

Te Ohu Whakahaere Approvals - 13 November 2024



13 November 2024 02:00 PM - 04:00 PM

Agenda Topic	Presenter	Time	Page
Karakia tīmatanga			3
1. Administration		02:00 PM-02:10 PM	6
1.1 Welcome and apologies Note the resignation of D. Pouwhare, co-chair of Te Ohu.			
1.2 Te ohu membership list 2024			6
1.3 Register of Interests Members must declare any agenda items where a conflict arises between their role as a member of Te Ohu Whakahaere Approvals 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 Te Ohu Workplan 2024			8
1.5 Minutes of the previous meetings - open portion RECOMMENDATION: THAT Te Ohu Whakahaere Approvals approve, as a true and accurate record, the minutes of Te Ohu Whakahaere Approvals meeting held 16 October 2024.			9
2. Self-Assessment 2024	D. Lithgow, chair of Te Ohu	02:10 PM-02:25 PM	14
RECOMMENDATION: THAT Te Ohu Whakahaere Approvals: a) Receives the report titled 'Te Ohu Whakahaere Approvals 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.			
3. Te Ohu Whakahaere Approvals Co-Chair for 2025	D. Lithgow, Chair of Te Ohu	02:25 PM-02:35 PM	21
RECOMMENDATION: THAT Te Ohu Whakahaere Approvals: a) Receives the report titled 'Te Ohu Whakahaere Approvals Co-Chair for 2025'; and b) Reviews and provides feedback appointing a new co-chair for 2025.			
4. Update from Te Poari Akoranga	D. Lithgow, te Ohu co-chair	02:35 PM-02:40 PM	23
RECOMMENDATION: THAT Te Ohu Whakahaere Approvals receives the report titled '25 October 2024 Te Poari Akoranga hui – open'.			

5.	Resolution to exclude the public			25
	<p>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 a noted in the agenda.</p>			
6.	Administration - public excluded		02:40 PM-02:45 PM	26
6.1	Minutes of the previous meeting - public excluded portion			26
	<p>RECOMMENDATION: THAT Te Ohu Whakahaere Approvals approves, as a true and accurate record, the minutes in public excluded of Te Ohu Whakahaere Approvals meeting held 16 October 2024.</p>			
6.2	Actions			
	<p>No actions pending.</p>			
7.	Programme approvals			29
7.1	NZ Apprenticeship in Commercial Hairdressing (Level 3-4) - HITO	D. Hawkins, General Manager Learning & Development	02:45 PM-03:05 PM	29
	<p>RECOMMENDATION: THAT Te Ohu Whakahaere Approvals: a) Receives the report titled 'New Zealand Apprenticeship in Commercial Hairdressing (Level 3-4)'; b) Reviews and provides feedback on the programme document for New Zealand Apprenticeship in Commercial Hairdressing (Level 3-4); c) Approves for submission to the New Zealand Qualifications Authority, subject to the incorporation of any feedback from Te Ohu Whakahaere Approvals, the New Zealand Apprenticeship in Commercial Hairdressing (Level 3-4) leading to the award of: • [2411] New Zealand Certificate in Hairdressing (Level 3) and • [2413] New Zealand Certificate in Hairdressing (Professional Stylist) (Level 4). d) Approves that the resolution be made public but that the report and discussion remain public excluded.</p>			
7.2	New Zealand Apprenticeship in Distribution (Level 3-4) - ServiceIQ	K. Kennedy, Programme Developer - ServiceIQ	03:05 PM-03:25 PM	36
	<p>RECOMMENDATION: THAT Te Ohu Whakahaere Approvals: a) Receives the report titled 'New Zealand Apprenticeship in in Distribution (Level 3-4)'; b) Reviews and provides feedback on the programme document for New Zealand Apprenticeship in in Distribution (Level 3-4); c) Approves for submission to the New Zealand Qualifications Authority, subject to the incorporation of any feedback from Te Ohu Whakahaere Approvals, New Zealand Apprenticeship in in Distribution (Level 3-4) leading to the award of: • [2573] New Zealand Certificate in Distribution (Level 4). d) Approves that the resolution be made public but that the report and discussion remain public excluded.</p>			
8.	Update from Te Poari Akoranga - public excluded	D. Lithgow, te Ohu co-chair	03:25 PM-03:30 PM	43
	<p>RECOMMENDATION: THAT Te Ohu Whakahaere Approvals receives the report titled '25 October 2024 Te Poari Akoranga hui –public excluded'.</p>			
	Karakia whakakapi			44

Next meeting: 11am, Wednesday 26 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 – Te Ohu Whakahaere Approvals

As at 8 November 2024

Te Ohu Whakahaere Approvals

Meeting date	Name
Wed 18 September	Harry Leder
Wed 9 October	Kim Davies
Wed 13 November	Liz McKenzie
<i>Wed 26 February</i>	Veraneeca Taiepa
<i>Wed 30 April</i>	Leoni Drew
<i>Wed 11 June</i>	Paul Neumann
<i>Wed 3 Sept</i>	Maggie Wells
<i>Wed 22 Oct</i>	Diane Lithgow
2025	Denise Williams

Sub-Delegations from Te Poari Akoranga

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
2.	Courses/ Programmes of Study (including work-based learning programmes)	To approve new courses and programmes, review and approve changes to existing courses and programmes, and approve the withdrawal/closure or suspension of existing courses or programmes. To seek approval/accreditation of programmes by external bodies.	<ul style="list-style-type: none"> a. Te Ohu Whakahaere Approvals To approve new Level 1-6 courses and programmes. b. Local Academic Committees To review and approve changes to existing courses and programmes and approve the withdrawal/closure or suspension of existing courses or programmes.

Te Ohu Whakahaere Approvals

Name	Role	Meeting dates
Diane Lithgow	Co-Chair	Wed 13 March
Kim Davies	Member	Wed 17 April
Leoni Drew	Member	Fri 19 April - e meeting
Liz McKenzie	Member	Wed 8 May
Liz McKenzie	Member	Wed 5 June
Harry Leder	Member	Fri 14 June
Paul Neumann	Member	Wed 10 July - cancelled
Veraneeca Taiepa	Member	Wed 15 Aug
Maggie Wells	Member	Wed 18 September
Denise Williams	Member	Wed 16 October
		Wed 13 November



Te Ohu Whakahaere Approvals Register of Interests

As at 8 November 2024

Name	Interest	Nature of Interest
Diane Lithgow Co-Chair	Competenz	General Manager: Strategic Engagement
	Ako Aotearoa	Board member
	World Skills NZ	Board member
Kim Davies Member	Ara Institute of Canterbury	Academic Advisor, Quality and Portfolio
Leoni Drew Member	Toi Ohomai Institute of Technology	Head of Academic Development and Quality
Harry Leder Member	Open Polytechnic	Senior Academic Advisor: Quality and Academic Development
Liz McKenzie Member	MITO	Manager Assessment and Moderation
	Arai Te Uru Kōkiri Training Centre	Trustee
	WorkSafe NZ Mining Board of Examiners	Member
Paul Neumann Member	MITO	Manager, Programmes
Veraneeca Taiapa Member	Unitec	Kaihautū Mātauranga Māori
Maggie Wells Member	Otago Polytechnic	Academic Excellence Academic Advisor
Denise Williams Member	Careerforce	General Manager Learning Solutions

Te Ohu Whakahaere Approvals - 13 November 2024 - Administration

Te Ohu Whakahaere Approvals	Monthly	Wed 13 Mar	Wed 17 Apr	Wed 8 May	Wed 5 June	Fri 14 Jun	Thu 15 Aug	Wed 18 Sept	1-3 Oct	Wed 16 Oct	Wed 13 Nov
Programme approvals					Equine Racing		NZCEEEA 3614-2 NZDRM 2741 NZCITTS 2596	Kitchen Joinery Fashion Skills for Learning Content Creation GasFitting	GasFitting	Kitchen Joinery AeroEngineering Manufacturing NZC Bus - Site	Hairdressing
Type 2 Changes					Exercise						
Approvals for noting							NZDPiB 2221				
Te Ohu Whakahaere Terms of Reference review											
Develop/Review workplan for 2024											
Unified programmes for recommendation to Te Poari Akoranga						BN Māori					
2025 meeting dates											
Self assessment for 2024											



Minutes for Te Ohu Whakahaere Approvals - 16 October 2024

16/10/2024 | 02:00 PM - Auckland, Wellington New Zealand Standard Time

Online via MS Teams

Attendees (6)

Diane Lithgow; Kim Davies; Leoni Drew; Liz McKenzie; Paul Neumann; Maggie Wells

Chair: Diane Lithgow

Apologies: Doug Pouwhare, Harry Leder, Veraneeca Taiepa

Absent: Denise Williams

In attendance:

Philip O'Brien (Product Development Manager - ServiceIQ), Shelley Wilson (Executive Director Teaching and Learning - Wintec), Tim Stevens (Quality Specialist - Wintec), Markus Dipper (Principal Academic Quality - EIT), and Louise Courtney (Governance Advisor, minutes).

Karakia tīmatanga

The meeting opened with karakia lead by K. Davies at 2:01pm.

1.0 Administration

1.1 Welcome and apologies

Te Ohu received and accepted apologies from D. Pouwhare, H. Leder, and V. Taiepa.

1.2 Te ohu membership list 2024

Te Ohu noted the membership list 2024, and the resignations from members Ginny Vincent and Rose Marsters.

1.3 Register of Interests

The Co-Chair reminded members to declare any agenda items where a conflict arises between their role as a member of Te Ohu Whakahaere Rangahau Research and Postgraduate and any private or other external interest they may have and stand aside from decision making in respect of that item. Te Ohu noted the Register of Interests.

1.4 Te Ohu Workplan 2024

Te Ohu noted the workplan for the remainder of 2024.

1.5 Minutes of the previous meetings - open portion

RESOLVED: (L. Drew / M. Wells)

THAT Te Ohu Whakahaere Approvals approve, as a true and accurate record, the minutes of Te Ohu Whakahaere Approvals meeting held:

- 18 September 2024; and

- 1-3 October 2024.

CARRIED

2.0 Update from Te Poari Akoranga

RESOLVED from the Chair

THAT Te Ohu Whakahaere Approvals receives the report titled '27 September 2024 Te Poari Akoranga hui – open'.

CARRIED

5.0 Programme Approvals

Te Ohu reviewed, provided feedback on, and approved the following programme in its public excluded session, and resolved that the resolutions be made public but that the report and discussion remain public excluded.

5.1 New Zealand Certificate in Kitchen Joinery (Level 4) with strands in Manufacture, and Installation (4301) - BCITO

RESOLVED: (D. Lithgow / P. Neumann)

THAT Te Ohu Whakahaere Approvals:

a) Receives the report titled 'New Zealand Certificate in Kitchen Joinery (Level 4) with strands in Manufacture, and Installation (4301-1)'; b) Reviews and provides feedback on the programme documents for:

- New Zealand Certificate in Kitchen Joinery (Level 4) with strands in Manufacture, and Installation (4301-1); and*

- New Zealand Apprenticeship in Kitchen Joinery (Level 4).*

c) Approves the following qualifications for submission to the New Zealand Qualifications Authority, subject to the incorporation of any feedback from Te Ohu Whakahaere Approvals:

- New Zealand Certificate in Kitchen Joinery (Level 4) with strands in Manufacture, and Installation (4301-1); and*

- New Zealand Apprenticeship in Kitchen Joinery (Level 4)*

CARRIED

5.2 New Zealand Diploma in Aeronautical Engineering (Production Control) (Level 6) – ServiceIQ

RESOLVED: (K. Davies / P. Neumann)

THAT Te Ohu Whakahaere Approvals:

- a) Receives the report titled 'New Zealand Diploma in Aeronautical Engineering (Production Control) (Level 6)';
- b) Reviews and provides feedback on the programme documents for New Zealand Diploma in Aeronautical Engineering (Production Control) (Level 6); and
- c) Approves the New Zealand Diploma in Aeronautical Engineering (Production Control) (Level 6) for submission to the New Zealand Qualifications Authority, subject to the incorporation of any feedback from Te Ohu Whakahaere Approvals.

CARRIED

5.3 New Zealand Certificate in Manufacturing (Level 3) – Wintec

RESOLVED: (L. Drew/ L. McKenzie)

THAT Te Ohu Whakahaere Approvals:

- a) Receives the report titled 'New Zealand Certificate in Manufacturing (Level 3)';
- b) Reviews and provides feedback on the programme documents for New Zealand Certificate in Manufacturing (Level 3); and
- c) Approves the New Zealand Certificate in Manufacturing (Level 3) leading to the award of 2730 New Zealand Certificate in Manufacturing (Level 3) with optional strand in Productivity Improvement for submission to the New Zealand Qualifications Authority, subject to the incorporation of any feedback from Te Ohu Whakahaere Approvals.

CARRIED

5.4 New Delivery Site application for NZ2453 New Zealand Certificate in Business (Introduction to Team Leadership) (L3) – EIT

RESOLVED: (M. Wells/L. McKenzie)

THAT Te Ohu Whakahaere Approvals:

- a) Receives the report titled 'New Delivery Site application for Te Pūkenga (unified) NZ2453 New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3)'; and
- b) Approves the new delivery site application, at the Eastern Institute of Technology, for Te Pūkenga (unified) NZ2453 New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3), for submission to the New Zealand Qualifications Authority, noting the Matters for Central Decision Making approval.

CARRIED

3.0 Resolution to exclude the public

RESOLVED: moved from the Chair

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

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

Item	General subject of each matter to be considered	Section(s)
4.0	Administration – public excluded	
4.1	Minutes of the previous meetings - public excluded portion	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
4.2	Actions	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
5.0	Programme approvals	
5.1	New Zealand Certificate in Kitchen Joinery (Level 4) with strands in Manufacture, and Installation (4301) - BCITO	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
5.2	New Zealand Diploma in Aeronautical Engineering (Production Control) (Level 6) - ServiceIQ	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
5.3	New Zealand Certificate in Manufacturing (Level 3) - Wintec	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
5.4	New Delivery Site application for NZ2453 New Zealand Certificate in Business (Introduction to Team Leadership) (L3) - EIT	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
6.0	Update from Te Poari Akoranga – public excluded	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA

Interests

Section	Interest
Section 9(2)(b)(ii) OIA	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
Section 9(2)(g)(ii) OIA	To maintain the effective conduct of public affairs through the protection of such Ministers, members of organisations, officers, and employees from improper pressure or harassment.
Section 9(2)(i) OIA	To enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.

And that the following employees from Te Pūkenga, and its business divisions, be permitted to remain at the meeting, after the public had been excluded, because of their specific knowledge in relation to the above items. This knowledge is relevant to discussions related to the matters noted above because they have assisted in the progression of such matters. These employees were Philip O'Brien, Shelley Wilson, Tim Stevens, and Markus Dipper.

CARRIED

Karakia whakamutunga

The meeting closed with karakia led by K. Davies at 3:17pm.



Tā Te Pūkenga Komiti Pūrongo

Te Pūkenga Te Ohu Whakahaere Approvals Report

13 November 2024

Title	Te Ohu Whakahaere Approvals self-assessment 2024
Provided by	Di Lithgow, Chair Te Ohu Whakahaere Approvals
Author	Louise Courtney, Governance Advisor
For	Recommendation to Te Poari Akoranga

Te Taunaki | Recommendation(s)

It is recommended that Te Ohu Whakahaere Approvals:

a)	Receives the report titled 'Te Ohu Whakahaere Approvals 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 Approvals (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:

- consider proposals for approval with a focus on equity, access, and participation to support a culture of equity and diversity where all learners and their whānau are included and valued;
- recommend to Te Poari Akoranga the approval of education and training packages (for example, programmes of study, and micro-credentials, or equivalent), and associated changes in accordance with approved delegations.

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:

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

Subject	Description	Details of exercise of delegation
Courses/ Programmes of Study (including work-based learning programmes)	To approve new Level 1-6 courses and programmes, review and approve changes to existing courses and programmes, and approve the withdrawal/closure or suspension of	25 January - 2303 New Zealand Certificate in Contact Centres (Level 3) - 2552 New Zealand Diploma in Applied Science (Level 5)



Subject	Description	Details of exercise of delegation
	<p>existing courses or programmes. To seek approval/accreditation of programmes by external bodies.</p>	<ul style="list-style-type: none"> - 2553 New Zealand Diploma in Applied Science (Level 6) <p>13 March</p> <ul style="list-style-type: none"> - 4225 New Zealand Certificate in Coachbuilding Level 3. - New Zealand Apprenticeship (Complex) in Coachbuilding (Level 3-4). - New Zealand Diploma in Veterinary Nursing Level 6. <p>19-22 April (e-meeting)</p> <ul style="list-style-type: none"> - New Zealand Apprenticeship (Complex) in Forest Silviculture Operations (Level 4), which leads to the award of: <ul style="list-style-type: none"> o 2334 New Zealand Certificate in Forestry Operations with strand in Thin to Waste (Level 3); and o 2330 New Zealand Certificate in Forest Industry Operations (Planning and Monitoring) with strand in Silviculture (Level 4). <p>5 June</p> <ul style="list-style-type: none"> - 4825 New Zealand Certificate in Equine Racing (Assistant Trainer) (Level 4) <p>15 August</p> <ul style="list-style-type: none"> - New Zealand Certificate in Electrical Equipment in Explosive Atmospheres (Level 4) - New Zealand Diploma in Information Technology (Technical Support) (Level 5) - New Zealand Diploma in Remedial Massage 2741 (Level 6) - New Site Delivery Accreditation <p>18 September</p> <ul style="list-style-type: none"> - NZ4373 New Zealand Certificate in Skills for Learning for work, for Supported Learners (Level 1) - NZ2630 New Zealand Certificate in Fashion (Level 4) - NZ4789 New Zealand Certificate Content Creation (Level 4) <p>1-3 October</p> <ul style="list-style-type: none"> - New Zealand Certificate in Reticulated Gas Pipelines (Level 4) with strands in: Metering and Pressure Control, and Polyethylene Pipeline Construction <ul style="list-style-type: none"> o 3591 New Zealand Certificate in Reticulated Gas Pipelines (Level 3); o 3593 New Zealand Certificate in Reticulated Gas Pipelines (Level 3-4); and o [3593] New Zealand Certificate in Reticulated Gas Pipelines (Level 4). <p>16 October 2024</p> <ul style="list-style-type: none"> - New Zealand Certificate in Kitchen Joinery (Level 4) with strands in Manufacture, and Installation (4301) - New Zealand Diploma in Aeronautical Engineering (Production Control) (Level 6) - New Zealand Certificate in Manufacturing (Level 3) - New Site Delivery application at EIT for New Zealand Certificate in Business <p>13 November 2024</p> <ul style="list-style-type: none"> - New Zealand Apprenticeship in Commercial Hairdressing (Level 3-4) - New Zealand Apprenticeship in Distribution (Level 3-4)



Subject	Description	Details of exercise of delegation
		Type 2 Changes 5 June - 3563 New Zealand Certificate in Exercise (Level 4)

Membership

At the start of 2024, there were 14 members of Te Ohu; Diane Lithgow, Doug Pouwhare, Kim Davies, Harry Leder, Liz McKenzie, Veraneeca Taiepa, Denise Williams, Shelley Wilson, Leoni Drew, Rose Marsters, Paul Neumann, Paula Simeon, Ginny Vincent, and Maggie Wells. Following the resignations of Shelley Wilson on 5 June, Paula Simeon on 26 July, Rose Marsters on 27 September, Ginny Vincent on 9 October, and Doug Pouwhare on 6 November, there are now 9 members. No further appointments have been made to Te Ohu in 2024.

This made up of five members from former ITP business divisions, and four from work-based learning business divisions, which provides an excellent depth of knowledge across Te Ohu.

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

- 2 members attended 100% (13 meetings)
- 1 member attended 92% (12 meetings)
- 1 member attended 85% (11 meetings)
- 1 member attended 77% (10 meetings)
- 2 members attended 69% (9 meetings)
- 1 member attended 46% (6 meetings)
- 1 member attended 31% (4 meetings)
- 4 members who resigned during the year attended between 40% and 57% of meetings during the time that they were a member.

Hui

Including the meeting at which this report is presented, Te Ohu has met fourteen times in 2024. In addition, it has held three e-meetings. A meeting was scheduled in January but did not achieve quorum, so was rescheduled, and another lost quorum during the meeting with formal decisions for that part of the meeting being resolved in an e-meeting.

Summary of activities

Summary of approvals

Type	ITP		WBL	Total
	Levels 1-6	Level 7+	Levels 1-6	
New programmes	7	1	15	23
New qualifications			3	3
Unified programmes	1	1		2
Type 2 changes	1			1
Delivery site	2			2



Total	11	2	18	31
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Process

For each programme that was submitted to Te Ohu, a critique document was made available for members to provide feedback on. This document was available to submitters up to a day prior to the meeting so they could address these recommendations at the meeting. Further feedback was usually also provided at the meeting. Sometimes Te Ohu requested to see the final documentation before it was submitted to the Te Pūkenga Quality team for submission to NZQA.

Other topics that Te Ohu considered include:

- Noted two Type 1 changes (15 August)

Changes throughout the year

Following the disestablishment of Te Pūkenga announced by the Minister for Tertiary Education and Skills in December 2023, quality assurance checks were no longer carried out by Te Pūkenga from March 2024. Throughout the year, this function has been picked up by the Local Academic Committees, or equivalent in WBLs.

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 2024 continuous improvement plan in Appendix 2.

- The time which members have to review the documents before each meeting can be less than ideal due to late submission of documentation. To address this, each item for approval should have a clear lead in period and submission plan in place.
- More thought needs to go into increasing the evidence requirements for consultation with mana whenua - Iwi Hapū whānau.
- All Programme Approval and Accreditation (PAA) templates were unified into one template removing the requirement of a Programme of Industry Training (PIT) template. From July 2024, all Business Divisions used a Programme of Study (POS) PAA template for submission to NZQA.
- Te Ohu would like to receive reporting in future summarising the Requests For Information (RFIs) that come back from NZQA to enable learnings and improvements with future programmes being submitted.
- The workload for Te Ohu has been uneven throughout the year, and it would like more visibility of the schedule of programme approvals so that it can resource accordingly.

Proposed focus areas for 2025

- Receiving regular update on the status of programmes, once they have been approved by Te Ohu e.g. timeframes of submission, WDC endorsement, RFI requests, NZQA approval.
- Ensuring MCDM forms are part of the approval process.
- Providing to the re-establishment of the future structure of vocational education. Especially as the academic committees become more robust. Te Ohu should not have to have a large workload in terms of reviewing programme documentation.
- Ensuring consistency of PAAs across Te Pūkenga network.
- Ensure members advise of attendance at scheduled meeting, so quorum can be assured, or an alternative meeting can be arranged.



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: 2025 continuous improvement plan



Continuous Quality Improvement Plan for 2024

No.	Recommendation	Desired outcome	Steps needed	Planned completion date	Person/Role responsible	Status
1.	Providing te ohu a regular update on the status of programmes, once they have been approved by te ohu e.g. timeframes of submission, WDC endorsement, RFI requests, NZQA approval.	Te ohu is provided a regular update of programme approval activity.	Request the QA team provide a regular update to te ohu as part of a regular agenda item.	To start 2024	Co-chairs will request from QA team.	Not achieved Due to the changes in staffing at the national office, this action was not able to be carried out.
2.	Having an overview and understanding of the Mātauranga Māori snapshot tool to provide assurance of the capability and resourcing of programmes	Te Ohu are familiar with the Mātauranga Māori snapshot tool, and gain confidence in understanding the embedding of Mātauranga Māori, thereby giving approval.	Arrange for a presentation of the Mātauranga Māori snapshot tool. Agree the steps of approval for te ohu re the embedding of mātauranga Māori.	To start 2024.	Co-chairs will work with Layelin Stewart to develop this capability across te ohu.	Not achieved Due to the changes in staffing at the national office, this action was not able to be carried out.
3.	Include oversight of Micro Credential development, this is currently developed and approved through the Business Divisions.	Oversight of all product (MC and programme) development and approval.	Working with the Ako Solutions Director in 2024 to develop a product development plan to provide visibility of when proposed products will be submitted to te ohu for approval.	To start 2024.	Co-chairs will work with the Ako Solutions Director to implement this over 2024.	Not achieved Due to the changes in staffing at the national office, this action was not able to be carried out.



Continuous Quality Improvement Plan for 2025

No.	Recommendation	Desired outcome	Steps needed	Planned completion date	Person/Role responsible
1)	Receiving regular update on the status of programmes, once they have been approved by Te Ohu e.g. timeframes of submission, WDC endorsement, RFI requests, NZQA approval.				
2)	Ensuring MCDM forms are part of the approval process.				
3)	Providing to the re-establishment of the future structure of vocational education. Especially as the academic committees become more robust. Te Ohu should not have to have a large workload in terms of reviewing programme documentation.				
4)	Ensuring consistency of PAAs across Te Pūkenga network.				
5)	Ensure members advise of attendance at scheduled meeting, so quorum can be assured, or an alternative meeting can be arranged.				



Tā Te Pūkenga Komiti Pūrongo

Te Pūkenga Te Ohu Whakahaere Approvals Report

13 November 2024

Title	Te Ohu Whakahaere Approvals Co-Chair for 2025
Provided by	Di Lithgow Co-chair Te Ohu Whakahaere Approvals
Author	Louise Courtney, Governance Advisor
For	Discussion

Te Taunaki | Recommendation(s)

It is recommended that Te Ohu Whakahaere Approvals (Te Ohu):

a)	Receives the report titled 'Te Ohu Whakahaere Approvals Co-Chair for 2025';
b)	Provides feedback on whether to recommend to Te Poari Akoranga to appoint a new co-chair for 2025; and
c)	Dependent on the outcome of the discussion and member willingness to take on extra responsibilities, recommends to Te Poari Akoranga to appoint the member which Te Ohu nominates as Co-Chair.

Te pūtake o tēnei pūrongo | Purpose of this report

The purpose of this report is to seek feedback from Te Ohu on whether to recommend to Te Poari Akoranga to appoint a new co-chair to Te Ohu Whakahaere Approvals (Te Ohu) for 2025.

Te Tāhuhu Kōrero | Background

On Tuesday 5 November, Te Poari Akoranga members were advised that Doug Pouwhare would no longer be a member of Te Poari nor Te Ohu Whakahaere Approvals due to the disestablishment of his substantive role at ServiceIQ.

The Terms of Reference for Te Ohu Whakahaere Approvals state:

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) *Kaiārahi/Director Māori or equivalent (co-chair) (1 member)*
 - ii) *Senior Manager/s or equivalent (1-2 members)*
 - iii) *Staff members within the Te Pūkenga network (3-7 members)*
 - iv) *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).*



The Terms of Reference do not specify whether two Co-Chairs are required, or what criteria should be used to determine who should fill the other Co-Chair role.

Ngā Kōwhiringa me Te Tātaritanga | Options and analysis

Members now need to decide whether or not to nominate another member as Co-Chair or stay with one Chair.

It is anticipated that the workload for Te Ohu will be reduced in 2025, therefore the need for two Co-Chairs may not be as strong as it has been previously. Additionally, as business divisions focus in 2025 on re-establishing functions that had previously been the responsibility of the National Office, they may not be willing to support their kaimahi committing to additional workload at the centre.

Te Ahunga Ki Mua | Next steps

Should Te Ohu decide to nominate another member as Co-Chair, the appointment can be approved by Te Poari at its November meeting.

Should Te Ohu decide to retain one Chair, the Terms of Reference should be altered to reflect a single Chair.



Tā Te Pūkenga Komiti Pūrongo

Te Pūkenga Te Ohu Whakahaere Approvals Report

13 November 2024

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

Te Taunaki | Recommendation(s)

It is recommended that Te Ohu Whakahaere Approvals:

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

Resolution to exclude the public

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

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

Item	General subject of each matter to be considered	Section(s)
6.	Administration – public excluded	
6.1.	Minutes of the previous meetings - public excluded portion	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
6.2.	Actions	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
7.	Programme approvals	
7.1.	NZ Apprenticeship in Commercial Hairdressing (Level 3-4) - HITO	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
7.2.	New Zealand Apprenticeship in Distribution (Level 3-4) - ServiceIQ	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
8.	Update from Te Poari Akoranga – public excluded	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA

Interests

Section	Interest
Section 9(2)(b)(ii) OIA	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
Section 9(2)(g)(ii) OIA	To maintain the effective conduct of public affairs through the protection of such Ministers, members of organisations, officers, and employees from improper pressure or harassment.
Section 9(2)(i) OIA	To enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.

And that the following employees from Te Pūkenga, and its business divisions, be permitted to remain at the meeting, after the public had been excluded, because of their specific knowledge in relation to the above items. This knowledge is relevant to discussions related to the matters noted above because they have assisted in the progression of such matters. These employees are Debra Hawkins and Kara Kennedy.

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.

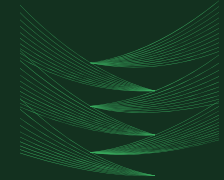
We're just about out of time, therefore I will conclude our shared space with karakia.

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!

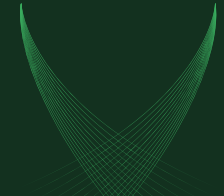
Hold fast,
hold firmly the words of the
academy
cement them firmly
fixed in the mind.
Release ourselves
of the decorum of formality
let us take up the life giving
cloak of Rongo
the permanence of peace
and harmony
and bind it firmly,
Firmly!

Our values



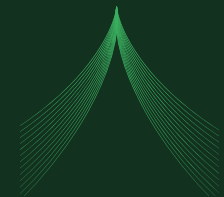
Manawa nui

We reach out and welcome in



Manawa roa

We learn and achieve together



Manawa ora

We strengthen and grow
the whole person