8.	Consider Continuous Quality Improvement in the Ohu	Te Ohu is regularly self-reflecting on performance	- Instigate self-assessment activity of Te Ohu	Q1,2,3,4	Co-Chairs	Achieved



**DRAFT Continuous Quality Improvement Plan for 2025**

No.	Recommendation	Desired outcome	Steps needed	Planned completion date	Person/Role responsible
1)	Monitoring quality assurance during the transition away from a central organisation				
2)	Outcome of VET consultation may require additional focus areas				
3)	Outcomes of the NZQA Quality Assurance Framework consultation				



## Tā Te Pūkenga Komiti Pūrongo

### Te Pūkenga Te Ohu Whakahaere Academic Quality Report

6 November 2024

<b>Title</b>	<b>Ākonga Appeals Policy Review</b>
<b>Provided by</b>	Adele McLean and Dell Raerino, co-chairs Te Ohu Whakahaere Appeals
<b>Author</b>	Louise Courtney, Governance Advisor
<b>For</b>	Review

### Te Taunaki | Recommendation(s)

It is recommended that Te Ohu Whakahaere Academic Quality:

a)	Receives the report titled 'Ākonga Appeals Policy Review';
b)	Reviews and provides feedback on the proposed changes and any additional changes to the Ākonga Appeals Policy so that these can be incorporated at the same time; and
c)	Notes that the proposed changes will be provided to Te Poari Akoranga for approval.

### Te pūtake o tēnei pūrongo | Purpose of this report

The purpose of this report is for Te Ohu Whakahaere Academic Quality (Te Ohu Quality) to review and provide feedback on the proposed amendments to the Ākonga Appeals Policy (the Policy).

### Te Tāhuhu Kōrero | Background

At the July meeting of Te Poari Akoranga (Poari) Te Ohu Whakahaere Appeals (Te Ohu Appeals) raised its reducing membership and the impact on its ability and capacity to review appeals. Te Poari supported a transition of responsibility to receive and assess appeals from Te Ohu Appeals to the Regional Executive Directors from the start of 2025. Te Poari made clear its expectation that Te Ohu should continue with its governance function to receive reports on appeals activities to identify trends, as well as support the transition of the process including providing guidelines, forms and templates.

Te Ohu Appeals provided feedback to Poari on the proposed transition back to business divisions, noting that policies and processes were not in place when Te Ohu Appeals was established making their ability initially manage appeals difficult.

At its August meeting Te Poari clarified that Regional Executive Directors would become the final appeal body before going to the ombudsman, noting that changes to the Appeals Policy and Te Kawa Maiooro would be required.

Te Ohu Appeals co-chairs have proposed changes to the Policy for review by Te Ohu Whakahaere Academic Quality and will incorporate these changes for approval by Poari at its November meeting. The changes proposed reflect a transition of responsibility of appeals back to business divisions.



## **Ngā Kōwhiringa me Te Tātaritanga | Options and analysis**

Marked up changes to the Policy are outlined in Appendix 1, Te Ohu should consider whether any other changes are required so these can be incorporated at the same time.

## **Te Ahunga Ki Mua | Next steps**

Feedback on the Policy will be provided to Te Ohu Whakahaere Appeals to discuss and review at its meeting on 18 November 2024.

Any further changes to the Policy will be incorporated prior to being presented to Poari for approval at its meeting of 29 November 2024, including how communicating the change to Te Pūkenga network.

## **Ngā Tāpiritanga | Appendices**

**Appendix 1:** Proposed changes to the Ākonga Appeals Policy (tracked changes)



# Kaupapa-here | Ākonga Appeals Policy

## Mō wai me te whānuitanga | Audience and scope

This national policy applies to:

- a) Any appealable decision, action, or omission process made by Te Pūkenga in relation to ākonga.
- b) Appealable decisions include:
  - i) The outcome of an academic complaint or academic integrity matter or review process
  - ii) The outcome of a non-academic complaint
  - iii) The outcome of a postgraduate research or scholarship decision
  - iv) The outcome of an ākonga breach of discipline decision.

## Mokamoka whakaaetanga | Approval details

<b>Version number</b>	24.1	<b>Issue date</b>	1 January 2023
<b>Approval authority</b>	Te Poari Akoranga	<b>Date of approval</b>	
<b>Policy sponsor (has authority to make minor amendments)</b>	Ako Excellence Director	<b>Policy owner</b>	DCE Academic Centre and Learning Systems
<b>Category</b>	Academic	<b>Date of next review</b>	November 2024
<b>Contact person</b>	Chair, Te Ohu Whakahaere Appeals		

## Ngā whakatikatika | Amendment history

Version	Effective date	Created/reviewed by	Reason for review/comment
23.1	1 January 2023	Academic Delivery & Innovation	First published
24.1	3 April 2024	Te Pūkenga Quality	Annual Review



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## Kaupapa-here | Ākonga Appeals Policy

### 1. Pūtake | Purpose

The purpose of this policy is to ensure that ~~Te Pūkenga~~ **all business divisions** -ākonga have access to an appeal process that is timely, conducted fairly, effectively, consistently, and in a manner that is culturally appropriate to the ākonga, following the principles of natural justice.

### 2. Ngā Mātāpono | Principles

- 2.1. The appeals policy follows the principles of natural justice.
- 2.2. Ākonga are entitled to culturally appropriate approaches that consider traditional processes for raising and resolving issues.
- 2.3. Appeals are resolved in a timely and consistent manner.
- 2.4. Ākonga are treated with respect, fairly, and without bias.
- 2.5. All parties are entitled to an advocate and support at all steps in the appeals process.
- 2.6. Every person affected by this policy has the right to a copy of this policy and procedures and any other information as needed to clarify any point or process.
- 2.7. All parties directly affected by the appeal are kept regularly informed of the progress of the appeal, given an opportunity to respond to the findings and entitled to the decision in writing

### 3. Kaupapa Here | Policy Statements

#### 3.1. Timeframe

- a) An appeal must be lodged within seven working days of appellant being advised of an appealable decision.
- b) In exceptional circumstances, and with the approval of the delegated authority, an appeal may be received later than seven working days.

#### 3.2. Grounds for an appeal

- a) To make an appeal one of the following grounds must be established:

Subject Matter	Grounds for Appeal
Appeal against an academic complaint or academic integrity or review process decision	Establish one of the following grounds to appeal: a) There is new information which has a bearing on the matter, and which was previously unavailable (and could not reasonably have been made available at the time the disputed decision was made) <b>OR</b> b) There was a flaw in the process relating to the decision the ākonga seeks to appeal.
Appeal against a non-academic complaint decision.	
Appeal against a Postgraduate Research and Scholarships Committee decision.	
Appeal against an ākonga breach of discipline decision	a) That the procedure used for investigating or resolving the Prohibited Conduct was unfair or biased, <b>OR</b> b) That the decision of the Investigator could not reasonably be sustained on the evidence, <b>OR</b>



Subject Matter	Grounds for Appeal
	c) That significant new evidence which was not previously available has become available since the investigation which could have a material effect on the decision made or the penalty imposed, <b>OR</b> d) That the disciplinary action/s taken were out of proportion to the nature of the breach of discipline and the full circumstances of the case.

3.3. Advocacy and Support

- a) In making an appeal, the ākongā:
  - i. Should seek support from the business division Ākongā Support teams or independent advocates for all steps in the process.
  - ii. Must complete a Notice of Appeal form (refer Appendix 1 of this policy).

3.4. Receipt of Appeal

- a) When the Notice of Appeal is received, the appeal will be registered on the [Business Division's Ākongā Appeals Register](#) and the grounds for appeal assessed [in accordance with the Business Division's Appeal policy by a delegated Appeals Panel member.](#)
- b) Where the grounds for appeal have been satisfied
  - ~~i. the Notice of Appeal is acknowledged by the Business Division's Appeals Officer-Committee Chair/secretary or equivalent, within three working days including advice on the next steps in the process. the Notice of Appeal is acknowledged by the Appeals Officer-Committee Chair/secretary within three working days including advice on the next steps in the process.~~
  - ~~ii.~~ This formal acknowledgement of receipt of the Notice of Appeal is sent to the appellant and any support person/s and/or advocate noted in the Notice of Appeal and will include advice on the next steps in the process.
  - ~~iii.~~ Where the grounds for appeal have not been satisfied, the appellant and any support person/s and/or advocate are notified of the decision and reasons within ten working days.

3.5. Convening Appeal Panel

- a) Appeals relating to academic matters may be considered by the relevant academic committee, e.g., a programme committee, or an Appeals Panel.
- b) Appeals relating to non-academic matters or breaches of discipline are considered by an Appeals Panel.
- c) The Appeals Panel is established by the relevant business division and consists of kaimahi with knowledge and experience of appeals processes. Membership is determined by the nature of the decision being appealed and the cultural, disability, or other needs of the appellant.
- d) The membership of each Appeals Panel must also consider any Professional or Regulatory Body representation requirements.
- e) The Appeals Panel decides who amongst them will Chair the appeal Inquiry.

3.6. The Appeal Inquiry

- a) The Appeal Inquiry is conducted following the process set out in Appendix 2 of this policy.

3.7. The Appeal Decision

- a) The Chair of the Appeals Panel informs the appellant and their support person/s and/or advocate in writing, within five working days from the Panel Inquiry of the Appeals Panel's decision. The decision will also inform the appellant of their right to further appeal.



3.8. Right to Further Appeal

- ~~a) Appellants have the right to further appeal the Appeal Panel’s decision to Te Ohu Whakahaere Appeals, a subcommittee of Te Poari Akoranga, Te Pūkenga Academic Board.~~
- ~~b) Appellants apply in writing to the Chair of Te Ohu Whakahaere Appeals within seven working days of receiving the Appeals Panel’s decision. A copy of the Appeals Panel’s decision and support evidence is attached, and the appeal submitted to the Appeals Officer.~~
- ~~c) Te Ohu Whakahaere Appeals Officer refers the appeal to the Chair of the Ohu Whakahaere Appeals who reviews the appeal and decides on the appropriate procedure to deal with the appeal, including whether to hold an Inquiry or not.~~
- ~~d) Te Ohu Whakahaere Appeals Officer acknowledges receipt of the appeal and advises the appellant of the procedure and/or timeframe within five working days of receiving the appeal from the appellant.~~
- ~~e) If an Inquiry is required, it will be held as soon as is practicable and the appellant has the right to attend, to make submissions, and be supported by a support person/s and/or advocate.~~
- ~~f) The Chair of Te Ohu Whakahaere Appeals informs the appellant and their support person/s and/or advocate in writing of Te Ohu Whakahaere Appeals’ decision as soon as is practicable. If an Inquiry is held, the decision will be released within five working days of the Panel Inquiry.~~

a) The decision of Te Ohu Whakahaere Business Division Appeals Panel Appeals is final. There is no further internal appeal process available. The decision document informs the appellant of their right to refer the matter to an external organisation such as the Human Rights Commission, the Ombudsman Office, or NZQA.

1. A Business Division appeals policy may allow for a further appeal to be submitted to a Regional Executive Director for a final decision. Beyond this there is no further internal appeal process available. The decision document informs the appellant of their right to refer the matter to an external organisation such as the Human Rights Commission, the Ombudsman Office, or NZQA.

~~The decision of Te Ohu Whakahaere Business Division Appeals Panel Appeals is final. There is no further internal appeal process available. The decision document informs the appellant of their right to refer the matter to an external organisation such as the Human Rights Commission, the Ombudsman Office, or NZQA.~~

3.9. Documentation, records, and reporting

- ~~a) The delegated committee receives a summary of appeals and the outcomes four times a year.~~
- ~~a)~~
- ~~b) Institutional improvements or corrective actions identified as part of the appeal’s Inquiry or process will be added to the business division’s Continuous Quality Improvement plan and reported to Te Ohu Whakahaere Quality. The appeals panel. The appropriate delegated authority within the Business Division (i.e. Head of Student Services, Head of Academic Quality) Institutional improvements or corrective actions identified as part of the appeal’s Inquiry or process will be added to the business division’s Continuous Quality Improvement plan and reported to Te Ohu Whakahaere Quality. The appeals panel.~~

~~e/b)~~

4. Ngā Haepapa | Responsibilities

Role	Responsibilities
Appellant (Ākonga)	Attend Inquiry (if required) Participate in good faith



Role	Responsibilities
	Provide any further information required by the Appeals Panel
Advocate	Work with appellant to ensure culturally appropriate format for Inquiry. Read all documentation prior to the Inquiry. Offer guidance to appellant throughout all stages of the appeal
Chair of Appeals Panel	Establish date, time, venue, and format, including culturally appropriate approaches, of Appeals Panel Inquiry Determine appropriate members of Appeals Panel Chair the panel Communicate outcome of appeal to all parties within a specified timeframe
Appeals Panel	Be available to determine whether grounds of appeal are sufficient to proceed Receive and read all documentation related to the appeal Make any subsequent improvements/quality recommendations to appropriate departments
Appeals Officer or delegated function within business division	Receive the Notice of Appeal Log the appeal on the Appeals Register Forward the Notice of Appeal to the delegated Appeals Panel member to determine whether grounds of appeal are sufficient to proceed to an Inquiry. Notify all parties of date, time, venue, and format of Inquiry. Receive Appeal of the Decision and liaise with and forward all documentation to the <a href="#">Ohu Whakahaere Appeals secretary Appeals panel</a> Manage documentation and reporting
Appeals Co-ordinator or delegated function within business division	Collate all documentation for the Panel Inquiry, including the original decision document on which the appeal is based. Provide additional documentation required by the Panel Attend and minute the Inquiry

## 5. Ngā Tikanga | Definitions

Term	Definition
Appeal	A request to review a decision, made by <a href="#">Te Pūkenga the business division</a> , that relates to or impacts on an ākonga
Appealable decision	A decision made in response to a review process or complaint or disciplinary matter
Appellant	Ākonga who has submitted an appeal of any appealable decision, action, or omission made by <a href="#">Te Pūkenga the business division</a> .
Advocate	The person who assists the ākonga by being present and guiding them through the process. The role will normally include observing that the process is followed, and/or advising the ākonga regarding process and option.  An Advocate will be an Ākonga Advocate, Ākonga Advisor, or their nominee; or any person nominated by the student.

## 6. Ngā Hononga ki Tuhinga kē | Links to Other Documents



**Ngā Kaupapa-Here e Hāngai ana | Related policies**

Business Division Code of Conduct, Learner Statute, and Breach of Discipline procedures

Te Kawa Maiorooro

Te Pūkenga Concerns and Complaints Policy

Te Pae Māhutonga (Wellness Framework)

Code of Practice for the Pastoral Care of Tertiary and International Learners

**Ngā Tukanga me ngā Hātepe | Processes, procedures**

Business division concerns and complaints procedures

**Ture whai take | Relevant legislation**

Bill of Rights Act 1990

Human Rights Act 1993

Privacy Act 2020



Appendix 1: Notice of Appeal

[online form]

<b>Name</b>	
<b>Ākonga ID number</b>	
<b>Email address</b>	
<b>Phone</b>	
<b>Address</b>	
<b>Preferred Contact Method</b> (Email, phone, mobile, other)	
<b>Programme of Study or Qualification</b>	
<b>Te Pūkenga Business Division</b>	
<b>Describe the details of your Appeal</b>	
<b>Identify the grounds on which you are making this appeal</b>	



<b>Please describe how you have already tried to resolve this appeal</b>	
<b>Please describe how you think your appeal can be resolved (outcome sought)</b>	
<b>Identify the support person/s and/or advocate assisting you in making this appeal</b> <b>(Name and contact details)</b>	
<b>Identify any other person/s assisting you</b> <b>(Name and contact details)</b>	
<b>Documentation (uploaded)</b>	



## Appendix 2: The Appeal Inquiry

The nominated Chair for each Appeals Inquiry will in line with the business division appeals policy will:

- Establish a date, time, venue, and format for the Inquiry which is convenient for all parties and within seven working days of receipt of Notice of Appeal. Any timeframe over the seven working days to be notified to all parties.
- Inform the ākonga of their rights to appear at the Inquiry, being supported by their chosen support person/s, use an advocate to speak on their behalf, request an interpreter, and to request Māori or other representation at the Inquiry. The ākonga may also choose not to appear as all documentation/evidence material has been provided.
- Ensure all parties have the same documentation at the Inquiry. This includes the Notice of Appeal and accompanying documentation and the appealable decision under appeal.
- Additional material may be provided at the Inquiry if all parties are given a reasonable opportunity to consider the material and there is an agreement in the panel to allow additional material not previously available.
- The Inquiry is an open and consultative event attended by all parties to hear each other's explanations.
- If agreement/consensus is reached by all parties at any stage in the Inquiry, the Inquiry may be vacated.
- Determine the order of the proceedings and time limits for each participant's speaking at the Inquiry.
- Provide for all members of the Panel to ask relevant questions, including the background to and reasons for the Appealable decision.
- At the time of the deliberation, all parties not on the Inquiry Panel, be asked to leave the meeting.
- Ask all the Panel members to consider all evidence and make decision.
- Invite all other parties back into the Panel Inquiry to be informed of the decision with no further recourse to discussion or questions.
- Advise the ākonga of the next steps in the process.



## Tā Te Pūkenga Komiti Pūrongo

### Te Pūkenga Te Ohu Whakahaere Academic Quality Report

9 October 2024

<b>Title</b>	27 September 2024 Te Poari Akoranga hui – open
<b>Provided by</b>	Deborah Young, and Kieran Hewitson, co-chairs Te Poari Akoranga
<b>Author</b>	Louise Courtney, Governance Advisor
<b>For</b>	Information

### Te Taunaki | Recommendation(s)

It is recommended that Te Ohu Whakahaere Academic Quality:

a)	Receives the report titled '27 September 2024 Te Poari Akoranga hui – open'
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### Te Tāhuhu Kōrero | Background

Te Poari Akoranga | The Academic Board (Te Poari) met on 27 September 2024 online via Microsoft Teams. Linda Aumua and Adele McLean provided apologies for the meeting. The summary below provides an overview of some key discussions and decisions by Te Poari during the open portion.

#### Te Ohu Whakahaere Academic Quality

Te Poari approved:

- 2025 meeting dates for Te Ohu Whakahaere Academic Quality, which align with Te Poari 2025 meeting dates
- revised Terms of Reference (TORs) for Te Ohu Whakahaere Academic Quality to incorporate the changes to the sub-delegations from Te Poari.

#### *Monitoring visit for Bachelor of Accounting*

Te Poari noted the questions from the New Zealand Qualifications Authority (NZQA) at the first monitoring visit of the Bachelor of Accounting had a greater focus on the disestablishment of Te Pūkenga and accreditation criteria rather than the delivery of the programme.

#### *National Programme Committee (NPC) Terms of Reference*

Te Poari discussed the proposed TORs for National Programme Committees and provided guidance to the Ako Excellence Director on further development of these for approval.

#### Te Ohu Whakahaere Appeals

Te Poari approved revised TORs for Te Ohu Whakahaere Appeals to incorporate the changes to the sub-delegations from Te Poari and noted the resignation of member Lulu Lutui.

#### Te Ohu Whakahaere Approvals

Te Poari noted the resignation of member Rose Marsters.



Te Poari discussed the volume and quality of Programme Approval and Accreditation (PAA) being reviewed by Te Ohu, noting NZQA deadlines affected when programmes were submitted to Te Ohu.

Te Poari discussed whether programmes being submitted were also being delivered at other business divisions and noted that the Matters for Central Decision Making (MCDM) process should identify this in order to utilise what is already in the network.

Te Poari noted that Te Ohu approved the following programmes for submission to the New Zealand Qualification Authority (NZQA):

- New Zealand Certificate in Skills for Learning for work, for Supported Learners (Level 1) (NZ4373).
- New Zealand Certificate in Fashion (Level 4) (NZ2630).
- New Zealand Certificate Content Creation (Level 4) (NZ4789).

### **Local Academic Committee reports (open)**

Te Poari highlighted the following in respect of reports from Local Academic Committees:

- MITO's Quality Oversight Committee agreed to its Terms of Reference (TORs).
- Competenz Academic Committee agreed to its TORs and membership.
- ServiceIQ will have their first meeting in October where the TORs approved by the ServiceIQ Leadership Team will be presented.

## **Ngā Tāpiritanga | Appendices**

**Appendix 1:** [Te Poari Akoranga 27 September 2024 hui – open portion.](#)



## Tā Te Pūkenga Komiti Pūrongo

### Te Pūkenga Te Ohu Whakahaere Academic Quality Report

6 November 2024

<b>Title</b>	25 October 2024 Te Poari Akoranga hui – open
<b>Provided by</b>	Kieran Hewitson, and Deb Young, co-chairs Te Poari Akoranga
<b>Author</b>	Louise Courtney, Governance Advisor
<b>For</b>	Information

### Te Taunaki | Recommendation(s)

It is recommended that Te Ohu Whakahaere Academic Quality:

a)	Receives the report titled '25 October 2024 Te Poari Akoranga hui – open'
----	---

### Te Tāhuhu Kōrero | Background

Te Poari Akoranga | The Academic Board (Te Poari) met on 25 October 2024 online via Microsoft Teams. Adele McLean and Doug Pouwhare provided apologies for the meeting. The summary below provides an overview of some key discussions and decisions by Te Poari during the open portion.

### Te Poari Akoranga Terms of Reference

Te Poari considered the proposed approach to formalise the role of Te Pūkenga Council observer in its Terms of Reference, and additional changes to the Terms of Reference to reflect its relationship with Local Academic Committees and changes to delegations to and Terms of Reference for Te Ohu Whakahaere Rangahau Research and Postgraduate which were approved at Te Poari's September meeting. Te Poari Akoranga recommends that Te Pūkenga Council approve the revised Terms of Reference.

### Te Ohu Whakahaere Approvals

Te Poari Akoranga noted that Te Ohu Whakahaere Approvals approved the following programmes for submission to the New Zealand Qualifications Authority (NZQA) at its October meeting:

- New Zealand Certificate in Kitchen Joinery (Level 4) with strands in Manufacture, and Installation (4301-1)
- New Zealand Apprenticeship in Kitchen Joinery (Level 4)
- New Zealand Diploma in Aeronautical Engineering (Production Control) (Level 6)
- New Zealand Certificate in Manufacturing (Level 3)
- New Delivery Site application for Te Pūkenga (unified) NZ2453 New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3)

### Local Academic Committee reports

Te Poari received reports from seven business divisions and acknowledged that work-based learning business divisions creating new committees to provide academic oversight. It noted that the Type 2



change to the Veterinary Nursing diploma approved at Whitireia and WelTec was a transitional arrangement for an old diploma transitioning from a two to a one-year diploma.

### **New Zealand Qualifications Authority Consultation**

Te Poari noted that consultation was underway by NZQA regarding its rules, and that submissions from business divisions would be shared through the Education Quality Forum.

## **Ngā Tāpiritanga | Appendices**

**Appendix 1:** Te Poari Akoranga 27 September 2024 hui – open portion



## Te Ohu Whakahaere Academic Quality o Te Poari Akoranga

### 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>6.</b>	<b>Administration – public excluded</b>	
6.1.	Minutes of hui held 13 September 2024 - public excluded	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
6.2.	Action List	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
<b>7.</b>	<b>Updates from Te Poari Akoranga – public excluded</b>	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
7.1.	27 September 2024 meeting summary - public excluded portion	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
7.2.	25 October 2024 meeting summary - public excluded portion	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA

### Interests

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)(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



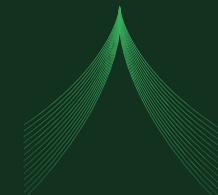
### Manawa nui

We reach out and welcome in



### Manawa roa

We learn and achieve together



### Manawa ora

We strengthen and grow  
the whole person