

Te Poari Akoranga | Academic Board 15 May 2025



Location: Microsoft Teams

15 May 2025 09:30 AM

Agenda Topic	Presenter	Time	Page
Open agenda			
Karakia tīmatanga			4
1. Administration	Deborah Young	09:30 AM-09:40 AM	9
1.1 Welcome and apologies			
1.2 Membership and meeting schedule calendar 2025			9
1.3 Workplan			10
1.4 Register of interests			12
1.5 Minutes of the open portion of Te Poari Akoranga 13 March 2025			15
2. Ngā ohu whakahaere o Te Poari Akoranga (open reports)		09:40 AM-09:45 AM	22
2.1 Te Ohu Whakahaere Approvals	Leoni Drew		22
2.2 Te Ohu Whakahaere Academic Quality	Fionna Moyer		24
3. Delegation of approvals	Deborah Young	09:45 AM-09:50 AM	26
4. Local Academic Committee reports (open)		09:50 AM-10:05 AM	39
4.1 Whitireia and WelTec - February and April 2025			39
4.2 Toi Ohomai - April 2025			46
4.3 Primary ITO - April 2025			49
4.4 Otago Polytechnic - December 2024, February 2025			50

4.5	MITO - April 2025			54
4.6	EIT - March 2025			55
4.7	Competenz - March and April 2025			57
4.8	Open Polytechnic - December 2024, January and March 2025			61
4.9	Tai Poutini Polytechnic - April 2025			70
4.10	Ara - April 2025			71
4.11	ServiceIQ - March and April 2025			73
4.12	NorthTec - March and April 2025			83
4.13	Wintec - May 2025			87
4.14	WITT - February and April 2025			90
5.	Any other open business			
6.	Resolution to exclude the public	Deborah Young		94
Closed agenda				
7.	Administration - public excluded	Kieran Hewitson	10:05 AM-10:10 AM	96
7.1	Minutes of the closed portion of Te Poari Akoranga 13 March 2025			96
7.2	Actions			99
8.	Academic risk monitoring	Deborah Young	10:10 AM-10:15 AM	
	The Ako Excellence Director will provide a verbal update on academic risk monitoring			
9.	Ngā ohu whakahaere o Te Poari Akoranga (closed reports)		10:15 AM-10:20 AM	100
9.1	Te Ohu Whakahaere Approvals	Leoni Drew		100
9.2	Te Ohu Whakahaere Academic Quality	Fionna Moyer		
	Report will be provided on Monday 12 May			
9.3	Te Ohu Whakahaere Appeals final minutes for approval			101
9.4	Resignation from Te Ohu Whakahaere Rangahau Research and Postgraduate			106

10. Any other closed business

10:20 AM-10:25 AM

[Karakia whakakapi](#)

107

Next meeting: 26 June 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.

An extract from the Te Pūkenga Delegations Register is provided to show the delegations from Council to Te Poari Akoranga, as a reference to inform decision-making.



Schedule A

Tā Te Kaunihera Mana Tāpae ki ngā Kōmiti | Delegation of Authority from Council to Committees²

In accordance with the Delegations Policy, Committees are granted the specific authorities listed below.

A1: Council Delegations to Te Poari Akoranga

All 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.

Ref	Subject	Description	Objective	Power to Sub-Delegate?
1.	Academic Policies, procedures and framework	To determine policies and operating procedures of Te Pūkenga in relation to learners and academic matters.	Provide assurance and confidence that the quality and academic infrastructure, including policies, procedures and frameworks, are fit for purpose; and approve academic direction, statutes and practices to be applied throughout the organisation to ensure the goals of Te Pūkenga, as set by Council having regard to the Charter and Minister's expectations, are met and continuous improvement is achieved and sustained.	No
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	Provide and facilitate strategic direction and thought leadership on a range of education matters, including innovation, teaching and learning, and applied research and scholarship, with oversight of funding allocation, planning and ethics	Yes

² For completeness, it is noted that Council does not grant delegated authority to the Wellbeing and Safety Committee on the basis that such matters are at all times the collective responsibility of Council. Further, delegated authority is not granted to any advisory committees of Council.



Ref	Subject	Description	Objective	Power to Sub-Delegate?
		approval/accreditation of programmes by external bodies. ³		
3.	Courses/ Programmes of Study (including work based learning)	To approve variations to an individual learner's course/programme of study outside programme regulations.	Provide assurance and confidence: <ul style="list-style-type: none"> (a) of the effectiveness of teaching, learning and research within the organisation with a focus on outcomes (b) that work-based learning is applied throughout packages of learning developed and delivered by Te Pūkenga (where relevant), contribute to a partnership approach to policies and decisions affecting work-based learning and create space for employers 	Yes
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.	As above.	Yes
5.	Assessment	To approve and release learner results, and recognise credit for assessment (including assessment of prior learning) in	Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga)	Yes

³ Delegation to be exercised in accordance with Te Pūkenga approved Investment Plan and Strategic Plan.



Ref	Subject	Description	Objective	Power to Sub-Delegate?
		accordance with approved academic regulations.	strengthen academic leadership in key areas of focus.	
6.	Research	To set and promote quality standards for research and approve proposals for research from Te Pūkenga kaimahi and learners involving human subjects (including learner course work research) and a Maori or Te Tiriti/Treaty of Waitangi dimension.	To conduct research, with a focus on applied and technological research (section 315, Education and Training Act). Teaching and learning is supported by research, evidence, and best practice (Charter, Schedule 13, ETA)	Yes
7.	Appeals	To: <ul style="list-style-type: none"> a. receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes); b. support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals; and c. if necessary, make recommendations about policies, procedures, or the provision of services 		Yes
8.	Ohu whakahaere: Sub-Committees	To establish any ohu whakahaere (sub-committees) as are deemed necessary for the efficient and effective operation of Te Poari Akoranga and to make appointments to the same.	Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga) strengthen academic leadership in key areas of focus.	No
9.	Incidental	To do anything incidental to the exercise of any of the powers or functions delegated by the Council to the Academic Board.	The Council delegates to Te Poari Akoranga “matters relating to work-based learning, courses of study or training, awards, and other academic matters”, to “exercise powers delegated to it by the council.”	No



Ref	Subject	Description	Objective	Power to Sub-Delegate?
			(Education and Training Act 2020, Section 324(2))	



2025 Schedule of Te Poari Akoranga meetings

As at 1 May 2025

Name	Role	Meeting date	Venue
1. Kieran Hewitson	Co-Chair (Delegate for Chief Executive)	Tuesday 28 January	Online
2. Deborah Young	Co-Chair (Ako Excellence Director)	Thursday 13 March	Online
3. Antoinette Wood	Member of Transition Leadership Team	Thursday 15 May	Online
4. Fiona Moyer	Member (Co-Chair Te Ohu Whakahaere Academic Quality)	Thursday 26 June	Online
		Thursday 11 September	Online
5. Leoni Drew	Member (Co-Chair Te Ohu Whakahaere Approvals)	Thursday 6 November	Online
6. Fiona Beals	Member (Co-Chair Te Ohu Whakahaere Rangahau, Research and Postgraduate)		
7. Henry Geary	Member (Learner nominated by Interim Learner Advisory Committee)		
8. Martin Carroll	Member (Rohe 1 business division Academic Committee Chair)		
9. Te Urikore Biddle	Member (Rohe 2 business division Academic Committee Chair)		
10. Nita Hutchinson	Member (Rohe 3 business division Academic Committee Chair)		
11. Scott Klenner	Member (Rohe 4 business division Academic Committee Chair)		
12. Linda Aumua	Member (Co-opted)		

Te Poari Akoranga | Academic Board 15 May 2025 - Administration

DRAFT

Te Pūkenga

Annual Te Poari Akoranga Work Plan 2025

	Frequency	Jan/Feb	March	April	May	June	July	August	September	October	November
Te Poari Akoranga Te Pūkenga Academic Board	Bi-Monthly	Tuesday 28 January	Thursday 13 March		Thursday 15 May	Thursday 26 June			Thursday 11 September		Thursday 6 November
Reporting from Local Academic Committees	Bi-Monthly	x	x		x	x			x		x
Reporting from Ngā Ohu Whakahaere	Bi-Monthly	x	x		x	x			x		x
Terms of Reference and academic sub-delegations	As required	Removal of Appeals Ohu	Approvals TORs		Delegations of Type 2 changes to Unified programmes	Removal of Rangahau, Research and Postgraduate Ohu					
2025 workplan for Te Poari Akoranga and ngā ohu whakahaere	Annually	x									
Academic risk monitoring	Bi-Monthly		x		x	x			x		x
Te Pūkenga Investment Plan	Annually					x					
Unified/Level 7+ programme final approvals	Annually					x					
Pastoral code self-report	Annually					x					
Latest guidance for national programme committees	One-off					x					
2026 meeting dates and workplan (if required)	Annually										x
Ngā ohu whakahaere self-assessment reports for 2025	Annually										x
Te Poari Akoranga self-assessment for 2025	Annually										x
Delegation of approval of Type 2 changes to unified programmes to Approvals						x					
Other topics TBC	As required										
Te Ohu Whakahaere Approvals	Bi-Monthly	Wed 26 Feb (cancelled)		Wed 30 April		Wed 11 June			Wed 3 Sept (TBC)	Wed 22 Oct (TBC)	
Programme approvals	As required			x		x			x	x	
Workplan for 2025	Annually			x							
Type 2 Changes to Unified Programmes	As required			New site delivery (TPP) for NZC in Business		Master of Applied Science Bachelor of Nursing					
New unified programmes for recommendation to Te Poari Akoranga	As required										
2026 meeting dates (if required)	Annually									x	
Self assessment for 2025	Annually									x	
Te Ohu Whakahaere Academic Quality	Bi-Monthly	Wed 19 Feb			Thu 8 May	Wed 18 June		Wed 20 Aug		Wed 15 Oct	
Ako Excellence Director updates	Bi-Monthly	x			x	x		x		x	
Workplan for 2025	Annually	x									
Monitoring reports	As required	x			x						
National Programme Committee Terms of Reference	One-off	x									
Te Kawa Maiorooro	As required	x									
Academic risk	One-off	x									
2026 meeting dates (if required)	Annually									x	
Self assessment for 2025	Annually									x	
Review self-assessment activity from NZQA	As required										
Review Academic Matters Decision form	As required										
Review governance and operational structures of academic matters	As required										

Te Poari Akoranga | Academic Board 15 May 2025 - Administration

DRAFT

Te Ohu Whakahaere Rangahau Research and Postgraduate	Bi-monthly	Thurs 27 Feb			Thurs 1 May (cancelled)	Thurs 19 June					
Workplan for 2025	Annually	x									
Overseeing research across Te Pūkenga business divisions	One-off	x									
Academic and ethical processes of new business entities	One-off					x					
2026 meeting dates (if required)	Annually										
Self assessment for 2025	Annually										

Te Poari Akoranga Register of Interests

As at 8 May 2025

Name	Interest	Nature of Interest
Kieran Hewitson Co-Chair	Te Pūkenga	Executive Director Ako Delivery
	Bay of Plenty Tertiary Campus Trust	Trustee
	New Zealand Qualifications Authority	Evaluator
	Toi Ohomai	Academic Committee Chair
Deborah Young Co-Chair	Te Pūkenga	ACLS Ako Excellence Director
	Te Pūkenga Committee	Co-chair of Te Ohu Whakahaere Academic Quality
	Member	Transitional Leadership Team
	Ara Institute of Canterbury	<ul style="list-style-type: none"> • Ako Excellence Director • Chair, Academic Committee • Member of Programme Assurance Committee <ul style="list-style-type: none"> - Member of Research, Rangahau and Postgraduate Committee
Fionna Moyer Member	Wintec	Quality Specialist
	Te Pūkenga	Co-chair of Te Ohu Whakahaere Academic Quality.
Fiona Beals Member	Te Pūkenga Committee	Ohu Whakahaere Rangahau, Research and Postgraduate co-chair
	Whitireia and WelTec	Principal Lead, Teaching Innovation and Research
	Ara Taiohi	Member
Martin Carroll Member	Manukau Institute of Technology and Unitec	Deputy Chief Executive
	ConCOVE	Board member

	Universities Quality Assurance International Advisory Board (UQAIB)	Board member
	UniServices	Spouse is an employee
Te Urikore Biddle Member	Wintec Institute of Technology	Executive Director Māori, Quality and Academic
	Chair – Wintec Academic Committee	Chair – Wintec Academic Committee
	Chair – Wintec Foundation Trust	Chair – Wintec Foundation Trust
	Chair – Ruatoki A49B Ahu Whenua Trust	Chair – Ruatoki A49B Ahu Whenua Trust
	Director – Hoa Haere Partners Ltd	Director – Hoa Haere Partners Ltd
	Member of Institute of Directors	Member of Institute of Directors
	Member of MPTT Consortia	Member of MPTT Consortia
	Member – Waewae Whānau Trust	Member – Waewae Whānau Trust
Nita Hutchinson Member	Western Institute of Technology at Taranaki	Academic Director
Scott Klenner Member	Otago Polytechnic	Director of Research, Rakahau Māori and Postgraduate Studies
	Ara Institute of Canterbury	Research Manager
Henry Geary Member	Te Pūkenga	Interim Learner Advisory Committee: Open Polytechnic representative
	Open Polytechnic	Enrolled in New Zealand Diploma in Architectural Technology
	Open Polytechnic	Academic Committee Student member
Linda Aumua Member	Unitec	Head of School Healthcare and Social Practice
	Te Pūkenga	Member of the Interim Kaimahi Advisory Committee
Antoinette Wood	Te Pūkenga	Employee

Leoni Drew	Toi Ohomai Institute of Technology	Head of Academic Development and Quality
-------------------	------------------------------------	--



Open minutes for Te Poari Akoranga | Academic Board 13 March 2025

13/03/2025 | 09:30 AM - 12:30 PM - Auckland, Wellington New Zealand Standard Time

Microsoft Teams

Attendees (10)

Henry Geary; Antoinette Wood; Kieran Hewitson; Fiona Moyer; Fiona Beals; Martin Carroll; Te Urikore Biddle; Nita Hutchinson; Scott Klenner; Tagaloatele Peggy Fairbairn-Dunlop

In attendance: Adele McLean (ServiceIQ), Haley Passmore (Governance Advisor)

Apologies: Deborah Young

Open agenda

1. Administration

1.1 Welcome and apologies

Kieran Hewitson (The Chair) delivered the opening karakia and the meeting opened at 9.32am. The Committee received apologies from Deborah Young.

1.2 Membership and meeting schedule calendar 2025

Te Poari Akoranga (Te Poari) noted the 2025 membership and meeting schedule calendar.

1.3 Workplan

Te Poari noted the 2025 workplan.

1.4 Register of interests

Te Poari noted the register of interests and that Kieran Hewitson's EIT and Wintec interests can be removed. No additional interests were declared.

1.5 Open minutes of hui 28 January 2025

Resolved (H. Geary/N. Hutchison)

THAT Te Poari Akoranga accept as a true and accurate record the minutes of the open portion of Te Poari Akoranga meeting held 28 January 2025.

CARRIED

2. Ngā ohu whakahaere o Te Poari Akoranga (open reports)

2.1 Te Ohu Whakahaere Academic Quality

Te Poari noted that:

- An updated and approved Academic Quality Terms of Reference document will be sent out to the network within the week.
- Academic risk is a separate item on the agenda in the closed section of this meeting.
- Three national programme committee reports have been received, and minor updates have been made to Te Kawa Maiooro as a result of changes in Council delegation. The updated version of Te Kawa Maiooro is the same version available on Te Whare.
- A schedule of the national programme committees is available in the programme register on Te Whare. Most national programme committees have been established, and a list of these committees will be shared at the next meeting.
- There is a template report for national programme committees which includes details on EPI data, moderation.

Te Poari requested that the latest guidance for national programme committees be added to the next meeting agenda and that this should include a list of committee members, not just the committee names.

Resolved (F. Moyer/F. Beals)

THAT Te Poari Akoranga receives the report titled 'Te Ohu Whakahaere Academic Quality hui 19 February 2025 – open'.

CARRIED

ACTION: Provide clarification about how National Programme Committee reports are being collated. (Assignee(s): Deborah Young; Due Date: 15/05/2025)

ACTION: Provide a list of National Programme Committees which have not submitted reports. (Assignee(s): Deborah Young; Due Date: 15/05/2025)

3. Local Academic Committee reports (open)

Te Poari agreed that sub-delegated decisions should be included in reports from Local Academic Committees.

ACTION: Communicate to Local Academic Committees that sub-delegated decisions should be included in reports. (Assignee(s): Deborah Young; Due Date: 15/05/2025)

3.1 Ara report - December 2024

Resolved (K. Hewitson)

THAT Te Poari Akoranga:

a. Receives the report titled "Ara Institute of Canterbury Academic Committee report 5 December 2024";

b. Notes that the Ara Institute of Canterbury Academic Committee approved:

- *Portfolio and Assurance Programme Change Report*
- *Disestablishment of two programmes*
- *Two new Micro credentials*
- *APP604 Advisory Partnerships Policy.*

CARRIED

3.2 Ara report - February 2025

Resolved (K. Hewitson)

THAT Te Poari Akoranga:

a. Receives the report titled "Ara Institute of Canterbury Academic Committee report 20 February 2025

b. Notes that the Ara Institute of Canterbury Academic Committee approved:

- *Portfolio and Assurance Programme Change Report*
- *Accreditation of the Master of Applied Management suite of programmes from EIT*
- *APP203 Academic Committee Membership and Terms of Reference edits.*

CARRIED

3.3 Toi Ohomai - January 2025

Resolved (K. Hewitson)

THAT Te Poari Akoranga:

a. Receives the report titled 'Toi Ohomai Academic Committee Summary Report, 30 January 2025 – Open'; and

b. Notes that Toi Ohomai Academic Committee approved:

- *Toi Ohomai Graduate Memo (Graduands) dated: 21 January 2025*
- *Post Graduate Research and Human Ethics Applications Form*
- *Industry Prizes and Awards for Business.*

CARRIED

3.4 MITO Report - February 2025

Resolved (K. Hewitson)

THAT Te Poari Akoranga receives the report titled "MITO Quality Oversight Committee report 7 February 2025.

CARRIED

3.5 NorthTec Report- February 2025

Resolved (K. Hewitson)

THAT Te Poari Akoranga:

- a. Receives the report titled NorthTec Academic Committee Report 13 February 2025;*
- b. Notes that the NorthTec Academic Committee approved:*
 - *Granting of the awards outlined in the Awards Report; and*
- c. Notes that the NorthTec Academic Committee ratified:*
 - *Type 1 Programme Changes*
 - *Bachelor of Applied Social work: Changes made to Programme Regulations.*

CARRIED

3.6 Competenz Report - February 2025

Resolved (K. Hewitson)

THAT Te Poari Akoranga:

- a. Receives the report titled 'Competenz Academic Report Feb 2025' that covers the Jan-Feb calendar month; and*
- b. Notes that Competenz approved Forestry Operations Log Scaling Micro-credential on 15 Jan 2025; and*
- c. Notes that Competenz made the following NZQA Submissions:*
 - *Type 1 change to NZA in Engineering Fabrication with strands in Heavy, Light and Steel Fabrication - Approved 22 Jan 2025*
 - *Type 1 change to NZA in Mechanical Engineering with strand in Machining - Approved 30 Jan 2025.*

CARRIED

3.7 Wintec Report (part a) - February 2025

Resolved (K. Hewitson)

THAT Te Poari Akoranga:

- a. Receive the report titled 'Wintec Komiti Akoranga Report – February 2025 Part A'; and
- b. Note that Komiti Akoranga – Academic Committee approved changes to its Terms of Reference including the addition of the Institutional Quality Manager as a member, update to roles of current members, and the incorporation of Wintec's new values.

CARRIED

3.8 ServiceIQ Report - February 2025

Resolved (K. Hewitson)

THAT Te Poari Akoranga:

- a. Receive the report titled 'ServiceIQ - Academic Committee Report 14 February 2025'; and
- b. Note that the ServiceIQ Academic Committee did not grant any approvals at this meeting.

CARRIED

3.9 WITT Report - January 2025

Resolved (K. Hewitson)

THAT Te Poari Akoranga:

- a. Receives the report titled 'Western Institute of Technology at Taranaki Academic Committee Report – 22 January 2025 Meeting'; and
- b. Note that the WITT Academic Committee approved:

- 2025 Schedule of Annual Activities
- Certificate Graduands (including micro-credentials and training schemes) – 221 approved
- Diploma and Degree Graduands – 144 approved
- Exception to Programme Regulations – Postgraduate Certificate and Diploma of Applied Management.

CARRIED

3.10 Primary ITO Report - January 2025

Resolved (K. Hewitson)

THAT Te Poari Akoranga:

- a. Receives the report titled "Academic Committee Report; and
- b. Notes that the Primary ITO Academic Committee approved:
 - LCP – Horticulture Practices Level 3
 - LCP – Rural Servicing Level 4
 - Development of paper-based materials for two bio-security units standards to better support Corrections learners.

- Addition of four unit standards to the Level 5 Enchem programme (unfunded).

CARRIED**4. Resolution to exclude the public**

Resolved (K. Hewitson/F. Moyer)

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)
5.	Administration – public excluded	
5.1	Minutes of the public excluded portion of the meeting held 28 January 2024	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
5.2	Actions	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
6.	Academic risk monitoring	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA Section 9(2)(h)
7.	Ngā ohu whakahaere o Te Poari Akoranga (closed reports)	
	Te Ohu Whakahaere Academic Quality	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
	Te Ohu Whakahaere Appeals	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
	Te Ohu Whakahaere Rangahau Research and Postgraduate	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
	Te Ohu Whakahaere Approvals	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
8.	Local Academic Committee reports (closed)	

Item	General subject of each matter to be considered	Section(s)
8.1	Wintec Report (part b) - February 2025	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
9.	Any other closed business	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA

Interests

Section	Interest
Section 9(2)(h)	To maintain legal professional privilege.
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.

The Chair delivered the closing karakia and the meeting closed at 10.26am.

Te Pūkenga report



15 May 2025

Report to	Te Poari Akoranga
Title	Te Ohu Whakahaere Approvals - 30 April 2025 - open
Provided by	Leoni Drew and Kim Davis – Te Ohu Whakahaere Approvals co-chairs
Author	Haley Passmore, Governance Advisor
For	Information
Classification	Unclassified
Endorsement (if any)	NA

Recommended resolutions

It is recommended that Te Poari Akoranga (Te Poari):

a.	Receives the report titled 'Te Ohu Whakahaere Approvals - 30 April 2025' and
b.	Notes that Te Ohu Whakahaere Approvals approved a new delivery site application for Tai Poutini Polytechnic to deliver the below qualifications: <ul style="list-style-type: none"> Te Pūkenga (unified) NZ2453 NZC in Business (Introduction to Team Leadership) (Level 3), NZ2454 NZC in Business (Small Business) (Level 3) NZ2455 NZC in Business (Accounting) (Level 4).

Te tāhuhu kōrero | Background

- Te Ohu Whakahaere Approvals (Te Ohu) met online via Microsoft Teams on 30 April 2025. Apologies were received from Liz McKenzie and Denise Williams. The following matters were considered on the open part of the agenda.

Programme approvals

- In its public excluded session, Te Ohu reviewed and approved a new delivery site application for Tai Poutini Polytechnic to deliver:
 - Te Pūkenga (unified) NZ2453 NZC in Business (Introduction to Team Leadership) (Level 3)
 - NZ2454 NZC in Business (Small Business) (Level 3)
 - NZ2455 NZC in Business (Accounting) (Level 4).
- It resolved that the resolutions be made public but that the report and discussion remain public excluded.

Te Pūkenga report



15 May 2025

Other matters

4. Te Ohu received a verbal update on NZQA changes and noted how this may affect their committee workload going forward.

Ngā tāpiritanga | Appendices

Appendix 1: [Te Ohu Whakahaere Approvals agenda – 30 April 2025 - open](#)

Te Pūkenga report



15 May 2025

Report to	Te Poari Akoranga
Title	Report from Te Ohu Whakahaere Academic Quality meeting held 8 May 2025 (open portion)
Provided by	Fionna Moyer and Deborah Young, Committee Co-Chairs
Author	Haley Passmore, Governance Advisor
For	Information
Classification	Unclassified
Endorsement (if any)	N/A

Recommended resolutions

It is recommended that Te Poari Akoranga (Te Poari):

1.	Receive the verbal and written report from the open portion of Te Ohu Whakahaere Academic Quality meeting held 8 May 2025.
2.	Note that Te Ohu Whakahaere Academic Quality received the following reports on unified programmes: <ul style="list-style-type: none"> • 2199 NZ Certificate in Tourism (Level 3) • 2202 NZ Certificate in Tourism (Level 4) • 2206 NZ Diploma in Tourism and Travel (Level 5) • 3625 NZ Certificate in Sport, Recreation and Exercise (Multi Sector) (Level 3) • 3563 NZ Certificate in Exercise (Level 4)

Te pūtake o tēnei pūrongo | Purpose of this report

1. The purpose of this report is to provide Te Poari with a summary of the matters discussed by Te Ohu Whakahaere Academic Quality meeting held 8 May 2025 at its May 2025 meeting.

Te tāhuhu kōrero | Background

2. Te Ohu Whakahaere Academic Quality (te Ohu) met on 8 May 2025 online via Microsoft Teams. Carmel Haggerty, Sue Roberts, and Gianetta Lapsley provided apologies for the meeting. The meeting pack can be found in Appendix 1.

Te Pūkenga report



15 May 2025

Whai whakaaro me whakatau rānei | Discussion / decision

3. Te Ohu considered the following items in the open portion of the meeting:

Unified programme quality assurance reports

4. Te Ohu received the following reports on unified programmes:

- 2199 NZ Certificate in Tourism (Level 3)
- 2202 NZ Certificate in Tourism (Level 4)
- 2206 NZ Diploma in Tourism and Travel (Level 5)
- 3625 NZ Certificate in Sport, Recreation and Exercise (Multi Sector) (Level 3)
- 3563 NZ Certificate in Exercise (Level 4)

Other matters

5. Te Ohu received a verbal update from the Ako Excellence Director about a project on intellectual property, potential changes to ngā ohu whakahaere, and transition plans.

Ngā tāpiritanga | Appendices

Appendix 1: [Te Ohu Whakahaere Academic Quality meeting 8 May 2025](#) (open portion)

Te Pūkenga report



15 May 2025

Report to	Te Poari Akoranga
Title	Delegation of approvals
Provided by	Deborah Young and Kieran Hewitson – Te Poari Akoranga co-chairs
Author	Haley Passmore, Governance Advisor
For	Approval
Classification	Unclassified
Endorsement (if any)	NA

Recommended resolutions

It is recommended that Te Poari Akoranga (Te Poari):

1.	Receive the report titled ‘Delegation of approvals’; and
2.	Approves the sub-delegation from Te Poari Akoranga to: <ul style="list-style-type: none"> Te Ohu Whakahaere Approvals to approve Type 2 changes to Unified Programmes. Local Academic Committees will be given sub-delegation to approve new (non-unified) programmes delivered by their business division.
3.	Approves the revised Terms of Reference for Te Ohu Whakahaere Approvals to reflect the change in its delegations.

Te pūtake o tēnei pūrongo | Purpose of this report

- The purpose of this report is to approve the sub-delegation from Te Poari Akoranga to Te Ohu Whakahaere Approvals to approve Type 2 changes to Unified Programmes.

Te tāhuhu kōrero | Background

- Te Poari Akoranga has been delegated authority by Te Pūkenga Council 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.
 - seek approval/accreditation of programmes by external bodies.
- Currently, Te Poari Akoranga has delegated to Te Ohu Whakahaere Approvals to approve new Level 1-6 courses and programmes, and to 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 Pūkenga report



15 May 2025

4. The New Zealand Qualifications Authority (NZQA) has advised Te Pūkenga that it will now accept approval of a new (non-unified) programme by a Local Academic Committee.

Whai whakaaro me whakatau rānei | Discussion / decision

5. A change to the sub-delegations from Te Poari Akoranga is required to match the change in NZQA's criteria.
6. The proposed changes to Schedule D of the Delegations Register will provide for the following sub-delegations:
 - Te Ohu Whakahaere Approvals will be given sub-delegation to approve new Level 1-6 unified courses and programmes and Type 2 changes to unified courses and programmes.
 - Local Academic Committees will be given sub-delegation to review and approve new (non-unified) courses and programmes delivered by their business division, and to review and approve changes to existing (non-unified) courses and programmes and approve the withdrawal/closure or suspension of existing (non-unified) courses or programmes.
7. A full list of Te Pūkenga unified programmes is provided in Appendix 3.

Ngā tāpiritanga | Appendices

Appendix 1: Draft Schedule D: Sub-Delegations from Te Poari Akoranga (new sub-delegations shown as marked changes)

Appendix 2: Draft Terms of Reference for Te Ohu Whakahaere Approvals (new sub-delegations shown as marked changes)

Appendix 3: List of Te Pūkenga Unified Programmes

Appendix 4: Advice from NZQA about approval of non-unified programmes by Local Academic Committees

Schedule D:**Tāpaenga Mana mai i Te Poari Akoranga | 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
1.	Academic Policies, procedures and framework	Not applicable	
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.	<p>a. Te Ohu Whakahaere Approvals</p> <ul style="list-style-type: none"> • To approve new Level 1-6 <u>unified</u> courses and programmes. • <u>To approved Type 2 changes to unified courses and programmes</u> <p>b. Local Academic Committees</p> <p>To review and approve <u>new (non-unified) courses and programmes delivered by their business division, and to review and approve</u> changes to existing <u>(non-unified)</u> courses and programmes and approve the withdrawal/closure or suspension of existing <u>(non-unified)</u> courses or programmes.</p>
3.	Courses/ Programmes of Study (including work-based learning)	To approve variations to an individual learner's course/programme of study outside programme regulations.	<p>Local Academic Committees</p> <p>This delegation is sub-delegated in its entirety.</p>

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.	<p>Te Ohu Whakahaere Academic Quality Co-Chairs</p> <p>To approve minor changes to academic procedures, within academic policy.</p>
5.	Assessment	To approve and release learner results and recognise credit for assessment (including assessment of prior learning) in accordance with approved academic regulations.	<p>Local Academic Committees</p> <p>This delegation is sub-delegated in its entirety.</p>
6.	Research	To set and promote quality standards for research and approve proposals for research from Te Pūkenga kaimahi and learners involving human subjects (including learner course work research) and a Māori or Te Tiriti/Treaty of Waitangi dimension.	<p>a. Te Ohu Whakahaere Rangahau Research and Postgraduate</p> <p>To review and monitor:</p> <ul style="list-style-type: none"> the revenue generated by Te Pūkenga in external research funding opportunities. rangahau and research capacity and capability across Te Pūkenga. the performance of Te Pūkenga in relation to national rangahau, research and postgraduate strategies ensuring a culture of continuous improvement across business divisions. <p>b. Local Academic Committees</p> <p>To approve proposals for research from Te Pūkenga kaimahi and learners involving human subjects (including learner course work research) and a Māori or Te Tiriti/Treaty of Waitangi dimension.</p>

Ref	Subject	Description	Sub-delegation
7.	Appeals	<p>To:</p> <ul style="list-style-type: none"> a. receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes); b. support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals; and c. if necessary, make recommendations about policies, procedures, or the provision of services. 	<p>Local Business Division Leads</p> <p>To:</p> <ul style="list-style-type: none"> a. receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes); b. support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals. <p>Te Ohu Whakahaere Academic Quality</p> <p>To make recommendations about national policies, procedures, or the provision of services in respect of appeals.</p>
8.	Granting of Formal Awards	To grant formal awards of Te Pūkenga.	<p>Local Academic Committees</p> <p>This delegation is sub-delegated in its entirety.</p>

Te Ohu Whakahaere Approvals Terms of Reference

Terms of Reference

1. Whakapapa | Background

- (a) In accordance with the Te Pūkenga Delegations Policy, Te Poari Akoranga (Te Poari) may establish any ohu whakahaere (sub- committees) as are deemed necessary for the efficient and effective operation of Te Poari and make appointments to the same.
- (b) Te Poari has established Te Ohu Whakahaere Approvals to:
 - i) approve education and training packages at New Zealand Qualifications and Credentials Framework (NZQCF) Levels 1-6 (for example, programmes of study, short courses, and micro-credentials, or equivalent), and associated changes in accordance with approved delegations; and
 - ii) recommend to Te Poari Akoranga the approval of degrees and related education and training packages at NZQCF Levels 7-10, and associated changes in accordance with approved delegations.

2. Ngā Tikanga | Purpose / Scope

- (a) 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;
- (b) 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.

3. Powers and Authority

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

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"> • To approve new Level 1-6 <u>unified</u> courses and programmes. • <u>To approve Type 2 changes to unified courses and programmes.</u>

- (b) In enacting the sub-delegations outlined in this section, Te Poari requires:
 - i) Any policies related to the responsibilities are approved by Te Poari Akoranga;
 - ii) Decisions made by the body receiving the sub-delegation are reported to Te Poari Akoranga.
 - iii) All formal sub-delegations will be included in the Academic Delegations Register which will be updated each time a power is sub-delegated.

- iv) Refer matters that constitute academic concerns or risks to the academic integrity of Te Pūkenga to Te Poari Akoranga.
- (c) All media and public comment should be considered in consultation with Te Poari Akoranga.
- (d) Any official information requests to Te Ohu should be directed to the Official Information Act (OIA) team of Te Pūkenga.

4. Mematanga | Membership, Appointments and Eligibility Criteria

- (a) Appointments to Te Ohu will be made by Te Poari following an Expressions of Interest process carried out by Te Ohu. Appointments will comprise the following:
 - i) Staff members within Te Pūkenga network (5-10 members)
 - ii) Additional members may be co-opted to join if the appointed members feel that they do not have sufficient representation of skills or specialist criteria identified in Section 4. (b).
- (b) Membership should reflect a broad skills-based approach and be drawn from both ITPs and ITOs as appropriate, ensuring rangahau and Pacific representation. The appointment of members will be based on the following core criteria:
 - i) commitment to educational quality and learner achievement.
 - ii) ability to apply both a local and global view to academic issues.
 - iii) academic and specialist knowledge, skills, and experience.

The appointment of new members will be on the basis of gaining a balanced, inclusive and broad representation.

- (c) Members will be appointed for up to two years, with the option of renewal for one further year, to be made by Te Poari. Membership of Te Ohu may be revoked by either Te Poari or the appointed member at any time by giving four weeks' written notice in writing.
 - i) These members may resign from Te Ohu at any time by notifying the Chair with a copy to the Governance Advisor.
 - ii) A member's appointment may be terminated at any time for good reason by the Te Poari Akoranga Chair. Good reason includes, but is not limited to, failure to attend more than two consecutive Te Ohu hui (without informing the Chair), and failure to act in accordance with the Code of Conduct.
- (d) Te Ohu may have either one Chair or two Co-Chairs. The Chair or Co-Chairs will be appointed by Te Poari from within the membership of Te Ohu after consultation with interested members.

5. Kōrama | Quorum and Hui | Meetings

- (a) A quorum shall consist of a majority of Te Ohu members. No business shall be transacted at a meeting in the absence of a quorum.
- (b) Te Ohu will meet regularly during an academic year.
 - i) Meetings may be conducted by teleconference, videoconference or ~~in-person~~ via e-meeting.

- ~~b. — If a hui is held in person, members will make reasonable efforts to attend in person.~~
- ~~c. — If a member is not able to attend a hui in person, a teleconference or videoconference alternative will be provided where feasible.~~
- ~~iv)ii) Te Ohu may also need to meet on an ad hoc basis to consider approvals requested and/or relevant matters, and/or if determined necessary by the Chair.~~
- ~~v)iii) Hui dates will be set annually by the Council Secretariat to align with other meetings on Te Pūkenga Governance calendar, and in consultation with members of Te Poari.~~
- (c) If a member is unable to attend a hui, they must provide the Chair with comments on the issues to be discussed in reasonable time prior to the hui. Members are not able to send a proxy or delegate to the hui in their place.
- (d) A Governance Advisor shall service Te Ohu meetings to provide secretariat support and resources.
- i) Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. This would normally be a week prior to the date of the meeting but may be shorter as determined by the Chair.
- ii) Minutes of the meetings shall be prepared, retained and distributed to Te Ohu members, management and external auditors, as well being made available to Te Poari Akoranga.
- (e) Te Pūkenga is named in Schedule 2 Part 2 of the [Local Government Official Information and Meetings Act 1987 \(LGOIMA\)](#) as a particular authority to which Part 7 of LGOIMA applies. As Te Ohu has been sub-delegated authority to make decisions on behalf of Te Poari Akoranga as outlined in Section 3, the following local authority meeting rules apply:
- i) Hui are required to be open to the public unless Te Ohu resolves to exclude the public from the whole or any part of the meeting where good reason for withholding disclosure of information exists under Section 9 of the Official Information Act 1982.
- ii) The date, time and place of Te Ohu hui must be publicly notified not more than 14 days and not less than five days before the end of the month prior.
- iii) At least two working days prior to the hui any member of the public may inspect all agendas and associated reports circulated to members of Te Ohu relating to that hui, excluding reports that the Tumuaki | Chief Executive reasonably expects the hui to discuss with the public excluded.
- iv) Where an item is not on the agenda for a meeting, that item may only be discussed at that meeting if:
- a. Te Ohu resolves to discuss it and the Chair explains at the hui at a time when it is open to the public the reason why the item is not on the agenda, and the reason why the discussion of the item cannot be delayed until a subsequent hui; or
- b. the item is a minor matter relating to the general business of Te Ohu; and the Chair explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but no resolution,

decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting for further discussion.

- v) Members of the public have a right to inspect or receive copies of minutes of Te Ohu hui (except parts of a hui from which the public was excluded).
- (f) Hui will be chaired by one of the Co-Chairs. Should both Co-Chairs be absent, they may designate an Acting Chair for that hui. If the Co-Chairs do not designate an Acting Chair, then the Acting Chair shall be elected by simple majority of those members present at the hui when an election is required.

6. Responsibilities and duties

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

7. Pūrongo | Reporting obligations

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

8. Accountability

Te Ohu Whakahaere Approvals shall:

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

9. Review of the Terms of Reference

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

Approved by Te Poari Akoranga on 13 March 2025

Kieran Hewitson
Te Poari Akoranga Co-Chair

Deborah Young
Te Poari Akoranga Co-Chair

Te Pukenga unified products	
Cloud Security (Micro-credential)	New Zealand Certificate in Adult and Tertiary Teaching (Level 4)
Internship (Cybersecurity) (Micro-credential)	New Zealand Certificate in Land Based Sustainability Practices (Level 3)
Introduction to Cloud Architecture (Micro-credential)	New Zealand Certificate in Organic Primary Production (Level 3)
Master of Applied Science Tāhuhu Pūtaiao	New Zealand Certificate in Organic Primary Production (Level 4)
New Zealand Certificate in Animal Care (Level 3)	New Zealand Diploma in Remedial Massage (Level 6)
New Zealand Certificate in Animal Management (Level 4)	New Zealand Diploma in Tourism and Travel (Level 6)
New Zealand Diploma in Architectural Technology (Level 6)	New Zealand Diploma in Wellness and Relaxation Massage (Level 5)
New Zealand Diploma in Construction	New Zealand Certificate in Agriculture (Level 4)
Postgraduate Certificate in Applied Science	New Zealand Certificate in Pest Operations (Level 3)
Postgraduate Diploma in Applied Science	Bachelor of Accounting
New Zealand Diploma in Landscape (Level 5)	Design for student-centered learning (Micro-Credential)
New Zealand Certificate in Applied Science (Level 3)	New Zealand Certificate in Cookery (Level 3)
New Zealand Certificate in Business (Accounting Support Services) (Level 4)	New Zealand Certificate in Food and Beverage Service (Level 3)
New Zealand Certificate in Business (Administration and Technology) (Level 3)	New Zealand Certificate in Food and Beverage Service (Level 4)
New Zealand Certificate in Business (Administration and Technology) (Level 4)	Plan and facilitate student-centered learning (Micro-Credential)
New Zealand Certificate in Business (First Line Management) (Level 4)	Certificate in Track Construction (Level 3) (Micro-credential)
New Zealand Certificate in Business (Introduction to Small Business) (Level 3)	Certificate in Track Maintenance (Level 3) (Micro-credential)
New Zealand Certificate in Business (Small Business) (Level 4)	New Zealand Certificate in Mechanical Engineering (Level 3)
New Zealand Certificate in Commercial Barbering (Level 4)	New Zealand Certificate in Real Estate (Salesperson) (Level 4)
New Zealand Certificate in Construction Trade Skills (Level 3)	New Zealand Certificate in Carpentry (Level 4)
New Zealand Certificate in Hairdressing (Level 3)	New Zealand Diploma in Timber Structure Detailing (Level 5)
New Zealand Certificate in Hairdressing (Professional Stylist) (Level 4)	New Zealand Certificate in Offender Management (Level 3)
New Zealand Certificate in Joinery (Level 4)	New Zealand Certificate in Offender Management (Level 4)
New Zealand Diploma in Applied Science (Level 5)	New Zealand Certificate in Offender Management (Level 5)
New Zealand Diploma in Applied Science (Level 6)	NZ Apprenticeship in Electrical Trade L4
New Zealand Diploma in Business (Level 5)	New Zealand Certificate in Forest Industry Operations (Planning and Monitoring) (Level 4)
New Zealand Diploma in Enrolled Nursing (Level 5)	New Zealand Certificate in Manufacturing (Level 3)
New Zealand Diploma in Primary Industry Business Management (Level 5)	New Zealand Certificate in Rail Infrastructure (Level 3)
New Zealand Diploma in Transition to Parenting Education (Level 5)	New Zealand Certificate in Rail Infrastructure (Level 4)
New Zealand Certificate in E+A4+A37:A108+A37:A74+A37:A101	New Zealand Apprenticeship in Distribution (Level 4) (Complex)
New Zealand Certificate in Sport, Recreation and Exercise (Multi-sector) (Level 3)	New Zealand Apprenticeship in Equine Racing (Level 4) (Complex)
New Zealand Certificate in Tourism (Level 3)	New Zealand Apprenticeship in Horticulture (Level 4) (Complex)
New Zealand Certificate in Tourism (Level 4)	New Zealand Apprenticeship in Horticulture Services (Level 4) (Complex)
New Zealand Diploma in Tourism and Travel (Level 5)	New Zealand Certificate in Distribution (Level 3)
New Zealand Certificate in Construction Trades Supervision (Level 5)	New Zealand Certificate in Distribution (Level 4)
He Ara Matatau - SafePlus Assessor (Micro-credential)	New Zealand Certificate in Equine Racing (Level 4)
New Zealand Certificate in Domestic Maritime Operations (Restricted Limits) (Level 4)	New Zealand Certificate in Equine Skills (Level 2)
New Zealand Certificate in Marine Engineering Class 5 (Level 5)	New Zealand Certificate in Equine Skills (Level 3)
New Zealand Certificate in Marine Engineering Class 6 (Level 4)	New Zealand Certificate in Rural Servicing (Level 4)
New Zealand Certificate in Maritime Crewing (Level 3)	New Zealand Certificate in Civil Infrastructure Bulk Earthworks (Level 3)
Bachelor of Midwifery (Level 7)	New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3)
New Zealand Certificate in Animal Healthcare Assisting (Level 4)	New Zealand Certificate in Infrastructure Works (Level 2)
New Zealand Certificate in Apiculture (Level 3)	New Zealand Certificate in Infrastructure Works (Level 3)
New Zealand Certificate in Apiculture (Level 4)	New Zealand Certificate in Project Management (Level 4)
New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4)	New Zealand Certificate in Automotive Electrical Engineering (Level 5)

Te Pukenga unified products	
New Zealand Certificate in Avalanche Risk Management (Level 5)	New Zealand Certificate in Business (First Line Management)(Level 4)
New Zealand Certificate in Avalanche Risk Management (Level 6)	New Zealand Certificate in Coachbuilding (Level 4)
New Zealand Certificate in Bicycle Mechanics (Level 4)	New Zealand Certificate in Heavy Automotive Engineering (Level 5)
New Zealand Certificate in Bicycle Servicing (Level 3)	New Zealand Certificate in Light Automotive Engineering (Level 5)
New Zealand Certificate in Electric Vehicle Automotive Engineering (Level 5)	New Zealand Certificate in Aviation (Airline Check-in) (Level 3)
New Zealand Certificate in Introductory Snowschool Instruction (Applied) (Level 4)	New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3)
New Zealand Diploma in Rural Animal Veterinary Technology (Level 6)	New Zealand Certificate in Project Management (Level 4)
New Zealand Diploma in Veterinary Nursing	



20 February 2025

MoE number: 6683

Deborah Young
Ako Excellence Director
Te Pūkenga - New Zealand Institute of Skills and Technology
Level 1, Wintec House
Cnr Anglesea & Nisbet Sts
Hamilton 3204

Tēnā koe Debroah

In light of the proposed disestablishment of Te Pūkenga, NZQA, under the rules, will accept applications submitted by individual Te Pūkenga business divisions.

Te Pūkenga business divisions can make formal applications for new offerings for the following via their edumis number, if they still have one, and the Te Pūkenga edumis number.

- programme approval and accreditation (including new degree and postgraduate programmes)
- micro-credential listing, approval and accreditation
- micro-credential listing and approval
- qualification listing and approval
- offshore programme approval and accreditation

The applications submitted by each business division will be evaluated based on merit and meeting the NZQA-prescribed rules.

An application should include details relating to internal quality assurance practices specific to the business division and that it has the capability and capacity to deliver the programme or the micro-credential.

Any NZQA approval will be specific to the Te Pūkenga business division and may limit the delivery within a certain geographical location. The approval record will be under the respective Te Pūkenga business division.

NZQA will also need evidence of internal approval (MCDM form) from Te Pūkenga for any application.

Nāku noa, nā

A handwritten signature in black ink, appearing to read 'Eve McMahon', is written over a faint, light blue circular stamp or watermark.

Eve McMahon
Deputy Chief Executive
Quality Assurance

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

15 May 2025

Title	Whitireia and WelTec Academic Committee Report 20 February 2025 (e-meeting)
Provided by	Leanne Ivil, Director Teaching and Learning
Author	Lorna Vickerman, Committee Secretary

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled: Whitireia and WelTec Academic Committee Report 20 February 2025 (e-meeting)
b)	Notes that the Whitireia and WelTec Academic Committee approved: Type 1 Changes: <ul style="list-style-type: none"> • PR5006 Bachelor of Information Technology • NZ2660 NZ Certificate in Plumbing, Gasfitting and Drainlaying (Level 3) • PR4862 Postgraduate Certificate in Specialty Care • HS8722 Extended Care Paramedicine 1: • PR4624 Bachelor of Nursing • NZ2491 NZ Diploma in Veterinary Nursing (Level 6) • PR4851 Bachelor of Health Science (Paramedic) • PR4801 Postgraduate Certificate in Primary Healthcare Specialty Nursing • NZ2992 NZ Certificate in Health and Wellbeing (Social and Community Services) (L4)

Whakarāpopototanga | Summary

Meeting was held as an e-meeting from 14 to 20 February with 12 Members responding (quorum was met).

Sub-delegations exercised

Sub-delegation	Details of how this has been exercised by the Local Academic Committee
<p>Review and approval of changes to existing courses and programmes and approval of the withdrawal/closure or suspension of existing courses or programmes.</p>	<p>Type 1 Changes</p> <p>PR5006 Bachelor of Information Technology</p> <ul style="list-style-type: none"> • Change to Learning Outcomes and Assessment methods for IT5503 Programming 1 • Change to indicative content for IT5501 Mathematics for IT • Changes to Learning Outcomes, indicative content and Assessment methods for SD7501 Web Application Development <p>NZ2660 NZ Certificate in Plumbing, Gasfitting and Drainlaying (Level 3)</p> <ul style="list-style-type: none"> • Remove version numbers for unit standards from programme document • Update to latest versions for US6400, US6401 and US6402 including change of level and credit value for US 6402 • Remove Work experience and Work integrated learning as Learning activities • Reword Aim statement for course DB3143 <p>PR4862 Postgraduate Certificate in Specialty Care</p> <p>HSC8707 Forensic Practice:</p> <ul style="list-style-type: none"> • Learning Outcome 4 now LO3. • Learning Outcome 3 expanded into new Learning Outcomes 4 and 5. • LOs measured against assessments updated to reflect changes. <p>HS8722 Extended Care Paramedicine 1:</p> <ul style="list-style-type: none"> • Learning Outcome 4 now expanded into two new Learning Outcomes 4 and 5. • LOs measured against assessments updated to reflect changes. <p>PR4624 Bachelor of Nursing</p> <p>NURS5216 Professional Nursing One</p> <ul style="list-style-type: none"> • Changes to LOs measured for all assessments. <p>NZ2491 NZ Diploma in Veterinary Nursing (Level 6)</p> <p>VN6207: Veterinary Nursing Professional Practice</p> <ul style="list-style-type: none"> • LO4 removed

Sub-delegation	Details of how this has been exercised by the Local Academic Committee
	<ul style="list-style-type: none"> • Three individual assessments changed to one portfolio. <p>PR4851 Bachelor of Health Science (Paramedic)</p> <p>HSC5311 Human Body Systems 1:</p> <ul style="list-style-type: none"> • LO2 removed. • All LOs changed from 'Describe' to 'Demonstrate knowledge'. • Aim, LOs and content amended to remove reference to infection control. • LOs measured amended. <p>HSC5313: Academic Communication and Enquiry</p> <ul style="list-style-type: none"> • Minor wording change to LO2. • LOs measured amended. <p>PR4801 Postgraduate Certificate in Primary Healthcare Specialty Nursing</p> <p>HSC8504: Praxis in the Community Setting (Well Child/Tamariki Ora)</p> <ul style="list-style-type: none"> • LOs 1 & 4 added to Online Activities • LO3 removed from Online Activities <p>NZ2992 NZ Certificate in Health and Wellbeing (Social and Community Services) (L4)</p> <p>HWB4001: Whānaungatanga Building Relationships</p> <ul style="list-style-type: none"> • Minor wording change for LO4 • Change to assessment weightings. <p>HWB4021: Safety and Practice in Community Health Work; HWB4031: Safety and Practice in Mental Health & Addiction;</p> <p>HWB4041: Safety and Practice in Social Services</p> <ul style="list-style-type: none"> • Change in assessment weighting for each

Aroturuki | Monitoring

Bachelor of Counselling and Addiction Practice NZQA Annual Monitoring Final Report received 2 December 2024

Recommended for self-monitoring.

Other matters

Academic Committee approved the following changes to the Quality Management System

- Updates to Student Surveys Procedures.
- Noted the introduction of the new Course Moderation Plan template.
- Updated Student enrolment Procedures and International Withdrawals and Refunds.
- Changes to W&W Academic Transcript template.

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

15 May 2025

Title	Whitireia and WelTec Academic Committee Report 17 April 2025
Provided by	Leanne Ivil, Director Teaching and Learning
Author	Lorna Vickerman, Committee Secretary

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled: Whitireia and WelTec Academic Committee Report 17 April 2025
b)	Notes that the Whitireia and WelTec Academic Committee approved: Type 2 Changes: <ul style="list-style-type: none"> HV4448 Bachelor of Engineering Type 1 Changes: <ul style="list-style-type: none"> NZ4373 New Zealand Certificate in Skills for Learning and Working for Supported Learners (Level 1) PR4997 Bachelor of Social Work

Whakarāpopototanga | Summary

Meeting was held via Teams on 17 April 2025 with 9 members (quorum was met).

Sub-delegations exercised

Sub-delegation	Details of how this has been exercised by the Local Academic Committee
Review and approval of changes to existing courses and programmes and approval of the withdrawal/closure or suspension of existing courses or programmes.	Type 2 Changes HV4448 Bachelor of Engineering <ul style="list-style-type: none"> Update programme to version 4 Update Provider information Whitireia and WelTec (W&W) The Sydney Accord graduate profile updated Changes to Graduate Attribute table for each course descriptor

Sub-delegation	Details of how this has been exercised by the Local Academic Committee
	<ul style="list-style-type: none"> • MG6038 Strength of Material 2, change from strand compulsory to strand elective, • MG6039 Applied Computational Modelling change to L7 MG7031 and update course descriptor • MG6052 High Power Electrical Motors for Transport new Level 6 electrical elective • MG7046 Engineering Site Investigation new Level 7 civil elective • Civil Major structure diagram Pg 16 typing error: change MG6006 to MG6106. • Transition Arrangements Pg 31 Add: A student who has successfully completed MG6039 may not enrol in MG7031. • MG6044 Manufacturing Processes and Production reverse 2022 CD changes to re-align with NZDE DE6310. <p>Type 1 Changes:</p> <p>NZ4373 New Zealand Certificate in Skills for Learning and Working for Supported Learners (Level 1)</p> <ul style="list-style-type: none"> • Change the verb in Learning Outcome 1 in course LL1107 Skills for Work or Further Study from ‘describe’ to ‘identify’ and add ‘skills’ to the LO. <p>PR4997 Bachelor of Social Work</p> <ul style="list-style-type: none"> • Change assessment method from Online Discussion Thread to Presentation in course SOWK6312 Human Development.

Aroturuki | Monitoring

Bachelor of Counselling and Addiction Practice NZQA approval for self-monitoring 11/4/25

NCNZ Re-accreditation report for the Bachelor of Nursing Pacific

Other matters

Academic Committee:

- Approved the replacement of the 'Achievement' words from the W&W academic transcript template with the percentages found in the Mark Range column of GM2.
- Received the 2024 First Impressions Graduate Survey Report/Activity and Outcomes Summary Reports
- Received the 2024 Ākonga Complaints Report.

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

Thursday 15 May 2025

Title	Toi Ohomai Academic Committee Summary Report 2nd April 2025
Provided by	Toi Ohomai Institute of Technology Academic Committee
Author	Kieran Hewitson Chair Tumu Whenua ā-Rohe 2 Executive Director Region 2

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	<p>Receives the report titled 'Toi Ohomai Academic Committee Summary Report, 2nd April 2025.</p> <p>Includes Academic Committee Meetings:</p> <ul style="list-style-type: none"> ▪ 12th February 2025 ▪ 27th February 2025 ▪ 10th March 2025 ▪ 27th March 2025
b)	<p>Notes that Toi Ohomai Academic Committee approved:</p> <ul style="list-style-type: none"> • Susan Sloan Nursing Scholarship Award • Top Student Award and Prize, NZ Diploma in Architectural Technology Level 6 • 146 Graduates • Academic Committee Terms of Reference 2025 • Learning and Quality Standards Committee Terms of Reference 2025 • New Permanent Delivery Site – Tong House, Whakatane

Whakarāpopototanga | Summary

The following items were considered in the open portion of the meeting:

Academic Programme Management Committee (APMC)

- Transition of Non-Formal Awards (NFA) for Secondary Tertiary Programmes (STP) prove to be a flexible and efficient approach. Mostly positive feedback all round.
- MCDM Approval Process – January 2025 EQF Procedures continues to include the MCDM and Te Ohu Whakahaere approval process for unified POS.
- Change Requests and Successful Completion of all learning outcomes. Programme Development implement an increment update to all Programme Documents to explicitly reference the requirement for ākongā to achieve all learning outcomes.

- Programme Development advice for teams is to review changes across the entire teaching team to prevent un-necessary subsequent changes.

Learning and Quality Standards Committee (LQSC)

- There have been good learnings from NZQA moderation reports which will be shared with Academic Leaders across the rohe. This includes explicit NZQA requirements for unit standards, evidencing good practice to meet requirements and the NZQA expectations for 2025 submissions.
- Sub Degree Monitoring NZQA report again reminds us of the expectations/requirements in monitoring and moderation systems to ensure adequate quality assurance functions operate. The selection of programmes for monitoring is a risk-based and data-driven approach.
- The Fiver-tear review process is a comprehensive piece of work. Some areas are very impacted by the number of reviews and compliance over a short period of time and the teams will be working to put some structure and planning of key milestones in place to reduce the risk.
- A new reporting process for Associate Deans is in place where a Group Quality Committee (GQC) Report will increase the reflective discussion and bring it to the cold face for this committee.

Research Committee

- Two staff research applications were reviewed; these were both approved subject to conditions that needed to be re-seen before final approval will be granted.
- One Rangahau/Research Dissemination Awards was applied for – this was held over to the March meeting when the research budget will be finalised
- Five milestone reports were received
- One Research Incentive Grants was reviewed; it is still awaiting more evidence before approval can be given.
- An update was given on the number of Master student research projects that have been approved over the last two months. This was a total of 9 all from Master of Management.
- An update was given on the progress of the post-grad application form – it has now been approved and will be rolled out once the guidelines are finalised.
- Post Graduate guidelines have been finalised and Angela is reviewing the budget for contestable funding alongside the viability work to refine what is available.

New Permanent Delivery Site – Whakatane

- This is a strategic delivery model for financial viability. A unique partnership where there is no financial requirement, however financials will need to be looked at in terms of cost sharing and initiating this conversation.
- It is a community initiative which supports partners for growth.
- The committee determined these partnerships need to be reviewed from a return on investment (ROI) perspective and consider what a regional financial model might look like where numbers are needed.

Group Quality Committee Approach 2025

- In response to the disestablishment of Te Pūkenga, and consideration of group programme alignment following the establishment of two Executive Dean roles, the approach to Group Quality Committees (GQC) for 2025 has been reviewed.
- Rather than separate reports going to GQC, Academic Leaders would now input into one template for discussion on the, what now, now what. The reporting line from GQC will now be the Associate Dean, for one report going to LQSC then on to Academic Committee.
- This includes a GQC reporting planner to keep a constant overview of what is happening, monitoring and progress.

ICA Contract for Services

- The Associate Dean for Engineering presented agreement for engagement between Toi Ohomai and the International College of Auckland (ICA) on a consultant basis.
- The agreement was for Toi Ohomai to engage with ICA and support the initial upstanding of the programme to support the NZQA accreditation process to deliver NZ Diploma in Engineering – civil, mechanical and electrical strands (NZDE)
- Services proposed included workshops and consultancy hours to ensure quality delivery.
- The Academic Committee agreed not to approve this contract for services based on:
 1. The position Toi Ohomai is currently in and unable to commit to the next two years.
 2. The competitive nature in our wider Te Pūkenga network.

Academic Committee Workplan

- Academic Committee will include in the committee workplan a kopapa korero on issues. Topical items that would benefit from discussion and debate. Areas where there are challenges to identify gaps and what needs to be actioned. These discussion points will be scheduled across the year and included in the General Business section of the agen

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

15 May 2025

Title	Primary ITO Academic Committee report 1 April 2025
Provided by	Ginny Vincent – Academic Committee Chair
Author	Ginny Vincent – General Manager Academic

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled “Academic Committee Report.”
----	---

Whakarāpopototanga | Summary

- Quorum for Meeting met
- Delays with Seafood quals and the decision by WDC to go back to the drawing board. Steering Group to meet again.
- Quality Compliance Gap Analysis completed and presented.
- Accreditation Process for Micro-credentials approved pre-2023. 24 to be completed.

Ngā tino raru ka heipū mai | Key risks

Risk title	Description	Potential consequences	Current mitigation
Seafood Qual Delay	Muka Tangata need to go back and revise GPO's for L3 and 4 quals with no extension to current qual	Delay in development of programme and resources. Concerns with timeframes	Continue to deliver current quals. Feedback given to MT.
Delay in Engineering/Chemical Skills Standards being developed. Short LDOE on current qual	Delay means less time to develop appropriate resources prior to the LDOE on current qual.	Potential to impact learners and providers. Pressure on Product Team.	Working with HAR.

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

15 May 2025

Title	Otago Polytechnic Academic Committee Report 10 December 2024
Provided by	Otago Polytechnic Academic Committee
Author	Caroline Terpstra, Director - Academic Excellence

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled “Otago Polytechnic Academic Committee Report 10 December 2024”;
b)	<p>Notes that the Otago Polytechnic Academic Committee approved the following Type 1 changes:</p> <ul style="list-style-type: none"> OT5025 Bachelor of Social Services – separating one 30 credit course into 2 x 15 credit courses, updating co-requisites and pre-requisites. No change to Programme totals (Level, Credits, EFTS or Hours) NZ3445 New Zealand Diploma in Beauty Therapy (Level 5) – minor changes to assessments NZ2420 New Zealand Diploma in Construction (Level 6) (Construction Management) (Quantity Surveying) - update assessment activity, weighting, LO assignment, grading scheme and completion requirements for several courses OT5128 Bachelor of Construction (Quantity Surveying) (Site Management) - update assessment activity, weighting, LO assignment, grading scheme and completion requirements for several courses NZ2649 New Zealand Diploma in Photography (Level 6) - Move from version 1 to version 2 of the Qualification, update Programme Aim, update Transition Arrangements, update Course Summaries NZ2220 New Zealand Certificate in Agriculture (Farming Systems) (Level 3) – updates to course names, credit values. No change to Programme totals (Level, Credits, EFTS or Hours) OT5177 Graduate Diploma in Conflict Resolution – changes to assessment Updates to OTCont schedule – adding unit standards for work-based off-job training in Electrical Engineering.
c)	Notes that there were no Certificate of Proficiency enrolments for approval.

Whakarāpopototanga | Summary

Approvals

1. The Type 1 changes as listed above were approved.
2. There were no Type 2 changes approved at this meeting.

Other items

The Committee noted:

1. Feedback from Otago Polytechnic on NZQA's proposed changes to the integrated quality assurance framework (iQAF).
2. Consistency review reports for:
 - NZ2539 New Zealand Diploma in Hospitality Management (Level 5) – Interim Report – Sufficient
 - NZ2674 New Zealand Certificate in Horticulture Services (Level 4) – Final Report - Sufficient
 - NZ2862 NZC in Foundation Skills (Level 2) – Interim Report – Sufficient
 - NZ2992 NZC in Health and Wellbeing (Social and Community Service) (Level 4) – Interim Report – Sufficient
 - NZ2993 New Zealand Certificate in Adult and Tertiary Teaching (Level 5) – Interim Report – Sufficient
3. While the outcomes were all sufficient, there was a consistent theme around the low response rate for collecting feedback, limited tracking of graduates, incomplete collection and analysis of data and provision of evidence that graduate outcomes are met. This will need to be addressed as an opportunity for improvement in 2025.

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

15 May 2025

Title	Otago Polytechnic Academic Committee Report 11 February 2025
Provided by	Otago Polytechnic Academic Committee
Author	Caroline Terpstra, Director - Academic Excellence

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled “Otago Polytechnic Academic Committee Report 11 February 2025;
b)	<p>Notes that the Otago Polytechnic Academic Committee approved the following Type 1 changes:</p> <p>Initiated by Otago Polytechnic:</p> <ul style="list-style-type: none"> NZ2162 New Zealand Diploma in Engineering (Level 6) – changes to NZDE National Curriculum Document V7.1, approved by NZQA in September 2024 to align the Engineering NZ Technician Attributes with the updated Dublin Accord. NZ2896 New Zealand Certificate in Bicycle Servicing (Level 3) - changes to assessments includes title changes and completion requirements NZ2897 New Zealand Certificate in Bicycle Mechanics (Level 4) - changes to assessments includes title changes and completion requirements <p>Changes to Te Pūkenga unified programmes:</p> <ul style="list-style-type: none"> NZ2459 New Zealand Diploma in Business (Level 5) – noting Assessment and other Regulation changes, approved by the National Programme Committee and by the Lead Provider’s Academic Committee at Ara. NZ2660 New Zealand Certificate in Plumbing, Gasfitting and Draining (Pre-Apprenticeship) (Level 3) - Type 1 changes notified by Wintec (programme owner) to update unit standard version numbers and adjust data requirements such as level, credits and titles. NZ3563 New Zealand Certificate in Exercise (Level 4) – changes to align programme document with Version 2 of qualification. Update to Strategic Purpose Statement and Graduate Profile, changes to course content and minor changes to wording of learning outcomes (all confirmed as Type 1 changes by NZQA) TP4775 Bachelor of Accounting – changes to resit, resubmission and reassessment requirements for the level 5 courses owned by the NZDipBus programme. Changes approved by the National Programme Committee and by the Lead Provider's Academic Committee at WinTec.
c)	Notes that the Otago Polytechnic Academic Committee approved twenty-two (22)

Certificate of Proficiency enrolments.
--

Whakarāpopototanga | Summary

Approvals

1. There were no Type 2 changes for approval at the February 2025 meeting
2. There were seven (7) Type 1 changes as listed.

Other items

The Committee received for noting:

1. Change to assessment activity sitting under 100% portfolio assessment for ANML5302 Anatomy and Physiology under NZ4391 New Zealand Diploma in Rural Animal Veterinary Technology (Level 6) – Unified.
2. Consistency review report for 2740 NZD in Wellness and Relaxation Massage (Level 5) – Interim report – Sufficient.
3. The Product Evaluation Panel recommendations approved by TKM on 28 November 2024
4. Notification from NZQA and TEC for approval of unified programme TP5225 Bachelor of Midwifery.
5. Re-Accreditation notifications from Professional Bodies:
 - Midwifery Council of New Zealand for OT4688 Bachelor of Midwifery
 - Nursing Council of New Zealand for OT4728 Bachelor of Nursing

Aroturuki | Monitoring

The Committee received and discussed the following monitoring reports:

Self-monitoring of

- OT4936 Bachelor of Design (Product)
- OT4996 Bachelor of Design (Communication)
- OT5025 Bachelor of Social Services
- OT5101 Graduate Diploma in Tertiary Teaching

NZQA monitoring of

- OT5099 Master of Professional Practice
- OT5100 Graduate Diploma in Professional Practice

Ngā tino raru ka heipū mai | Key risks

Risk 1 – Capacity of Academic Excellence kaimahi to manage programme quality and compliance workload associated with disestablishment of Te Pūkenga.

Risk 2 – cessation of sub-degree programmes, resulting in departure of key kaimahi responsible for consistency and moderation activities.

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

15 May 2025

Title	MITO Quality Oversight Committee report 4 April 2025
Provided by	Liz McKenzie – Manager Quality and Assessment, Committee Chair
Author	Liz McKenzie – Manager Quality and Assessment, Committee Chair

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled “MITO Quality Oversight Committee report 4 April 2025”.
----	--

Whakarāpopototanga | Summary

MITO’s Quality Oversight Committee met and discussed matters relating to policy and procedures for fit and proper person requirements for registered assessors, responses to NZQA consultations, and QA policy development and review.

Ngā tino raru ka heipū mai | Key risks

Risk title	Description	Potential consequences	Current mitigation
Learners with low literacy/ESOL	Learners with low literacy and/or ESOL using online translators and AI to prepare responses for eLearning assessments	<ul style="list-style-type: none"> - High workload for assessors and QA Team confirming use of AI, returning assessments, marking re-submissions (with same issues), investigating and following up with Training Advisor, supervisor, Regional Manager, learner - Learners at risk of non-completion of programmes, which will have an impact on MITO EPIs 	<ul style="list-style-type: none"> - Work with learner/workplace to stop use of online translators/AI - QA Team will ‘funnel’ learners within the system so that internal assessors mark their assessments in the interim (not contracted) - Training Advisor and Regional Manager also working with learner/workplace - Literacy/Numeracy flag at enrolment should prompt suitable support to be implemented, but this may not be suitable/sufficient for those with ESOL

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

15 May 2025

Title	EIT Academic Committee report 17 March 2025
Provided by	Ondene van Dulm, Chair EIT Academic Committee
Author	Jeanette Fifield, Executive Administrator

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled “EIT Academic Committee report 17 March 2025”.
b)	Notes that the EIT Academic Committee approved: <ul style="list-style-type: none"> the appointment of Dr Clive Cornford, degree monitor for the EIT postgraduate suite of Wine & Business Innovation degree programmes the appointment of Bronwyn Bradley, degree monitor for the EIT Bachelor of Creative Practice degree programmes.

Whakarāpopototanga | Summary

Key points from EIT Academic Committee meeting held on 17 February 2025

As lead provider, the EIT Academic Committee endorsed the following Te Pūkenga Unified Programme Quality Assurance Reports 2024, submitted to Te Ohu Whakahaere Quality:

- 2199 NZ Certificate in Tourism (Level 3)
- 2202 NZ Certificate in Tourism (Level 4)
- 2206 NZ Diploma in Tourism and Travel (Level 5).
- Approval of new memberships of the EIT Postgraduate and Programme Cluster Committees via delegated approval by the EIT Academic Committee Chair.
- The EIT Academic Committee received the approved 2024-2029 Waikato Institute of Technology (WINTEC) Code of Ethical Conduct from the Wintec Animal Ethics Committee.

Key points from EIT Academic Committee meeting held on 17 March 2025

As lead provider, the EIT Academic Committee endorsed the following Te Pūkenga Unified Programme Quality Assurance Reports 2024, submitted to Te Ohu Whakahaere Quality:

- 3625 NZ Certificate in Sport, Recreation and Exercise (Multi Sector) (Level 3)
- 3563 NZ Certificate in Exercise (Level 4).

- The EIT Academic Committee endorsed the following new EIT Quality Management System document sets and associated guidelines and templates:
 - New Qualification/Programme Development: Identification and Approval Policy QA120
 - New Qualification/Programme Development: Identification and Approval Procedure PA120
 - The new sets will replace the existing policy and procedures documents.
 - The new document sets were approved by the EIT Executive Team at their meeting on 10 March 2025.

- Approval of new and retired memberships of the EIT Programme Cluster Committees via delegated approval by the EIT Academic Committee Chair.

- The EIT Academic Committee received the (EIT Research Committee) 2024 Animal Ethics Committee Annual Report prepared by Waikato Institute of Technology (WINTEC) and MPI confirmation that EIT falls under Wintec’s code of ethical conduct and animal ethics committee.

Sub-delegations exercised

Sub-delegation	Details of how this has been exercised by the Local Academic Committee
Approval of appointment/s of degree monitor/s.	<ul style="list-style-type: none"> • New degree monitor, Dr Clive Cornford • New degree monitor, Bronwyn Bradley

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

15 May 2025

Title	Competenz Academic Report March 2025
Provided by	Competenz Local Academic Committee
Author	Pip Walsh, General Manager Learning Design and Innovation

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled 'Competenz Academic Report March 2025' that covers the March calendar month;
b)	Notes that Competenz approved four programmes/courses to be submitted to NZQA including: <ul style="list-style-type: none"> ○ WHS L3 and L4 Type 1 submitted to NZQA ○ Print L4, Type 1 submitted to NZQA ○ NZTI extension to subcontract arrangement – addition of LCP ○ MC in Forestry Operations Log Scaling endorsed for submission to NZQA.

Whakarāpopototanga | Summary

Competenz Local Academic Committee met 13 March 2025 updates included:

- Risk register / Issues log reviewed and updated
- NZQA Submissions:
 - WHS L3 and L4 Type 1 submitted to NZQA
 - Print L4, Type 1 submitted to NZQA
 - NZTI extension to subcontract arrangement – addition of LCP
 - MC in Forestry Operations Log Scaling endorsed for submission to NZQA.
- No MCDM for this month.
- Intention to discontinue approved for the following programmes once existing learners complete, they will be closed for entry:
 - NZC Cellar Operations L3, L4, L5
 - NZC Sales L3.
- Providing feedback on CMR updates for WDC – HAR and Toitu te Waiora
- Assessor review in progress – Forklift and Forestry initial focus.
- Awaiting final outcomes for consistency reviews:
 - 2885 NZC in Rail Operations (Train Manager) – Further evidence required.
 - 2886 - NZC in Rail Operations (Train Driver) – Further evidence required

- 2405 – NZC Wood Panel Manufacturing – held 4 March 2025.
- No RPL applications received for March 25.
- No new appeals / academic integrity issues identified for March 25
- Next hui scheduled for 17 April 2025.

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

15 May 2025

Title	Competenz Academic Report April 2025
Provided by	Competenz Local Academic Committee
Author	Pip Walsh, General Manager Learning Design and Innovation

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled 'Competenz Academic Report April 2025' that covers the April calendar month.
b)	Notes that Competenz approved five programmes/courses to be submitted to NZQA including: <ul style="list-style-type: none"> ○ Forestry Operations: Log Scaling (Micro-credential) – submitted to NZQA 19.03.25. ○ Workplace Health and Safety T1 Applications – L3 approved 14.03.25, L4 approved 13.03.25. ○ NZA in Print, L4 T1 Application approved 11.03.25. ○ Fire Protection: 4x T1 programme change documents submitted to NZQA and subsequently approved by NZQA ○ New POS for Mechanical Engineering Level 3 submitted to NZQA.

Whakarāpopototanga | Summary

Competenz Local Academic Committee met 17 April 2025 updates included:

- Risk register / Issues log reviewed and updated
- NZQA Updates:
 - Forestry Operations: Log Scaling (Micro-credential) – submitted to NZQA 19.03.25.
 - Workplace Health and Safety T1 Applications – L3 approved 14.03.25, L4 approved 13.03.25.
 - NZA in Print, L4 T1 Application approved 11.03.25.
 - Fire Protection: 4x T1 programme change documents submitted to NZQA and subsequently approved by NZQA
 - New POS for Mechanical Engineering Level 3 submitted to NZQA.
- MCDM for this month.
 - 3 MCDM approved for Print Microcredentials.
- Post moderation samples provided for Toitu te Waiora
- Problematic subcontractor evidence map and gap analysis in final stages - hui to be scheduled with subcontractor to discuss next steps
- Consistency reviews:

- 8 additional consistency reviews just added by NZQA for remainder of 2025 – extremely challenging to meet this level of workload (14 now scheduled for 2025) and requesting for extensions with NZQA into 2026.
- 2885 - NZC in Rail Operations (Train Manager) – Sufficiency gained
- 2886 - NZC in Rail Operations (Train Driver) – Sufficiency gained
- 2405 - NZC in Wood Panel Manufacturing – Sufficiency gained
- No RPL/CRT applications received for April 25.
- No new appeals / academic integrity issues identified for April 25
- Next hui scheduled for 17 May 2025.

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

15 May 2025

Title	Open Polytechnic Academic Committee Report 06 December 2024
Provided by	Open Polytechnic Academic Committee
Author	Alan Cadwallader, Executive Director

Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Poari Akoranga:

a)	Receive the report titled 'Open Polytechnic Academic Committee Report 06 December 2024'; and
b)	Note that the Open Polytechnic Academic Committee approved: <ul style="list-style-type: none"> • Closure of legacy programmes and courses for the New Zealand Certificate in Real Estate (Salesperson) (Level 4) and New Zealand Certificate in Business (Administration and Technology) (Level 3) • Changes to the legacy programme of study for the New Zealand Diploma in Legal Executive Studies (Level 6) • Updates to the programme documentation for the legacy programmes, Graduate Diploma in Human Resource Management and the Graduate Diploma in Strategic Management

Whakarāpopototanga | Summary

Approvals

The following items were approved:

- Closure of legacy programmes and courses for the New Zealand Certificate in Real Estate (Salesperson) (Level 4) and New Zealand Certificate in Business (Administration and Technology) (Level 3)
- Changes to the legacy programme of study for the New Zealand Diploma in Legal Executive Studies (Level 6)
- Updates to the programme documentation for the legacy programmes, Graduate Diploma in Human Resource Management and the Graduate Diploma in Strategic Management

Noting

The following items were received and noted:

- Site accreditation approval to deliver Otago Polytechnic's programme of study for the New Zealand Certificate in Computing (Intermediate User) (Level 3)

- Minutes from the Portfolio Decision Group meeting held 08 November 2024
- Minutes from the Portfolio Monitoring and Performance Group meeting held 27 November 2024
- Type 1 changes to legacy course descriptors and programmes that had already been approved under an internal delegation process
- Overview of the feedback from the Course Evaluations Survey for courses ending in September and October 2024
- Action Plan for the recommendations from the 2024 monitor visit for the Bachelor of Information Technology, Graduate Certificate and Graduate Diploma in Information Technology
- Minutes from Stakeholder Advisory Group meetings for the Initial Teacher Education 05 September 2024; Bachelor of Social Work 20 September 2024; Engineering 17 September 2024; and Funeral Directing 24 September 2024
- Minutes from the Academic Quality Assurance Committee meeting 17 October 2024
- Minutes from the Ethics Committee meeting 07 October 2024.

Aroturuki | Monitoring

The following monitoring reports were received:

- 2024 degree monitor report for the Bachelor of Accounting
- NZQA Consistency Report for the New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) with strands. Outcome ‘Sufficient’
- 2024 degree monitor report for the Bachelor of Social Health and Wellbeing, Graduate Diploma in Mental Health Sector Leadership, Graduate Diploma in Disability Sector Leadership, and Graduate Certificate in Addiction Intervention

Ngā tino raru ka heipū mai | Key risks

Risk title	Description	Potential consequences	Current mitigation
Assessment integrity	Increased use of AI to support ākonga submission of assessment	Managing increasing incidents of AI-generated plagiarism Impact on academic honesty and assessment integrity	Reviewing current policy and governance settings for the polytechnic’s assessment environment Drafting guidelines for AI usage for both kaimahi and ākonga Increasing resources to manage increased plagiarism cases

Risk title	Description	Potential consequences	Current mitigation
Unified programmes	Impact of implementation and changes to unified programmes requiring changes to digital resources and assessment for distance delivery	<p>Ongoing management and implementation of unified programmes not accounting for the Open Polytechnic distance delivery model</p> <p>Resource changes, revision and redevelopment impact on programme implementation timeframes and investment in resource development</p>	Representation at national programme committee

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

15 May 2025

Title	Open Polytechnic Academic Committee Report 31 January 2025
Provided by	Open Polytechnic Academic Committee
Author	Alan Cadwallader, Executive Director

Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Poari Akoranga:

a)	Receive the report titled 'Open Polytechnic Academic Committee Report 31 January 2025'; and
b)	<p>Note that the Open Polytechnic Academic Committee approved:</p> <ul style="list-style-type: none"> • The content and structure of two proposed Micro-credentials - Mathematics for Engineering, and Mathematics for Engineering to be submitted to Waihanga Ara Rau Workforce Development Council • Closure of legacy programme and courses for the New Zealand Diploma in Business (Level 5) with strands, and the New Zealand Certificate in Early Childhood Education and Care (Level 3) • Changes to the programme of study for Te Pōkaitahi Reo (Reo Rua) (Te Kaupae 1) to meet version 2 of the qualification • Update to Credit Recognition Schedule

Whakarāpopototanga | Summary

Approvals

The following items were approved:

- The content and structure of two proposed Micro-credentials - Mathematics for Engineering, and Mathematics for Engineering to be submitted to Waihanga Ara Rau Workforce Development Council
- Closure of legacy programme and courses for the New Zealand Diploma in Business (Level 5) with strands, and the New Zealand Certificate in Early Childhood Education and Care (Level 3)
- Changes to the programme of study for Te Pōkaitahi Reo (Reo Rua) (Te Kaupae 1) to meet version 2 of the qualification
- Update to Credit Recognition Schedule

Noting

The following items were received and noted:

- Open Polytechnic response to NZQA consultation on the Draft Integrated Quality Assurance Framework
- Submission made by Te Pūkenga to the University Advisory Group – Consultation Phase 3
- The updated Te Pūkenga Ākonga Appeals Policy
- Type 1 changes to legacy course descriptors and programmes that had already been approved under an internal delegation process
- Minutes from the Portfolio Decision Group meeting held 02 December 2024
- Action Plans for the recommendations from the 2024 monitor visits for the Bachelor of Teaching (Primary Education), and Graduate Diploma in Teaching (Primary Education); Bachelor of Teaching (ECE); Graduate Diploma in Teaching (Secondary Education), and the Graduate Diploma in Teaching (Secondary Technology Education); Bachelor of Social Work; and the Bachelor of Library and Information Studies, and Graduate Certificate and Graduate Diploma in Library and Information Leadership
- Update on the Action Plan for the recommendations from the 2023 Engineering New Zealand report
- Minutes from Stakeholder Advisory Group meetings for the Early Childhood Education 07 November 2024; Built Environment 22 October 2024; and Business and Enterprise 29 October 2024
- Register of continuous improvement initiatives
- Statement and guidelines on Generative AI use at Open Polytechnic
- Minutes from the Academic Quality Assurance Committee meetings 21 November 2024, and 04 December 2024
- Minutes of the Research Committee meetings 17 September 2024, and 12 November 2024

Aroturuki | Monitoring

The following monitoring reports were received:

- 2024 degree monitor report for the Bachelor of Engineering Technology
- NZQA Consistency Report for the New Zealand Diploma in Legal Executive Studies (Level 6). Outcome 'Sufficient'
- NZQA Consistency Review Report for the New Zealand Certificate in Business (Administration and Technology) (Level 4). Outcome 'Sufficient'
- NZQA Consistency Review Report for the New Zealand Certificate in Project Management (Level 4). Outcome 'Sufficient'
- NZQA Consistency Review Report for the New Zealand Certificate in Foundation Skills (Level 1). Outcome 'Sufficient'

- NZQA Consistency Review Report for the Zealand Certificate in Adult and Tertiary Teaching (Level 5). Outcome ‘Sufficient’

Ngā tino raru ka heipū mai | Key risks

Risk title	Description	Potential consequences	Current mitigation
Assessment integrity	Increased use of AI to support ākonga submission of assessment	Managing increasing incidents of AI-generated plagiarism Impact on academic honesty and assessment integrity	Reviewing current policy and governance settings for the polytechnic’s assessment environment Drafting guidelines for AI usage for both kaimahi and ākonga Increasing resources to manage increased plagiarism cases
Unified programmes	Impact of implementation and changes to unified programmes requiring changes to digital resources and assessment for distance delivery	Ongoing management and implementation of unified programmes not accounting for the Open Polytechnic distance delivery model Resource changes, revision and redevelopment impact on programme implementation timeframes and investment in resource development	Representation at national programme committee

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

15 May 2025

Title	Open Polytechnic Academic Committee Report 07 March 2025
Provided by	Open Polytechnic Academic Committee
Author	Alan Cadwallader, Executive Director

Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Poari Akoranga:

a)	Receive the report titled 'Open Polytechnic Academic Committee Report 07 March 2025'; and
b)	Note that the Open Polytechnic Academic Committee approved: <ul style="list-style-type: none"> • Closure of legacy programme and courses for the Bachelor of Arts (with majors) and the Bachelor of Applied Science (Information and Library Studies major) • Changes to the programme of study for the Real Estate Continuing Professional Development • Appointment of Lisa Turnbull to the Environment Stakeholder Advisory Group • Appointment of Laura Marshall to the Library and Information Stakeholder Advisory Group • Appointment of Hazel Nesar to the Funeral Directing Stakeholder Advisory Group • Update to Credit Recognition Schedule

Whakarāpopototanga | Summary

Approvals

The following items were approved:

- Closure of legacy programme and courses for the Bachelor of Arts (with majors) and the Bachelor of Applied Science (Information and Library Studies)
- Changes to the programme of study for the Real Estate Continuing Professional Development
- Appointment of Lisa Turnbull to the Environment Stakeholder Advisory Group
- Appointment of Laura Marshall to the Library and Information Stakeholder Advisory Group
- Appointment of Hazel Nesar to the Funeral Directing Stakeholder Advisory Group
- Update to Credit Recognition Schedule

Noting

The following items were received and noted:

- Summary of the 2024 Quality Assurance Activities by Muka Tangata Workforce Development Council
- NZQA advice on application submissions
- Te Pūkenga guidance on resource sharing
- Type 1 changes to legacy course descriptors and programmes that had already been approved under an internal delegation process
- Minutes from the Portfolio Decision Group meeting held 12 February 2025
- Action Plans for the recommendations from the five-year degree reviews for the Bachelor of Information Technology, Graduate Certificate and Graduate Diploma in Information Technology; Bachelor of Social Health and Wellbeing, Graduate Diploma in Mental Health Sector Leadership, and Graduate Diploma in Disability Sector Leadership; Bachelor of Applied Science; Bachelor of Library and Information Studies, and the Graduate Certificate in Library and Information Leadership
- Action Plan for the recommendations from the 2024 degree monitor visit for the Bachelor of Social Health and Wellbeing, Graduate Diploma in Disability Sector Leadership, and Graduate Diploma in Mental Health Sector Leadership, and Graduate Certificate in Addiction Intervention
- Minutes from the Stakeholder Advisory Group meetings for Social Health and Wellbeing 28 November 2024; and Information Technology 03 December 2024
- Course Evaluations Survey results on learners’ feedback on being part of a community of learners
- Experience and success of ākonga whaikaha based on the Course Evaluations Survey for courses ended in July/August 2024
- Information on academic misconduct and plagiarism cases to January 2025
- Overview of feedback from ākonga to the Open Polytechnic 2024 Student Satisfaction Survey
- Minutes from the Ethics Committee meeting 04 November 2024
- Minutes of the Research Committee meeting 10 December 2024

Aroturuki | Monitoring

Nil.

Ngā tino raru ka heipū mai | Key risks

Risk title	Description	Potential consequences	Current mitigation
Assessment integrity	Increased use of AI to support ākonga submission of assessment	Managing increasing incidents of AI-generated plagiarism Impact on academic honesty and assessment integrity	Reviewing current policy and governance settings for the polytechnic’s

			assessment environment Drafting guidelines for AI usage for both kaimahi and ākonga Increasing resources to manage increased plagiarism cases
Unified programmes	Impact of implementation and changes to unified programmes requiring changes to digital resources and assessment for distance delivery	Ongoing management and implementation of unified programmes not accounting for the Open Polytechnic distance delivery model Resource changes, revision and redevelopment impact on programme implementation timeframes and investment in resource development	Representation at national programme committee

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

15 May 2025

Title	Tai Poutini Polytechnic Academic Committee Report 10 April 2025
Provided by	Deborah Young, Chair of Academic Committee
Author	Emily Miller, Committee Secretary

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled “Tai Poutini Polytechnic Academic Committee Report 10 April 2025”;
----	---

Whakarāpopototanga | Summary

The Tai Poutini Polytechnic Academic Committee convened on Thursday, April 10, 2025, from 10:30am AM to 12:00 PM. The meeting was held in the Conference Room at the Greymouth campus.

A quorum was achieved with five members present and one apology.

Other matters

Formal Complaints Process

The Committee discussed the formal complaints process following a request from Te Ohu Whakahaere Quality. The team were reminded to reach out to the Ara Policy and Complaints Coordinator to ensure consistency of practice in relation to Policy/Procedures.

Moderation

The Committee discussed the 2024 Moderation results and Institutional Moderation Plan for 2025. Moderation cluster groups, which meet approximately every six weeks, should have oversight and ownership of the plans and necessary actions.

Consistency Reviews

The Committee discussed the recently updated consistency review schedule.

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

15 May 2025

Title	Ara Institute of Canterbury Academic Committee report 3 April 2025
Provided by	Darren Mitchell, Chair of Academic Committee
Author	Emily Miller, Committee Secretary

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled “Ara Institute of Canterbury Academic Committee report 3 April 2025”;
b)	Notes that the Ara Institute of Canterbury Academic Committee approved: <ul style="list-style-type: none"> Portfolio and Assurance Programme Change Report.

Whakarāpopototanga | Summary

The Ara Academic Committee convened on Thursday, April 3, 2025, from 9:00 AM to 12:00 PM. The meeting was held in the Executive meeting room (G202) at the Madras Street campus.

A quorum was achieved with thirteen members present and two apologies. This meeting was the first meeting for two members recently added to the membership with the changes made to the APP203 Academic Committee Membership and Terms of Reference.

Sub-delegations exercised

Sub-delegation	Details of how this has been exercised by the Local Academic Committee
Review and approval of changes to existing courses and programmes and approval of the withdrawal/closure or suspension of existing courses or programmes.	<p>Programme Changes approved by the Portfolio and Assurance Committee under delegation of Academic Committee:</p> <ul style="list-style-type: none"> NZ2889 New Zealand Diploma in Enrolled Nursing (Level 5) NZ2863 New Zealand Certificate in Study and Employment Pathways (Level 3) <p>Extensions to Programme Reapproval Dates:</p> <ul style="list-style-type: none"> Graduate Diploma in Laboratory Technology The extension to the reapproval date for the Graduate Diploma in Laboratory Technology is not approved. Instead, the team are asked to continue with the development and start the

Sub-delegation	Details of how this has been exercised by the Local Academic Committee
	process to seek accreditation from the Medical Sciences Council.
Approval of variations to an individual learner's course/programme of study outside programme regulations.	<ul style="list-style-type: none"> • One learner was awarded the CH3714 Bachelor of Broadcasting Communications • One learner was awarded the CH3756 Bachelor of Design (Lens Based Media)

Other matters

External Degree Monitor Reports and Response Plans:

- Bachelor of Architectural Studies
Accepted.
- Bachelor of Engineering Technology
Accepted.
- Bachelor of Construction
Accepted.
- Bachelor of Sustainability and Outdoor Education
Accepted.
- Graduate Diploma in Tertiary Teaching and Learning
Accepted.
- Graduate Diploma in Laboratory Technology
Accepted.
- Master of Sustainable Practice
Accepted.

Student Experience Survey 2024 Executive Summary:

- The Committee received the Student Experience Survey 2024 Executive Summary Report for discussion. Key data highlighted included:
 - Satisfaction rates have remained comparable or increased over the last few years, with overall satisfaction at 82.5% in 2024.
 - The Net Promoter Score has increased by 2.9 to 33.2 in 2024.

Digital Technologies:

The Committee received a proposal to establish a dedicated, cross functional team to provide oversight and guidance for the strategic adoption of generative AI in learning and teaching at Ara. A Terms of Reference is to be developed and approved by Te Kāhui Manukura.

Standing Items:

- Portfolio and Assurance Committee Update
- Rangahau Research and Postgraduate Committee Update
- Learning and Teaching Committee Update
- Equity Update
- Pacific Update
- Te Tiriti Update.

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

15 May 2025

Title	ServiceIQ - Academic Committee Report - 10 March 2025 meeting
Provided by	ServiceIQ Academic Committee
Author	Ivonne Brooker-Leon, Quality Assurance Manager, Service IQ

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receive the report titled 'ServiceIQ - Academic Committee Report 10 March 2025';
b)	Note that the ServiceIQ Academic Committee did not grant any new programme approvals at this meeting;
c)	Note that the ServiceIQ Academic Committee approved assessment development priorities; and
d)	Note that the ServiceIQ Academic Committee agreed on the recommendations and next steps from the submitted papers regarding Schools reporting of unit standards and dealing with expired assessments.

Whakarāpopototanga | Summary

During the meeting, the ServiceIQ Academic Committee covered the following matters:

- **Review of information papers:**
 - Secondary Schools' reporting of credits: Recommendations, including next steps, were agreed to by the Academic Committee.
 - Expired unit standard assessments paper: Recommendations, including next steps, were agreed to by the Academic Committee.
- **Programme and Assessment Workplans:**
 - Reviewed the WDC Qualification and Standard review programme
 - Reviewed the status of Programmes
 - Programme approvals (new, changes, cessations – full quals, LCP, SCP, MC) - None to approve at this meeting.
 - Reviewed the Resource Development plan
 - Unit Standards and Resource Development Report
 - Resource changes approvals
- **Quality Assurance reports:**
 - Reviewed Qual Link Development Report
 - Reviewed Subcontract Agreement updates
 - Reviewed Internal Moderation Outcome Report
 - Reviewed External Pre-Moderation Outcome Report

- Reviewed External Post-Moderation Outcome Report
- Received update on 2025 NZQA Consistency Reviews
- Received update on NZQA External Evaluation Reviews
- Reviewed Academic Integrity Breaches Register
- Reviewed Complaints/Appeals Register
- Reviewed Qualification Framework changes (consultations)
- **Trainer/Assessor Capability**
 - Reviewed the Assessors Report (including risk groups and assessor status)
 - Reviewed Assessor Capability (coverage, contract expiries)
 - Reviewed Assessor Feedback
- **Learner Experiences and Success**
 - Reviewed learner completion rates
 - Reviewed expired assessments report
 - Reviewed Pastoral Care report
 - Reviewed Equity report.
- **Feedback**
 - Reviewed learner and employer feedback.
- **QA Policies**
 - Received update on policy reviews.
- **Other academic matters:**
 - No other business was discussed.

Ngā tino raru ka heipū mai | Key risks

Not all the risks from this Register were reviewed during the meeting. A new risk was added regarding the aviation sector.

Risk title	Description	Potential Consequences	Mitigations	Comments
Competitor - Eatucation	Eatucation is a new competitor selling learning and assessment resources to schools (hospitality) at a much lower rate.	<i>If</i> Eatucation, a new competitor selling learning and assessment resources to schools (hospitality) at a much lower rate, gains a market hold <i>Then</i> this may decrease resource sales from schools <i>Which will</i> lead to reduced sales revenue	Key staff working with schools to continue promoting the quality of our resources	Actions: Monitoring resources sales and schools' feedback
Assessment storage	Assessments are kept for 18 months for moderation purposes. With	<i>If</i> SIQ does not store assessment records safely; securely; in appropriate	<ul style="list-style-type: none"> ● Disposing old boxes in accordance with 	Actions:

Risk title	Description	Potential Consequences	Mitigations	Comments
	<p>limited office and storage space, boxes have been accumulating in offices.</p>	<p>environmental conditions; and retained in accordance with the Chief Archivists requirements Then records may be lost or privacy breached Which will make SIQ in breach of the Public Records and Privacy Acts</p>	<p>Disposal Schedule</p> <ul style="list-style-type: none"> Amending policy regarding assessment storage, destruction and privacy. Disposing old assessments in secure bins in accordance with Disposal Schedule. Storing assessments in office. Remote staff storing in external ServiceIQ hard drives (interim measure). Arrange contacts with other records management staff in other divisions 	<p>In progress Records project under action.</p>
<p>McDonalds Gateway Programme (Level 2)</p>	<p>McDonalds delivers Gateway Level 2 using their own resources - similar to a Qual Link offering. Review is overdue to ensure resources and delivery is fit for purpose.</p>	<p>If ServiceIQ does not complete moderation on the McDonalds Gateway Level 2 OASIS programme, Then ServiceIQ can't confirm whether the Assessment methodology is fair, valid, consistent and appropriate given the stated learning outcomes. Which will make SIQ in breach of the Consent and Moderation Requirements (CMR)</p>	<ul style="list-style-type: none"> Moderation meeting to be booked in 2025. Qual Link review 	<p>Actions: In progress</p> <ul style="list-style-type: none"> QA to complete a moderation and QL review New person has been appointed at McDonalds to oversee delivery.

Risk title	Description	Potential Consequences	Mitigations	Comments
		for those standards and possibly fail external moderation.		
Aviation Risks	Pilot programme may not be able to be delivered if unit standards expire and don't get extended.	<p>If Standards related to pilot training expire and are not replaced</p> <p>Then we will not be able to deliver our programme and offering to NZDF</p> <p>Which will harm our relationship and may reduce sales of other products</p>	<ul style="list-style-type: none"> Meeting with Ringa Hora occurred on 6th March. Ringa Hora engaging with NZQA to extend unit standards expiry dates. Investigation of the use of Programme Modules with NZQA 	<p>Actions:</p> <p>In progress</p> <p>ServiceIQ to monitor progress of unit standard reinsertion.</p>
Schools reporting	Schools using ServiceIQ provider code for Gateway results.	<p>If Schools use SIQ's provider code for Gateway results (with or without MoU) without SIQ assessment</p> <p>Then misrepresented results may be reported to NZQA</p> <p>Which will cause the Record of Achievement of the learner to be incorrect</p>	<ul style="list-style-type: none"> Next steps to be confirmed following TP engagement. 	<p>Actions:</p> <p>In progress</p> <p>ServiceIQ to action next steps from discussion paper to ensure schools follow MoU requirements.</p>
LCQ Impersonation cases (Palmerston North)	Palmerston North Council raised concerns regarding fraudulent practice from employers with LCQ assessments	<p>If the online assessment and enrolment for LCQ does not have increased validation measures</p> <p>Then we will continue seeing fraudulent cases of trainees achieving the standards and LCQ certificate (impersonation or use of AI)</p>	<ul style="list-style-type: none"> Trained assessors to detect breaches of Academic Integrity. Statement on assessment noting use of AI is not permitted. 	<p>Actions:</p> <p>In progress</p> <p>Meeting with licensing representative to confirm cases of impersonation in Palmerston North</p> <p>In progress</p> <p>SIQ is reviewing how to reduce risk of impersonation</p>

Risk title	Description	Potential Consequences	Mitigations	Comments
		<p><i>Which will</i> cause reputational damage to ServiceIQ and lack of trust from Councils or other relevant entities.</p>		<p>in online assessments.</p>

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

15 May 2025

Title	ServiceIQ - Academic Committee Report – 1 April 2025 meeting
Provided by	ServiceIQ Academic Committee
Author	Ivonne Brooker-Leon, Quality Assurance Manager, Service IQ

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receive the report titled ‘ServiceIQ - Academic Committee Report 01 April 2025’;
b)	Note that the ServiceIQ Academic Committee did not grant any new programme approvals at this meeting;
c)	Note that the ServiceIQ Academic Committee agreed to extend contracts for current Contracted Assessors until June 2026;
d)	Note that the ServiceIQ Academic Committee requested a review of the complaints process and policy to ensure clarity to employers, trainees and staff; and
e)	Note that the ServiceIQ Academic Committee suggested amending the frequency of the Academic Committee Meetings to be held every two months instead of monthly, supplemented by intersessional meetings as required, pending approval from SLT.

Whakarāpopototanga | Summary

During the meeting, the ServiceIQ Academic Committee covered the following matters:

- **Programme and Assessment Workplans:**
 - Reviewed WDC Qualification and Standard review programme and development schedule
 - Reviewed the status of Programmes
 - Programme approvals (new, changes, cessations – full quals, LCP, SCP, MC) - None to approve at this meeting.
 - Reviewed the Resource Development plan
 - Assessment Development Report
 - Resource changes approvals – no new requests this month.
- **Quality Assurance reports:**
 - Reviewed Qual Link Development Report
 - Reviewed Subcontract Agreement updates
 - Reviewed Internal Moderation Outcome Report
 - Reviewed External Pre-Moderation Outcome Report
 - Reviewed External Post-Moderation Outcome Report
 - Received update on 2025 NZQA Consistency Reviews

- Received update on NZQA External Evaluation Reviews
- Reviewed Academic Integrity Breaches Register
- Reviewed Complaints/Appeals Register
- Reviewed Qualification Framework changes (consultations)
- **Trainer/Assessor Capability**
 - Reviewed the Assessors Report (including risk groups and assessor status)
 - Reviewed Assessor Capability (coverage, contract expiries)
 - Reviewed Assessor Feedback
- **Learner Experiences and Success**
 - Reviewed learner completion rates
 - Reviewed expired assessments report
 - Reviewed Pastoral Care report
 - Reviewed Equity report.
- **QA Policies**
 - Received update on policy reviews.
- **Issues and Risk Register**
 - Reviewed status of the issues and risks register
- **Other academic matters:**
 - Reviewed the frequency of the Academic Committee Meetings.

Ngā tino raru ka heipū mai | Key risks

Not all the risks from this Register were reviewed during the meeting. A new risk was added regarding the aviation sector.

Risk title	Description	Potential Consequences	Mitigations	Comments
Competitor - Eatucation	Eatucation is a new competitor selling learning and assessment resources to schools (hospitality) at a much lower rate.	If Eatucation, a new competitor selling learning and assessment resources to schools (hospitality) at a much lower rate gains a market hold Then this may decrease resource sales from schools Which will lead to reduced sales revenue	Key staff working with schools to continue promoting the quality of our resources	Actions: In progress Monitoring resources sales and schools' feedback
Assessment storage	Assessments are kept for 18 months for moderation purposes. With limited office and storage space, boxes have been	If SIQ does not store assessment records safely; securely; in appropriate environmental conditions; and retained in	<ul style="list-style-type: none"> ● Disposing old boxes in accordance with Disposal Schedule 	Actions: In progress Records project under action.

Risk title	Description	Potential Consequences	Mitigations	Comments
	<p>accumulating in offices.</p>	<p>accordance with the Chief Archivists requirements</p> <p>Then records may be lost or privacy breached</p> <p>Which will make SIQ in breach of the Public Records and Privacy Acts</p>	<ul style="list-style-type: none"> Amending policy regarding assessment storage, destruction and privacy. Disposing old assessments in secure bins in accordance with Disposal Schedule Storing assessments in office. Remote staff storing in external ServiceIQ hard drives. Arrange contacts with other records management staff in other divisions 	
<p>McDonalds Gateway Programme (Level 2)</p>	<p>McDonalds delivers Gateway Level 2 using their own resources - similar to a Qual Link offering. Review is overdue to ensure resources and delivery is fit for purpose.</p>	<p>If ServiceIQ does not complete moderation on the McDonalds Gateway Level 2 OASIS programme, Then ServiceIQ can't confirm whether the Assessment methodology is fair, valid, consistent and appropriate given the stated learning outcomes. Which will make SIQ in breach of the Consent and Moderation Requirements (CMR) for those standards and</p>	<ul style="list-style-type: none"> Moderation meeting to be booked in 2025. ServiceIQ is waiting for McDonalds to confirm the meeting date in May 2025. Gateway process review 	<p>Actions:</p> <p>In progress</p> <ul style="list-style-type: none"> QA to complete a moderation and QL review QA/IE to review the gateway process with McDonalds.

Risk title	Description	Potential Consequences	Mitigations	Comments
		possibly fail external moderation.		
Aviation Risks	Pilot programme may not be able to be delivered if unit standards expire and don't get extended.	<p>If Standards related to pilot training expire and are not replaced</p> <p>Then we will not be able to deliver our programme and offering to NZDF</p> <p>Which will harm our relationship and may reduce sales of other products</p>	<ul style="list-style-type: none"> • Meeting with Ringa Hora occurred on 6th March. • Products Manager is liaising with Ringa Hora to review progress with NZQA to remove unit standard expiry dates. • Investigation of the use of Programme Modules with NZQA 	<p>Actions:</p> <p>In progress</p> <p>ServiceIQ to monitor progress of unit standard reinsertion.</p>
Schools reporting	Schools using ServiceIQ provider code for Gateway results.	<p>If Schools use SIQ's provider code for Gateway results (with or without MoU) without SIQ assessment</p> <p>Then misrepresented results may be reported to NZQA</p> <p>Which will cause the Record of Achievement of the learner to be incorrect</p>	<ul style="list-style-type: none"> • Next steps have been confirmed by Te Pūkenga – Reply received 1st April 2025. 	<p>Actions:</p> <p>In progress</p> <p>ServiceIQ to action next steps from discussion paper to ensure schools follow MoU requirements.</p>
LCQ Impersonation cases (Palmerston North)	Palmerston North Council raised concerns regarding fraudulent practice from employers with LCQ assessments	<p>If the online assessment and enrolment for LCQ does not have increased validation measures</p> <p>Then we will continue seeing fraudulent cases of trainees achieving the standards and</p>	<ul style="list-style-type: none"> • Trained assessors to detect breaches of Academic Integrity. • Statement on assessment noting use of AI is not permitted. 	<p>Actions:</p> <p>Closed</p> <p>Meeting with licensing representative to confirm cases of impersonation in Palmerston North and actions were taken.</p>

Risk title	Description	Potential Consequences	Mitigations	Comments
		LCQ certificate (impersonation or use of AI) <i>Which will</i> cause reputational damage to ServiceIQ and lack of trust from Councils or other relevant entities.		In progress SIQ is reviewing how to reduce risk of impersonation in online assessments. Some changes have already been implemented on the website regarding the enrolment.

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

15 May 2025

Title	NorthTec Academic Committee Report 13 March 2025
Provided by	NorthTec
Author	Joan Taylor, Committee Co-Chair

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled NorthTec Academic Committee Report 13 March 2025
b)	Notes that the NorthTec Academic Committee approved: <ul style="list-style-type: none"> • Changes to the Academic Quality Assurance Committee Terms of Reference • Academic Committee Delegations • Granting of the awards outlined in the Awards Report • Changes to the Academic Committee Terms of Reference
c)	Notes that the NorthTec Academic Committee ratified: <ul style="list-style-type: none"> • Type 1 Programme Changes <ul style="list-style-type: none"> ➤ NZ Certificate in Study and Employment Pathways (Level 4): Add course: 4108 – <i>Wellness and Human Development</i> to Social Services Pathway.

Whakarāpopototanga | Summary

Other matters

The Committee Received the following reports:

- Academic Quality Assurance Report (Open Session)
- Awards Report
- Academic Assurance Indicators Report
- 2024, Student Outcome Survey Report Executive Summary
- Consistency Review Action Plan NZC Foundation Skills (Level 2)
- Academic Committee Quality Improvement Plan

The Committee ratified:

- Type 1 Changes to Programmes

The Committee Approved:

- Changes to the Academic Quality Assurance Committee Terms of Reference
- Academic Committee Delegations
- Changes to the Academic Committee Terms of Reference

Awards Report

The Committee received the Qualifications Award Summary Report and confirmed the Certificate and Diploma requirements have been met. It approved the granting of the awards.

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

15 May 2025

Title	NorthTec Academic Committee Report 10 April 2025
Provided by	NorthTec
Author	Joan Taylor, Committee Co-Chair

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled NorthTec Academic Committee Report 10 April 2025
b)	Notes that the NorthTec Academic Committee approved: <ul style="list-style-type: none"> • Granting of the awards outlined in the Awards Report
c)	Notes that the NorthTec Academic Committee ratified: <ul style="list-style-type: none"> • New Temporary Teaching site <ul style="list-style-type: none"> ➤ Te Iwi o Te Roroa (Waipoua Forest Visitors Centre), 1 Waipoua River Road, RD6, Waipoua Forest. For the delivery of NZ Certificate in Forest Industry Foundation Skills (Level 2) • Other agreements • Changes to local policies.

Whakarāpopototanga | Summary

Other matters

The Committee Received the following reports:

- Academic Quality Assurance Report (Open Session)
- Academic Quality Assurance Report (Closed Session)
- Research and Ethics Committee Report
- Qualifications Awards Report
- Quality Assurance Monitoring Plan 2025 (update)

The Committee ratified:

- New Temporary Teaching Site

- Other Agreements
- Changes to local polices

Awards Report

The Committee received the Qualifications Award Summary Report and confirmed the Certificate and Diploma requirements have been met. It approved the granting of the awards.

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

15 May 2025

Title	Wintec Komiti Akoranga Report – April 2025 Part A
Provided by	Wintec Quality and Academic Unit, on behalf of Komiti Akoranga – Academic Committee
Author	Talia East, Institutional Quality Manager

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receive the report titled ‘Wintec Komiti Akoranga Report – April 2025’;
b)	Note that the proposed March meeting of Komiti Akoranga was cancelled due to other priorities;
c)	Note that Wintec Komiti Akoranga - Academic Committee approved Type 2 changes to Wintec legacy programmes: <ol style="list-style-type: none"> a. New Zealand Certificate in Horticulture (Level 3) b. New Zealand Certificate in Horticulture Services (Level 4)
d)	Note that Wintec Komiti Akoranga approved the adoption of Te Kawa Maiooro as its regulatory framework post-Te Pūkenga disestablishment in the event it becomes a standalone tertiary education organisation.

Whakarāpopototanga | Summary

1. Since its last report in February 2025, Komiti Akoranga met once on 16 April 2025; the March meeting was cancelled due to organisational priorities.
2. Komiti Akoranga received the new proposed Wintec Governance Handbook developed to provide an overview of governance and the purpose of committees at Wintec, set clear expectations for members on their roles and responsibilities, and ensure consistency across the organisation. Sitting within and describing Te Pūkenga Governance structure as the overarching framework for Wintec, the handbook provided a model for post-Te Pūkenga disestablishment.
3. The komiti received a presentation on Wintec’s new Teaching and Learning Directions which set out the principles underpinning teaching and learning at Wintec. The Directions were informed by Wintec kaimahi, learner voice, teaching and learning subject-matter experts, and internal and external frameworks and documentation including Te Pūkenga Whiria te Ako. The Directions would be supported by four frameworks (under development) – Teaching for Learning, Strategic Planning and Records Management, Semester Planning and Preparation, and

GROWTH reflective framework. The Teaching and Learning team aim for full roll out of the Directions and frameworks in 2026.

4. The Teaching and Learning Report was received and included:
 - a. updates on programme viability changes and the implementation of ongoing viability processes.
 - b. engagement and feedback received from programme kaimahi involved in He Kura Whakaumu (targeted at level 1-6 programmes and focused on priority learner success and retention).
 - c. the rollout of professional development workshops created for Team Managers, and
 - d. upcoming consultation on reworked and clarified roles and responsibilities for kaiako.
5. Type 1 changes to the following unified, shared¹ or national² programmes were reported at the April meeting:
 - a. NZ Certificate in Study and Employment Pathways (Level 3) (EIT/shared)
 - b. NZ Diploma in Enrolled Nursing (Level 5) (Ara/national)
 - c. Bachelor of Engineering Technology (Otago/VEENZ/national)
 - d. 1642 New Zealand Diploma in Business (Level 5) (Ara/unified)
6. Type 2 changes to the following Wintec legacy programmes were approved to proceed to NZQA:
 - c. New Zealand Certificate in Horticulture (Level 3)
 - d. New Zealand Certificate in Horticulture Services (Level 4)
7. Reports were received from the following Komiti Akoranga sub-committees:
 - a. Te Rōpū Āpiti Whakataurite (TRAW Group Moderation Committees) provided a collated report on the status of moderation based on a survey of the eight TRAW across Faculty. The survey sought information on a range of moderation matters including evidence of process and outcome improvement, timeliness, and external moderation process and outcomes. The survey showed good results but noted an ongoing need for monitoring and capability development.
 - b. Te Aka Hau, Te Aka Tauira, Te Aka Haumako (Research, Rangahau and Postgraduate Committee) provided updates on the contestable funding model noting improvements to the process evidenced by the increased quality of applications; the introduction of a traffic light systems to monitor compliance with NZQA requirements around programme research activity; and the finalisation of the 2025 Research Strategic Plan, Research Funding Plan, and Rangahau Strategic Plan.
 - c. The Policy Subcommittee reported on its endorsement of a refreshed framework, policy, and procedures for Policy Management and associated templates for policy development, change, and approval. The policy and procedures for Policy Management had been sent to the Operations Lead for approval.
8. Komiti Akoranga reviewed a report on Wintec's regulatory framework and the work required to reestablish its own regulatory framework post-disestablishment once Wintec's future status was known. Following discussion, the komiti approved the adoption of Te Kawa Maiooro as

¹ Changes made by the owning business division and reported to Komiti Akoranga.

² Unified programmes pre-dating Te Pūkenga with changes made by the owning business division and/or professional organisation (e.g., VEENZ).

Wintec’s regulatory framework post-Te Pūkenga disestablishment in the event that Wintec became a standalone tertiary education organisation.

9. The chair provided the komiti with an update on Wintec’s new Strategic Partnership Advisory Group which held its first meeting in April. The group, comprised of representatives from iwi and hapū, community, business leaders, including two former RSLG (Regional Skills Leadership Group) members, and local government, has been established to look at key trends in industry, provide input into strategic planning, and help foster strategic partnerships.

Ngā tino raru ka heipū mai | Key risks

10. Komiti Akoranga discussed its refreshed Risk Register which was aligned with Te Pūkenga register; the register had been extended to include Issues which were defined as ‘reactive, a situation that had occurred and required action’.
11. No new or emerging academic risks were noted but the Komiti was updated on placement risks for Nursing and Applied IT due to competition from the University of Waikato.

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

15 May 2025

Title	Western Institute of Technology at Taranaki Academic Committee Report – 26 February & 30 April 2025 Meetings
Provided by	Western Institute of Technology at Taranaki (WITT) Academic Committee
Author	Nita Hutchinson, Academic Director WITT

Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Poari Akoranga:

a)	Receives the report titled 'Western Institute of Technology at Taranaki Academic Committee Report – 26 February & 30 April 2025 Meetings';
b)	<p>Note that the WITT Academic Committee approved:</p> <ul style="list-style-type: none"> • Contractual compliance <ul style="list-style-type: none"> ○ That a further update on the delivery with LearnerMe be provided in the third quarter of 2025 ○ That the Academic Committee recommends assigning responsibility for managing the Red Cross subcontract to a single designated Director/lead ○ That WITT has representation on the review panel for the national review of the first aid unit standards due to be held in May 2025 ○ That evidence of moderation with Wood Training is provided to the School and assurance provided to the Academic Committee that this is occurring ○ That contractual compliance oversight of subcontracted delivery is added to the Terms of Reference for Teaching and Learning Committees • Research outputs <ul style="list-style-type: none"> ○ The minimum expected number of outputs by programme for 2025 • NZQA 2022 Targeted Evaluation Action Plan <ul style="list-style-type: none"> ○ Closure of item 4 • Certificate Graduands (including micro-credentials and training schemes) – 180 approved • Diploma Graduands – 2 approved • Ratified Special Approval of Graduands – 5 approved.

	<ul style="list-style-type: none"> • Ratified eVote approval of Academic Statute 2025 • National Programme Committee report on New Zealand Certificate in Pest Operations (Level 3)
--	---

Whakarāpopototanga | Summary

At its meeting of 26 February 2025, a quorum was not present. As such, the Western Institute of Technology at Taranaki Academic Committee covered the following matters, but no approvals were made:

Schedule of Annual Activities received:

- ‘You Said, We Did’ Report – 2024 Learner Satisfaction Semester Two
- Academic Committee Self-Review update
- 2024 EPIs

The Academic Statute 2025 was reviewed, with approval to be sought by eVote following the meeting.

Standing Reports received:

- Academic Standards Committee
- Teaching and Learning Committees
 - School of Nursing, Health and Wellness; Māori Enterprise, Business and Technology
- NZQA 2022 Targeted Evaluation Action Plan – update
- Academic Risk Register update
- Te Poari Akoranga update
- Temporary delivery site approvals

At its meeting of 30 April 2025, the Western Institute of Technology at Taranaki Academic Committee covered the following matters:

Schedule of Annual Activities received:

- Graduation date for 2026
- Report on contractual compliance
- Academic Committee self-review report
- First Impressions Analysis report
- Student Success 2024 Evaluation report and improvement notes
- Report and monitor action plan for the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code)
- 2024 Research Outputs Report

Standing Reports received:

- Academic Standards Committee:
 - Type 2 changes approved:
 - Graduate Diploma in Project Management
- Teaching and Learning Committees:
 - School of Trades Training, Primary and Creative Industries; Engineering, Energy and Infrastructure
 - School of Nursing, Health and Wellness; Māori Enterprise, Business and Technology
- NZQA 2022 Targeted Evaluation Action Plan – update
- Academic Risk Register update
- Te Poari Akoranga update
- Temporary delivery site approvals

Approved:

- Contractual compliance
 - That a further update on the delivery with LearnerMe be provided in the third quarter of 2025
 - That the Academic Committee recommends assigning responsibility for managing the Red Cross subcontract to a single designated Director/lead
 - That WITT has representation on the review panel for the national review of the first aid unit standards due to be held in May 2025
 - That evidence of moderation with Wood Training is provided to the School and assurance provided to the Academic Committee that this is occurring
 - That contractual compliance oversight of subcontracted delivery is added to the Terms of Reference for Teaching and Learning Committees
- Research outputs
 - The minimum expected number of outputs by programme for 2025
- NZQA 2022 Targeted Evaluation Action Plan
 - Closure of item 4
- Certificate Graduands (including micro-credentials and training schemes) – 180 approved
- Diploma Graduands – 2 approved
- Ratified Special Approval of Graduands – 5 approved
- Ratified eVote approval of Academic Statute 2025
- National Programme Committee report on New Zealand Certificate in Pest Operations (Level 3)

Farewell and thank you to Nita Hutchinson for seven years of service as chair.

Ngā tino raru ka heipū mai | Key risks

The following Academic Risks are monitored by WITT Academic Committee and held in Protecht software platform.

Risk title	Description	Potential consequences	Current mitigation	Comments
1005674	Regulatory Compliance – Research Output: NZQA require research outputs from tutors teaching at degree and graduate diploma level.	Inherent Risk: Medium (9) Current Residual Risk: Low (4)	Controls: School research plans in place. Degree and graduate diploma tutors have hours for research allocated in workload plans. Plans are monitored regularly by School TLCs and Academic Committee. Research Committee constituted.	Actions: (Open) Research Plan Monitoring – Nita Hutchinson
1054445	Academic Quality – Assessments not well-designed to mitigate the use of artificial intelligence or use it appropriately.	Inherent Risk: Medium (9)	Controls: Provide training to upskill kaimahi in the use of AI and how to design assessments to maintain integrity.	

Te Poari Akoranga o Te Pūkenga Meeting

6. 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)
7.	Administration – public excluded	
7.1	Minutes of the public excluded portion of the meeting held 13 March 2025	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
7.2	Actions	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
8.	Academic risk monitoring	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA Section 9(2)(h) OIA
9.	Ngā ohu whakahaere o Te Poari Akoranga (closed reports)	
9.1	Te Ohu Whakahaere Approvals	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
9.2	Te Ohu Whakahaere Academic Quality	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
9.3	Te Ohu Whakahaere Appeals final minutes for approval	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA

Item	General subject of each matter to be considered	Section(s)
9.4	Resignation from Te Ohu Whakahaere Rangahau Research and Postgraduate	Section 9(2)(a) OIA
10.	Any other closed business	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA

Interests

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