

# Te Poari Akoranga | Academic Board 28 January 2025



Location: Microsoft Teams

28 January 2025 11:00 AM

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Next meeting: Thursday, 13 March 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  
the gifts of the earth  
and the heavens  
bequests of a higher order.  
And bind it firmly,  
firmly!  
Do we all concur?  
We concur!

When someone has led karakia to open a hui, it is seen as respectful for someone else to then thank them for carrying out that duty. Here are some mihi to the kaikarakia you can try next time.

**Tēnā koe i tō karakia mai.**

Thank you for delivering karakia.

**Ka nui te mihi o te manawa ki a koe, i tō karakia mai.**

With heartfelt gratitude, thank you for delivering karakia.

**Kia waiho mā ēnei kupu e kawe atu te whakamiha ki a koe, i tō karakia mai. Nāu oti, e manawa ora nei te wānanga.**

May these words convey my sincerest appreciation to you for delivering karakia. Because of you, our shared space is now strengthened.

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 Committees<sup>2</sup>

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

<sup>2</sup> 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. <sup>3</sup>		
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"> <li>(a) of the effectiveness of teaching, learning and research within the organisation with a focus on outcomes</li> <li>(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</li> </ul>	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

<sup>3</sup> 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: 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 and Ngā Ohu Whakahaere meetings

As at 28 January 2025

### Te Poari Akoranga

Name	Role	Meeting dates
Kieran Hewitson	Co-Chair (Delegate for Chief Executive)	Tuesday 28 Jan
Deborah Young	Co-Chair (Ako Excellence Director)	Thursday 13 March
Vacant	Member (Transitional Leadership Team member)	Thursday 15 May
Fionna Moyer	Member (Co-Chair Te Ohu Whakahaere Academic Quality)	Thursday 26 June
Adele McLean	Member (Co-Chair Te Ohu Whakahaere Appeals)	Thursday 11 September
Diane Lithgow	Member (Co-Chair Te Ohu Whakahaere Approvals)	Thursday 6 November
Fiona Beals	Member (Co-Chair Te Ohu Whakahaere Rangahau and Research)	
Martin Carroll	Member (Rohe 1 business division Academic Committee Chair)	
Te Urikore Biddle	Member (Rohe 2 business division Academic Committee Chair)	
Nita Hutchinson	Member (Rohe 3 business division Academic Committee Chair)	
Scott Klenner	Member (Rohe 4 business division Academic Committee Chair)	
Henry Geary	Member (Learner nominated by Interim Learner Advisory Committee)	
Linda Aumua	Member (Co-opted)	
Tagaloatele Peggy Fairbairn-Dunlop	Permanent Observer	





### Te Ohu Whakahaere Approvals

Name	Role	Meeting dates
Diane Lithgow	Chair	Wednesday 26 February
Kim Davies	Member	Wednesday 30 April
Leoni Drew	Member	Wednesday 11 June
Liz McKenzie	Member	Wednesday 3 September
Harry Leder	Member	Wednesday 22 October
Paul Neumann	Member	
Veraneeca Taiepa	Member	
Maggie Wells	Member	
Denise Williams	Member	

### Te Ohu Whakahaere Academic Quality

Name	Role	Meeting dates
Deb Young	Co-Chair	Wednesday 19 February
Fionna Moyer	Co-Chair	Wednesday 30 April
Fiona Campbell	Member	Wednesday 18 June
Greg Durkin	Member	Wednesday 20 August
Carmel Haggerty	Member	Wednesday 15 October
Gianetta Lapsley	Member	
Sue Roberts	Member	
Joan Taylor	Member	
Caroline Terpstra	Member	

### Te Ohu Whakahaere Rangahau, Research and Postgraduate

Name	Role	Meeting dates
Fiona Beals	Co-Chair	Thursday 27 February
Annemarie Gillies	Co-Chair	Thursday 1 May
Christine Cheyne	Member	Thursday 19 June
Tepora Emery	Member	Thursday 28 August
Allen Hill	Member	



Name	Role	Meeting dates
Suzanne Miller	Member	Thursday 23 October
Waireti Roestenburg	Member	
Michael Shone	Member	
Jamie Smiler	Member	

#### Te Ohu Whakahaere Appeals

Name	Role	Meeting dates
Dell Raerino	Co-Chair	
Adele McLean	Co-Chair	
Sue Crossan	Member	
Melanie Baynes	Member	
Robyn McNaught	Member	



## Pūrongo Te Poari Akoranga | The Academic Board report

28 January 2025

Title	Te Poari Akoranga and ngā ohu whakahaere draft workplan 2025
Author	Haley Passmore, Governance Advisor
For	Approval

### Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a.	Receive the report titled 'Te Poari Akoranga and ngā ohu whakahaere draft workplan 2025';
b.	Approve the Te Poari Akoranga draft workplan, noting that changes can be made as required; and
c.	Approve in principle the draft workplan for ngā ohu whakahaere, noting that adjustments may be required as unforeseen matters arise.

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

The purpose of this report is to provide background to the 2025 workplan for Te Poari Akoranga and ngā ohu whakahaere for 2025.

### Te Ahunga Ki Mua | Next steps

Revisions will be made to the workplan throughout the year as more information is received about the specific mechanisms which will be used to disestablish Te Pūkenga and the future structure for new entities.

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
Terms of Reference and academic sub-delegations	As required	x									
2025 workplan for Te Poari Akoranga and ngā ohu whakahaere	Annually	x									
Te Pūkenga Investment Plan	Annually					x					
Unified/Level 7+ programme final approvals	Annually					x					
Pastoral code self-report	Annually					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
Other topics TBC	As required										
<b>Te Ohu Whakahaere Approvals</b>	<b>Bi-Monthly</b>	<b>Wed 26 Feb</b>		<b>Wed 30 April</b>		<b>Wed 11 June</b>			<b>Wed 3 Sept</b>	<b>Wed 22 Oct</b>	
Programme approvals	As required	x		x		x			x	x	
Workplan for 2025	Annually	x									
2026 meeting dates (if required)	Annually									x	
Self assessment for 2025	Annually									x	
Type 2 Changes	As required										
Programmes for recommendation to Te Poari Akoranga	As required										
<b>Te Ohu Whakahaere Academic Quality</b>	<b>Bi-Monthly</b>	<b>Wed 19 Feb</b>		<b>Wed 30 April</b>		<b>Wed 18 June</b>		<b>Wed 20 Aug</b>		<b>Wed 15 Oct</b>	
Ako Excellence Director updates	Bi-Monthly	x		x		x		x		x	
Workplan for 2025	Annually	x									
Policy reviews 2025	Annually			x							
2026 meeting dates (if required)	Annually									x	
Self assessment for 2025	Annually									x	
Review self-assessment activity from NZQA	As required										
Monitoring Reports	As required										
Review Academic Matters Decision form	As required										
Review governance and operational structures of academic matters	As required										
<b>Te Ohu Whakahaere Rangahau Research and Postgraduate</b>	<b>Bi-monthly</b>	<b>Thurs 27 Feb</b>			<b>Thurs 1 May</b>	<b>Thurs 19 June</b>		<b>Thurs 28 Aug</b>		<b>Thurs 23 Oct</b>	
Workplan for 2025	Annually	x									
2026 meeting dates (if required)	Annually									x	
Self assessment for 2025	Annually									x	

## Te Poari Akoranga Register of Interests

As at 4 December 2024

Name	Interest	Nature of Interest
<b>Kieran Hewitson</b> Co-Chair	Te Pūkenga	Executive Director Ako Delivery
	EIT Academic Committee	Chair
	Wintec Trust	Trustee
	Bay of Plenty Tertiary Campus Trust	Trustee
	New Zealand Qualifications Authority	Evaluator
	Toi Ohomai	Academic Committee Chair
<b>Deborah Young</b> Co-Chair	Te Pūkenga	ACLS Ako Excellence Director
	Te Pūkenga Committee	Co-chair of Te Ohu Whakahaere Academic Quality
	Ara Institute of Canterbury	<ul style="list-style-type: none"> <li>• Ako Excellence Director</li> <li>• Chair, Academic Committee</li> <li>• Member of Programme Assurance Committee               <ul style="list-style-type: none"> <li>- Member of Research, Rangahau and Postgraduate Committee</li> </ul> </li> </ul>
<b>Fionna Moyer</b> Member	Wintec	Quality Specialist
	Te Pūkenga	Co-chair of Te Ohu Whakahaere Academic Quality.
<b>Adele McLean</b> Member	Service IQ	Workforce Equity Manager
<b>Diane Lithgow</b> Member	Competenz	General Manager: Strategic Engagement
	Te Pūkenga	Co-chair of Te Ohu Whakahaere Approvals.
	Ako Aotearoa	Board member
	World Skills NZ	Board member

<b>Fiona Beals</b> Member	Te Pūkenga Committee	Ohu Whakahaere Rangahau, Research and Postgraduate co-chair
	Whitireia and WelTec	Principal Lead, Teaching Innovation and Research
	Ara Taiohi	Member
<b>Martin Carroll</b> 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
<b>Te Urikore Biddle</b> 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
<b>Nita Hutchinson</b> Member	Western Institute of Technology at Taranaki	Academic Director
<b>Scott Klenner</b> Member	Otago Polytechnic	Director of Research, Rakahau Māori and Postgraduate Studies
	Ara Institute of Canterbury	Research Manager
<b>Henry Geary</b>	Te Pūkenga	Interim Learner Advisory Committee: Open Polytechnic representative

Member	Open Polytechnic	Enrolled in New Zealand Diploma in Architectural Technology
	Open Polytechnic	Academic Committee Student member
<b>Linda Aumua</b> Member	Unitec	Head of School Healthcare and Social Practice
	Te Pūkenga	Member of the Interim Kaimahi Advisory Committee



## Minutes for Te Poari Akoranga | Academic Board 29 November 2024 hui

29/11/2024 | 09:30 AM - Auckland, Wellington New Zealand Standard Time

Online via MS Teams

### Attendees (11)

Deborah Young; Fionna Moyer; Diane Lithgow; Fiona Beals; Martin Carroll; Te Urikore Biddle; Scott Klenner; Adele McLean; Henry Geary; Paora Ammunson; Tagaloatele Peggy Fairbairn-Dunlop

**Chair:** Deborah Young

**Apologies:** Kieran Hewitson, Nita Hutchinson, Linda Aumua

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

### Open agenda

#### Karakia tīmatanga

The hui was opened with karakia led by Deborah Young at 9:30am.

#### 1. Administration

##### 1.1 Welcome and apologies

Te Poari Akoranga (Te Poari) received and accepted apologies from Kieran Hewitson, Nita Hutchinson, and Linda Aumua.

##### 1.2 Membership and meeting schedule calendar 2025

Te Poari noted the membership and meeting schedule for 2025.

##### 1.3 Workplan

Te Poari noted that a draft workplan for 2025 will be presented at the first meeting of 2025.

##### 1.4 Register of Interests

The Chair reminded members to declare any agenda items where a conflict arises between their role as a member of Te Poari Akoranga, and any private or other external interest they may have and stand aside from decision making in respect of that item.

No additional interests were declared.



### 1.5 Open minutes of hui 25 October 2024

There were no matters arising from the open minutes.

**RESOLVED: (S. Klenner/F. Beals)**

*THAT Te Poari Akoranga accept as a true and accurate record the minutes of the open portion of Te Poari Akoranga meeting held 25 October 2024.*

**CARRIED**

## 2. Te Poari Akoranga Self-Assessment 2024

The Deputy Chief Executive Tiriti Outcomes acknowledged Te Poari for its hard work over the past year.

**RESOLVED: (D. Young/A. McLean)**

*THAT Te Poari Akoranga:*

- a) Receives the report titled 'Te Poari Akoranga self-assessment 2024';*
- b) Provides feedback on the self-assessment report;*
- c) Recommends to Te Pūkenga Council that it approves the self-assessment report subject to updating the Local Academic Committee reporting table for Wintec, to note that its September meeting did not occur due to the passing of Kiingi Tuheitia; and*
- d) Recommends to Te Pūkenga Council that it approves a change to Te Pūkenga Standing Delegations Register Schedule A1, section 7 (Appeals) to remove the sub-delegation limitation to ohu whakahaere.*

**CARRIED**

## 3. Ngā ohu whakahaere o Te Poari Akoranga

### 3.1 Te Ohu Whakahaere Academic Quality

#### 3.1.1 Meeting summary report

Te Poari Akoranga noted that:

- Te Ohu's focus in 2025 will be on monitoring quality assurance, aligning with the outcomes of the Minister's consultation, and NZQA's quality framework consultation.
- 2025 may mean new leadership at the governance level that will require guidelines for incoming leaders so they can be brought up to date on academic governance matters and current guidelines would need to be updated for this.

**RESOLVED: (F. Moyer/T. Biddle)**

*THAT Te Poari Akoranga:*

- a) Receives the report titled 'Te Ohu Whakahaere Academic Quality hui September 2024 – open';*
- b) Approves Te Ohu Whakahaere Academic Quality Self-Assessment for 2024 subject to amending item 4 of the Continuous Quality Improvement Plan, to "no further policy and procedures were developed coming out of Te Kawa Maiooro due to disestablishment";*
- c) Approves the revised Ākonga Appeals Policy;*

*d) Notes that if the Ākonga Appeals Policy is approved, that sub-delegation 7. in Section D of the Te Pūkenga Delegations Register, be amended from being sub-delegated to Te Ohu Whakahaere Appeals in its entirety to the Regional Executive Directors (REDs) once confirmation has been received that the REDs are ready to start receiving final appeals.*

**CARRIED**

### **3.1.2 Te Kawa Maiorooro**

Te Poari Akoranga noted that:

- Many of the changes made reflect the continuing move towards disestablishment.
- The legal team at Te Pūkenga have provided feedback on proposed amendments, in particular Section 8 - granting of honorary degrees, and cancellations of awards which are rare occurrences.

Te Poari discussed whether the amended wording in section 8.7 - Honorary degrees and 9.1 - Graduation Events allows for the different processes and procedures followed by business divisions and noted that if approved by Council, the amendments table will be released with the updated framework.

**RESOLVED: (F. Moyer/F. Beals)**

*THAT Te Poari Akoranga:*

- a) Receives the report titled 'Review of Te Kawa Maiorooro' and the reviewed and updated Te Kawa Maiorooro document;*
- b) Approves the updated Te Kawa Maiorooro V25.01 for release in January 2025; and*
- c) Recommends to Te Pūkenga Council to delegate the granting of honorary degrees and recognition awards to Te Poari Akoranga, on the understanding that Te Poari Akoranga intends to sub-delegate this to Local Academic Committees.*

**CARRIED**

**ACTION: Check with Legal team whether the business division procedures that have been followed to date regarding Honorary degrees will comply with section 8.7. (Assignee(s): Fionna Moyer; Due Date: 28/01/2025)**

### **3.2 Te Ohu Whakahaere Rangahau Research and Postgraduate**

Te Poari noted:

- The increasing importance of communities of practice and that importance of research updates being received from business divisions going forward.
- That Te Ohu will discuss changes to its Terms of Reference at its next meeting and recommend changes to Te Poari following that.

**RESOLVED: (F. Beals/F. Moyer)**

*THAT Te Poari Akoranga:*

- a) Receives the report titled "Te Ohu Whakahaere Rangahau Research and Postgraduate self-assessment 2024"; and*
- b) Approves Te Ohu Whakahaere Rangahau Research and Postgraduate self-assessment 2024.*

**CARRIED**

**ACTION:** Consider collecting risks raised in the self-assessments in a master register for Academic Risk  
(Assignee(s): Deborah Young; Due Date: 28/01/2025)

**3.3 Te Ohu Whakahaere Approvals**

Te Poari discussed the changing process for approving programmes and the future of Te Ohu. Te Poari noted that some business divisions have not met NZQA deadlines for 2025 programme approvals, and that this places pressure on Te Ohu.

**RESOLVED: (D. Lithgow/P. Ammunson)**

THAT Te Poari Akoranga:

- a) Receives the report titled 'Te Ohu Whakahaere Approvals hui November 2024 – open;
- b) Approves Te Ohu Whakahaere Approvals self-assessment 2024;
- c) Notes that Te Ohu Whakahaere Approvals approved:
  - New Zealand Qualifications Authority the New Zealand Apprenticeship in Commercial Hairdressing (Level 3-4), the leading to the award of:
    - [2411] New Zealand Certificate in Hairdressing (Level 3) and
    - [2413] New Zealand Certificate in Hairdressing (Professional Stylist) (Level 4).
  - New Zealand Apprenticeship in in Distribution (Level 3-4) leading to the award of [2573] New Zealand Certificate in Distribution (Level 4).

for submission to the New Zealand Qualifications Authority approval and accreditation, subject to the incorporation of feedback from Te Ohu Whakahaere Approvals.

- d) Notes the resignation Doug Pouwhare, co-chair of Te Ohu Whakahaere Approvals.

**CARRIED**

**3.4 Te Ohu Whakahaere Appeals**

Te Poari noted that Te Ohu has proposed that the last day it will receive appeals be 13 December 2024, subject to confirmation that the Regional Executive Directors are ready to start receiving appeals from this date.

**RESOLVED: (A. McLean/P. Ammunson)**

THAT Te Poari Akoranga:

- a) Receives the report titled 'Te Ohu Whakahaere Appeals hui November 2024 – open'; and
- b) Approves the update to Te Ohu Whakahaere Appeals self-assessment 2024.

**CARRIED**

**ACTION:** Check with Legal team whether business divisions should have access to appeals conducted by Te Ohu Whakahaere Appeals once it has been disestablished. (Assignee(s): Adele McLean; Due Date: 28/01/2025)

**ACTION:** Communicate to the network about changes to the appeals process, once confirmation has been received from Regional Executive Directors that they are ready to start receiving appeals. (Assignee(s): Deborah Young, Adele McLean; Due Date: 13/12/2024)

#### 4. Local Academic Committee reports (open)

Te Poari noted that some business divisions were approving formal awards which was in breach of the Standing Delegations Register, but this could be remedied by amending these delegations in 2025.

##### 4.1 Otago Polytechnic - 10 September

**RESOLVED: (D. Young/T. Biddle)**

THAT Te Poari Akoranga:

a) Receives the report titled 'Academic Committee Report'; and

b) Notes the Academic Committee approved:

- Limited Credit Programme – Vineyard Operations Level 3
- Development of Programme and Resources for the Energy and Chemical industry

**CARRIED**

##### 4.2 Ara - 26 September 2024

**RESOLVED: (D. Young/T. Biddle)**

THAT Te Poari Akoranga:

a) Receives the report titled "Ara Institute of Canterbury Komiti Akoranga Report 26 September 2024";

b) Notes that Ara Komiti Akoranga approved:

- Principles for Entry and Selection Processes for presentation to Ara Te Kāhui Manukura
- 2024 Ara Graduate Alumni Survey Executive Summary Report
- Ara Portfolio and Assurance Programme Change Report

**CARRIED**

##### 4.3 Primary ITO - October 2024

**RESOLVED: (D. Young/T. Biddle)**

THAT Te Poari Akoranga:

a) Receives the report titled 'Academic Committee Report'; and

b) Notes the Academic Committee approved:

- Limited Credit Programme – Vineyard Operations Level 3
- Development of Programme and Resources for the Energy and Chemical industry

**CARRIED**

##### 4.4 NorthTec - 14 November

**RESOLVED: (D. Young/T. Biddle)**

THAT Te Poari Akoranga:

a) Receives the report titled NorthTec Academic Committee Report 14 November 2024

b) Notes that the NorthTec Academic Committee approved:

- Type 2 Programme change to the Bachelor of Nursing Programme

- *Granting of awards outlined in the Awards Report*
- *Changes to the Academic Statutes and Student Regulations for 2025 publication*
- *Changes to the Academic Committee Terms of Reference*

c) *Notes that the NorthTec Academic Committee ratified:*

- *New Delivery Site Applications*
1. *Southern Institute of Technology (SIT) to deliver NorthTec Programmes of Study, NZ Certificate in Study and Employment Pathways (Level 3) and NZ Certificate in Study and Employment Pathways (Level 4).*
  2. *NorthTec to deliver Eastern Institute of Technology's (EIT) programme of study, NZ Certificate in Horticulture (Level 3) (Fruit Production)*
    - *Clinical/Fieldwork Access Agreements*
    - *Other agreements*

d) *Notes the Research and Ethics Committee Report 17 October 2024*

**CARRIED**

#### **4.5 WITT - 23 October**

**RESOLVED: (D. Young/T. Biddle)**

*THAT Te Poari Akoranga:*

a) *Receives the report titled 'Western Institute of Technology at Taranaki Academic Committee Report – 23 October 2024 meeting';*

b) *Note that the WITT Academic Committee approved:*

- *Certificate Graduands (including micro-credentials and training schemes) – 54 approved*
- *Ratification of eVote approval of graduands (micro-credentials) – 7 approved*
- *That the Programme Regulations of the student's programme of enrolment are applied in all cases*
- *An exception to the Bachelor of Applied Management Programme Regulations to allow the resit of the final exam for those who were unsuccessful in their first attempt*

**CARRIED**

#### **4.6 Te Tai Poutini - 24 October 2024**

Te Poari noted that Te Tai Poutini were transitioning their Training Schemes to micro-credentials.

**RESOLVED: (D. Young/T. Biddle)**

*THAT Te Poari Akoranga:*

a) *Receives the report titled "Tai Poutini Polytechnic Academic Committee Report 24 October 2024";*

b) *Note that Ara Komiti Akoranga approved:*

- *Graduands in four qualifications*
- *A Programme Change to the Training Scheme in Hospitality Supported Learning*
- *2024 Awards*

**CARRIED**

#### 4.7 Open Polytechnic - 1 November

**RESOLVED: (D. Young/T. Biddle)**

THAT Te Poari Akoranga:

a) Receive the report titled 'Open Polytechnic Academic Committee Report 01 November 2024' and;

b) Note that the Open Polytechnic Academic Committee approved:

- A change to the Rules for Credit Recognition for the Graduate Diploma in Disability Sector Leadership
- The closure of two courses 71152 Web Design and 72182 Writing for the Web
- Appointment of Jodie Hope as a new member of the Funeral Directing Stakeholder Advisory Group
- Appointment of Judah Rogan as a new member of the ECE Stakeholder Advisory Group
- Appointment of Dr Morgan Hamlin and Dr Jennifer Kirby as new members of the Research Committee

**CARRIED**

#### 4.8 MITO - 7 November

**RESOLVED: (D. Young/T. Biddle)**

THAT Te Poari Akoranga receives the report titled 'MITO Quality Oversight Committee Report 7 November 2024'.

**CARRIED**

#### 4.9 Toi Ohomai - 13 November

**RESOLVED: (D. Young/T. Biddle)**

THAT Te Poari Akoranga:

a) Receives the report titled 'Toi Ohomai Academic Committee Summary Report, 31st October 2024 – Open';  
and

b) Notes that Toi Ohomai Academic Committee approved:

- Toi Ohomai Graduate Memo (Graduands)
- Toi Ohomai Academic Regulation Delegations Register Report - Toi Ohomai TKM Delegations Register (spreadsheet)
- Post Graduate Programmes Risk Mitigation Report

**CARRIED**

#### 4.10 ServiceIQ - 19 November

**RESOLVED: (D. Young/T. Biddle)**

THAT Te Poari Akoranga:

a) Receives the report titled 'ServiceIQ - Academic Committee Report 19 November 2024'

b) Notes that the ServiceIQ Academic Committee approved: - Amendments to the SIQ Academic Committee Terms of Reference - SIQ Academic Committee meeting dates for 2025.

**CARRIED**

## 5. New Zealand Qualifications Authority (NZQA) consultation

Te Poari noted that the NZQA consultation proposed increased oversight rather than a reduction and discussed the following concerns:

- Costs involved
- Locking in legacy NZQA category ratings would impact funding
- Potential for legacy learnings and work from Te Pūkenga to be lost.

**RESOLVED: (D. Young, Chair)**

*THAT Te Poari Akoranga receives the report titled 'NZQA Consultation'.*

**CARRIED**

**ACTION: Discuss with NZQA the issue of legacy category ratings being locked in (Assignee(s): Deborah Young; Due Date: 28/01/2025)**

## 6. Resolution to exclude the public

**RESOLVED: (D. Young/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)
<b>7.0</b>	<b>Administration</b>	
7.1	Minutes of the public excluded portion of the meeting held 25 October 2024	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
<b>8.0</b>	<b>Academic Risk</b>	Section 9(2)(g)(ii) OIA
<b>9.0</b>	<b>Ngā Ohu Whakahaere Membership</b>	Section 9(2)(a) Section 9(2)(g)(ii) OIA
<b>10.0</b>	<b>Ngā Ohu Whakahaere o Te Poari Akoranga - public excluded</b>	
10.1	Te Ohu Whakahaere Approvals	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
10.2	Te Ohu Whakahaere Appeals	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA

Item	General subject of each matter to be considered	Section(s)
11.0	Local Academic Committees – Public Excluded	
11.1	Toi Ohomai public exclude – 13 November	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA

#### Interests

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

#### **CARRIED**

Te Poari moved into public excluded at 10:55am.

The hui closed at 12.02pm.





# Pūrongo Te Poari Akoranga | The Academic Board report

28 January 2024

Title	Sub-delegations from Te Poari Akoranga to Te Pūkenga business divisions
Provided by	Deborah Young and Kieran Hewitson – Te Poari Akoranga co-chairs
Author	Haley Passmore, Governance Advisor
For	Approval

## Te Taunaki | Recommendation

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

a)	Receives the report titled ‘Sub-delegations from Te Poari Akoranga to Te Pūkenga business divisions’; and
b)	Approves the following sub-delegations from Te Poari Akoranga: <ul style="list-style-type: none"><li>a. To Local Business Division Leads to:<ul style="list-style-type: none"><li>b. receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes); and</li><li>c. support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals.</li></ul></li><li>d. to Te Ohu Whakahaere Academic Quality to make recommendations about policies, procedures, or the provision of services in respect of appeals.</li><li>e. To Local Academic Committees to grant formal awards of Te Pūkenga.</li></ul>

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

The purpose of this report is to approve sub-delegations from Te Poari Akoranga to Local Business Divisions Leads, Te Ohu Whakahaere Academic Quality, and Local Academic Committees following approval to remove limitations on some sub-delegations by Te Pūkenga Council (Council) at its 11 December 2024 meeting.

## Te Tāhuhu Kōrero | Background

In 2024, Te Poari Akoranga approved an Academic Delegations Register which is contained within Schedule D of Te Pūkenga Standing Delegations Register. This captures all sub-delegations from Te Poari Akoranga.

At the 29 November 2024 meeting of Te Poari, as part of approving Te Kawa Maiorooro V25.01 it noted that business divisions had been approving formal awards which was not in line with the Standing Delegations Register. Te Poari recommended to the Council to delegate the granting of

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honorary degrees and recognition awards to Te Poari Akoranga, on the understanding that Te Poari intends to sub-delegate this to Local Academic Committees, and this was approved at the 11 December 2024 meeting of the Council.

Te Poari also expressed support at the 29 November meeting to propose to the Regional Executive Directors that 13 December 2024 be the final date for Te Ohu Whakahaere Appeals to receive appeals. Following the meeting it was confirmed that unresolved learner complaints or appeals will be received by local business division leads from 13 December 2024 onwards. To enable this change, the limitation in respect of appeals for Te Poari Akoranga to only be able to sub-delegate to ngā ohu whakahaere needed to be removed. Te Pūkenga Council approved to remove this limitation at its 11 December 2024 meeting.

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

The proposed changes to Schedule D of the Delegations Register will provide for the following changes to sub-delegations:

- f. Local Business Division Leads will be given sub-delegation to receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes); and support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals.
- g. Te Ohu Whakahaere Academic Quality will be given sub-delegation to make recommendations about policies, procedures, or the provision of services in respect of appeals.
- h. Local Academic Committees will be given sub-delegation to grant formal awards of Te Pūkenga.

### Te Ahunga Ki Mua | Next steps

- Once the sub-delegations have been approved by Te Poari, the Terms of Reference for Te Ohu Whakahaere Academic Quality will require amendment to align with the recently approved changes.
- A communication should be provided to local academic committees to confirm the sub-delegations they have received from Te Poari Akoranga in respect of granting formal awards, and the reporting obligations associated with these.
- An updated Delegations Register will be issued containing Schedule D: Sub-Delegations from Te Poari Akoranga.
- The final meeting of Te Ohu Whakahaere Appeals will be held on 10 February 2025, following the resolution of the final outstanding appeal received prior to 13 December 2024.

### Ngā Tāpiritanga | Appendices

**Appendix 1:** Schedule A1: Council Delegations to Te Poari Akoranga

**Appendix 2:** Draft Schedule D: Sub-Delegations from Te Poari Akoranga (new sub-delegations shown as marked changes)

**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
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.	a. <b>Te Ohu Whakahaere Approvals</b> To approve new Level 1-6 courses and programmes.
			b. <b>Local Academic Committees</b> To review and approve changes to existing courses and programmes and approve the withdrawal/closure or suspension of existing courses or programmes.
3.	Courses/ Programmes of Study (including work-based learning)	To approve variations to an individual learner's course/programme of study outside programme regulations.	<b>Local Academic Committees</b> This delegation is sub-delegated in its entirety.
4.	Quality Assurance	To set and monitor the application of Te Pūkenga quality assurance processes for the development and delivery of all courses and programmes (including with respect to learning, teaching, assessment, learner support and learner performance) through quality evaluation, review and reporting processes.	<b>Te Ohu Whakahaere Academic Quality Co-Chairs</b> To approve minor changes to academic procedures, within academic policy.
5.	Assessment	To approve and release learner results and recognise credit for assessment (including assessment of prior learning) in accordance with approved academic regulations.	<b>Local Academic Committees</b> This delegation is sub-delegated in its entirety.

Ref	Subject	Description	Sub-delegation
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><b>a. Te Ohu Whakahaere Rangahau Research and Postgraduate</b> To review and monitor:</p> <ul style="list-style-type: none"> <li>the revenue generated by Te Pūkenga in external research funding opportunities.</li> <li>rangahau and research capacity and capability across Te Pūkenga.</li> <li>the performance of Te Pūkenga in relation to national rangahau, research and postgraduate strategies ensuring a culture of continuous improvement across business divisions.</li> </ul> <p><b>b. Local Academic Committees</b> 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>
7.	Appeals	<p>To:</p> <ol style="list-style-type: none"> <li>receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes);</li> <li>support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals; and</li> <li>if necessary, make recommendations about policies, procedures, or the provision of services.</li> </ol>	<p><del>Te Ohu Whakahaere Appeals</del> <b>Local Business Division Leads</b></p> <p><u>To:</u></p> <ol style="list-style-type: none"> <li><u>receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes);</u></li> <li><u>support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals</u> <del>This delegation is sub-delegated in its entirety.</del></li> </ol> <p><u>Te Ohu Whakahaere Academic Quality</u></p>

Ref	Subject	Description	Sub-delegation
			<a href="#">To make recommendations about policies, procedures, or the provision of services in respect of appeals.</a>
<a href="#">8.</a>	<a href="#">Granting of Formal Awards</a>	<a href="#">To grant formal awards of Te Pūkenga.</a>	<b><a href="#">Local Academic Committees</a></b> <a href="#">This delegation is sub-delegated in its entirety.</a>



# Pūrongo Te Poari Akoranga | The Academic Board report

28 January 2025

<b>Title</b>	<b>Te Poari Akoranga Terms of Reference January 2025</b>
<b>Provided by</b>	Deborah Young and Kieran Hewitson, co-chairs of Te Poari Akoranga
<b>Author</b>	Haley Passmore, Governance Advisor
<b>For</b>	Approval

## Te Taunaki | Recommendation(s)

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

a)	Receives the report titled 'Te Poari Akoranga Terms of Reference January 2025';
b)	Provides feedback on the recommended changes and whether any additional changes are required to its Terms of Reference; and
c)	Recommends to Te Pūkenga Council to approve the revised Terms of Reference.

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

The purpose of this report is for Te Poari Akoranga (Te Poari) to review the proposed amendments to the Terms of Reference for Te Poari.

## Te Tāhuhu Kōrero | Background

The current Terms of Reference (TORs) for Te Poari were approved by Te Pūkenga Council on 6 November 2024. Now that the responsibility for hearing final appeals has been transitioned to the Business Divisions, Te Ohu Whakahaere Appeals needs to be formally disestablished by removing it from the TORs.

## Ngā Kōwhiringa me Te Tātaritanga | Options and analysis

Staff have marked up changes to the TORs for Te Poari as outlined in Appendix 1, with the amendments below:

- In Section 3 (Powers and Authority), the ability to sub-delegate appeals beyond ngā ohu whakahaere has been reflected, and a new delegation from Te Pūkenga Council to grant formal awards has been added; and
- In Section 5 (Ngā ohu whakahaere o te Poari Akoranga) Te Ohu Whakahaere Appeals has been removed, and the responsibility to make recommendations about policies, procedures or the



provision of services in respect of appeals has transitioned to Te Ohu Whakahaere Academic Quality.

Te Poari Akoranga should consider whether any other changes are required to its TORs so that these can be incorporated at the same time.

## **Te tirohanga taha pūtea | Financial considerations**

There are no financial impacts of the proposed changes to the TORs.

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

If Te Poari Akoranga recommends additional changes to the TORs, staff will incorporate these for approval before the TORs are presented to the Council for approval at its February meeting.

The Appeals Ohu has a final meeting scheduled for 10 February 2025, where they will formally close the last of the appeals that they are responsible for (appeals received prior to 13 December 2024).

## **Ngā Tāpiritanga | Appendices**

**Appendix 1:** Proposed new Terms of Reference for Te Poari Akoranga (marked up)



## Te Pūkenga Poari Akoranga (Academic Board)

### Terms of Reference

#### 1. Whakapapa | Background

- (a) Under Section 324(2) of the Education and Training Act 2020 (the Act), the Council of Te Pūkenga—New Zealand Institute of Skills and Technology (Te Pūkenga Council) must establish an academic board to:

- i) advise it on matters relating to work-based learning, courses of study or training, awards, and other academic matters; and
- ii) exercise powers delegated to it by the Council.

This academic board is referred to in these Terms of Reference as Te Poari Akoranga<sup>1</sup> (Te Poari).

- (b) The Council may not make any decision or statute in respect of any academic matter referred to in section 1. (a) unless it has requested the advice of Te Poari Akoranga and considered any advice given by Te Poari Akoranga.

#### 2. Te Tikanga | Purpose / Scope

- (a) Give effect to Te Tiriti o Waitangi and the Charter of Te Pūkenga in a way that is guided by the values of Te Pūkenga:
- i) **Manawa nui** We reach out and welcome in
  - ii) **Manawa roa** We learn and achieve together
  - iii) **Manawa ora** We strengthen and grow the whole person
- (b) Fulfil the primary function of providing assurance and confidence in the network of provision.
- (c) Provide assurance and confidence that all relevant legislation and educational requirements are adhered to as they apply to teaching, learning and research.
- (d) Provide assurance and confidence that Mātauranga Māori is applied throughout all packages of learning developed and delivered by Te Pūkenga. and that appropriate co-development has happened with Iwi, hapū or Māori organisations in the construction of packages of learning.
- (e) Receive advice and evidence (real time and retrospective) from local academic committees, ohu whakahaere, and other relevant sources, to ensure:
- i) a purposeful and responsive mix of provision matched to need, with a relentless focus on equity, access, and participation to support a culture of equity and diversity where all learners are included and valued;

<sup>1</sup> The importance of seeking an appropriate name for the academic board that reflects a holistic and inclusive approach consistent with the intent of Te Pūkenga charter has been recognised. Poari is the decision-making body of an organisation; Akoranga is all encompassing, referring to learning, subject, discipline, profession, school, educational course, academic programme, academic course, teaching, class, and lesson and includes circumstances of learning, time of learning and place of learning.





- ii) holistic selection policies promote and facilitate academic equity for learners from under-represented groups, who have the potential to succeed academically, and who have applied via the application process; and
  - iii) prioritised accessible support that acknowledges barriers and actively encourages learners and their whānau to participate and engage, for learners to achieve academic equity.
- (f) Ensure academic policies, procedures and frameworks are fit for purpose.
- (g) In completing these functions, Te Poari Akoranga will be cognisant of [Te Pae Tawhiti Te Tiriti o Waitangi Excellence Framework 2022-2023](#) and will use it as a tool to assist in making decisions when exercising these powers.

### 3. Powers and Authority

- (a) In accordance with the Delegations Policy, Te Poari Akoranga is granted the specific authorities listed below. All delegated authority must be exercised in accordance with the purpose of Te Poari Akoranga as set out in Section 2 of these Terms of Reference.

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 approval/accreditation of programmes by external bodies.	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
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"> <li>a. of the effectiveness of teaching, learning and research within the organisation with a focus on outcomes.</li> <li>b. that work-based learning is applied throughout</li> </ul>	Yes

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Ref	Subject	Description	Objective	Power to Sub-Delegate?
			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.	
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 accordance with approved academic regulations.	Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga) strengthen academic leadership in key areas of focus.	Yes
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.	To conduct research, with a focus on applied and technological research (section 315 of the Act). Teaching and learning is supported by research, evidence, and best practice (Charter, Schedule 13 of the Act)	Yes
7.	Appeals		(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 (limited to ohu-whakahaere)
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	Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga) strengthen academic leadership in key	No

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Ref	Subject	Description	Objective	Power to Sub-Delegate?
		the same.	areas of focus.	
9.	<u>Granting of Formal Awards</u>	<u>To grant formal awards of Te Pūkenga.</u>		<u>Yes (limited to Local Academic Committees)</u>
109.	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." (Section 324 (2) of the Act)	No

- (b) In line with the powers to sub-delegate in the table above, from time to time, Te Poari Akoranga may formally sub-delegate specific tasks and/or responsibilities to nominated groups, committees and/or ohu whakahaere. In doing so, it requires:
- Any policies related to the responsibilities are approved by Te Poari Akoranga;
  - Major decisions made by the body receiving the sub-delegation are reported to Te Poari Akoranga.
  - All formal sub-delegations will be included in the Delegations Register which will be updated each time a power is sub-delegated.
- (c) All media and public comment should be considered in consultation with Te Pūkenga Council.
- (d) Any official information requests to Te Poari should be directed to the OIA team of Te Pūkenga.

#### 4. Mematanga | Membership, Appointments and Eligibility Criteria

- (a) Under Section 324(2) of the Act, the Council must establish an academic board consisting of its chief executive and members of the staff and students of Te Pūkenga.
- (b) Appointments to Te Poari Akoranga will be made by the Council following input, and advice from the Interim Māori Advisory Committee. Appointments will comprise the following:
- Ako Excellence Director (Co-Chair)
  - Tumuaki | Chief Executive of Te Pūkenga or delegate (Co-Chair)
  - One other member of the Transition Leadership Team, or delegate
  - One Chair / Co-Chair from each of Ngā Ohu Whakahaere outlined in section 5.
  - Four members selected by Te Poari Akoranga from the chairs of local academic committees (four total)
  - One enrolled learner nominated by (but not necessarily a member of) the Interim Learner Advisory Committee of Te Pūkenga
  - 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. (c).

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- (c) Membership should reflect a broad skills-based approach, and the appointment of members will be based on the following core criteria:
  - i) Commitment to educational quality and learner achievement;
  - ii) Commitment to ōritetanga and the success of learners who are under-served by the education system (with a specific focus on Māori learners, Pacific learners, learners with disabilities, adult and second-chance learners and youth);
  - iii) Ability to apply both a local and global view to academic issues.
- (d) In addition to the criteria in Section 4. (c), the following specialist criteria may be applied when appointing members:
  - i) Demonstrated knowledge and experience, and a commitment to Mātauranga Māori;
  - ii) Demonstrated knowledge and experience in addressing inequities in tertiary education provision related to gender, sexuality, age, disability, and ethnicity;
  - iii) Demonstrated innovation in ako (specifically teaching, learning and research) with up-to-date specialist knowledge, skills and experience in academic quality, programme development and delivery; and
  - iv) Broad sector and systems delivery knowledge and demonstrated experience, including work-based, work-integrated, distance, kanohi ki te kanohi, blended delivery and regional competencies and experience.
- (e) Ex-officio members are appointed to Te Poari Akoranga until they no longer hold the role specified in Section 4 (b).
- (f) Members who are not appointed ex-officio, will be appointed for up to two years, with the option of renewal for one further year, to be made by the Council. Membership of Te Poari Akoranga may be revoked by either Te Pūkenga Council or the appointed member at any time by giving four weeks' written notice in writing.
  - i) These members may resign from the Committee at any time by notifying the Co-Chairs with a copy to the Council Secretariat.
  - ii) A member's appointment may be terminated at any time for good reason by Te Pūkenga Council Chair. Good reason includes, but is not limited to, failure to attend more than two consecutive Te Poari hui (without informing the Chair), and failure to act in accordance with the Code of Conduct.

## 5. Ngā ohu whakahaere o te Poari Akoranga | Subcommittees of the Academic Board

- (a) Te Poari Akoranga has established the following ohu whakahaere to focus on:
  - i) **Academic Quality**, to:
    - a. provide leadership in academic evaluation and quality assurance; ~~and~~
    - b. ensure quality improvement by overseeing and monitoring the consistent application of the academic quality assurance system, including developing and recommending to Te Poari Akoranga approval of policies and operating procedures; ~~and-~~

~~)- Appeals, to:~~

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- ~~f.) receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes);~~
- ~~e.) support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals; and~~
- ~~f.c.)~~ if necessary, make recommendations about policies, procedures, or the provision of services in respect of appeals.

ii) **Approvals, to:**

- 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; and
- 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.

iii) **Rangahau, Research and Postgraduate, to:**

- a. Provide leadership in rangahau, research and innovation, and postgraduate activity, by having oversight of rangahau and research planning across Te Pūkenga business divisions, policy, funding, and ethics.
- b. Ensure that there are effective governance and operational supports and mechanisms in place to mitigate risks and provide assurance in research quality.
- c. Identify, promote, and enhance best practice rangahau, research, research capability and innovation, and postgraduate programme delivery including that relating that to research ethics across Te Pūkenga and that these are maintainable and sustainable at a regional level.
- d. Receive and monitor annual research and postgraduate reports from regional centres and work-based learning providers, where appropriate.
- e. Review and monitor the revenue generated by Te Pūkenga in external research funding opportunities.

- (b) Each ohu whakahaere will consist of members drawn from across the organisation, or within the business divisions for Academic Committees with relevant, demonstrated skills and experience. Appointments to each ohu whakahaere will be made by Te Poari Akoranga in accordance with the terms of reference for the ohu, reflecting the value of appropriate geographical spread of representation.
- (c) Ngā Ohu Whakahaere hui will be conducted according to a schedule agreed on by Te Poari Akoranga, appropriate to its tasks and sub-delegations. Where sub-delegations are in place, hui will be conducted under LGOIMA rules outlined in section 6. (f).
- (d) Each ohu whakahaere will report to Te Poari using Te Poari's agenda framework on any sub-delegations that have been exercised and the strategic and key issues that most concern Te Poari Akoranga.

## 6. Kōrama | Quorum and Hui | Meetings

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- (a) A quorum shall consist of a majority of Te Poari members. No business shall be transacted at a meeting in the absence of a quorum.
- (b) Te Poari Akoranga will meet at least six times per academic year.
  - i) Meetings may be conducted by teleconference, videoconference or in person.
    - a. If a hui is held in person, members will make reasonable efforts to attend in person.
    - b. If a member is not able to attend a hui in person, a teleconference or videoconference alternative will be provided where feasible.
  - ii) Te Poari may also need to meet on an ad hoc basis to consider approvals requested and/or relevant matters. Accordingly, additional meetings may be held if determined necessary by the Chair.
  - iii) The Governance Director will annually set hui dates 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 Co-Chairs 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 Te Poari hui in their place unless this is specified in the Membership section.
- (d) All Council Members shall be entitled to attend Te Poari Akoranga meetings. In addition, the Council may (but is not required to) appoint a permanent observer to Te Poari Akoranga. The permanent observer will have a standing invitation to attend meetings, the right to receive meeting documentation and participate in meeting debate, but they will have no voting rights.
- (e) A Governance Advisor shall service Te Poari 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 Co-Chairs.
  - ii) Minutes of the meetings shall be prepared, retained, and distributed to Te Poari members, management, and external auditors, as well being made available to Te Pūkenga Council.
- (f) 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 Poari Akoranga has delegated authority to make decisions on behalf of Te Pūkenga as outlined in Section 3, the following local authority meeting rules apply:
  - i) Hui are required to be open to the public unless Te Poari Akoranga 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 Poari Akoranga 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 Poari Akoranga relating to

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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 Poari Akoranga 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 Poari; 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 Poari hui (except parts of a hui from which the public was excluded).

## 7. Responsibilities and duties

- (a) To exercise its powers and duties and oversee the areas outlined in section 3, Te Poari Akoranga members shall:
  - i) Review any papers prepared for Te Poari, 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 Poari and use professional perspectives to undertake analysis or prepare advice as required.
  - iii) Contribute to the development of a forward work programme for Te Poari.
  - iv) Maintain a broad knowledge of the issues and interests that relate to the operations of Te Poari.
  - 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 Co-Chairs of Te Poari Akoranga shall:
  - i) consult with members to draft a forward work programme for Te Poari, for agreement with Te Pūkenga Council 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 Poari, 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 Pūkenga Council and/or Chair as required.

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- 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 Pūkenga Council.
- (c) Members are required to declare any actual or perceived interests as per national policy and procedures. [Conflicts of Interest Policy](#)

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## 8. Fees and allowances

- (a) No additional fees will be paid to employees of Te Pūkenga for their participation in Te Poari Akoranga as hui are anticipated to occur during normal working hours. Expenses related to Te Poari Akoranga should be included in each employee's usual expense cost centre.
- (b) For learner members of Te Poari Akoranga, fees will be set by Te Pūkenga Council and will be within Group 4 (All Other Committees and Other Bodies) of the Cabinet Office Fees Framework.
  - i) The level within this category is determined by skills, knowledge and experience required for members; function, level, and scope of authority; complexity of issues; and public interest and profile. Te Poari Akoranga has been determined to be at Level 3 and as a result, a daily rate of \$435 will apply.
  - ii) The daily fee applies to all mahi, including that performed outside of hui (e.g. preparation, representing the board at other forums, or administrative mahi) that is required for the body to carry out its role.
  - iii) It is expected that a working day is about eight hours, and the daily fee is calculated on this basis. Work for longer than eight hours in one day will not attract an extra payment unless the combination of travel and mahi is frequently longer than eight hours.
  - iv) Hourly pro-rata rates may apply and will be calculated by dividing the daily rate by 8 and multiplying by the number of hours worked.
  - v) Where a total of six hours is worked in one day, a daily fee may be paid. It is accepted that it may not be possible for a member having worked six hours in one day on business related to Te Poari Akoranga to return to other paid mahi. Where a member spends time, for example one evening, preparing for a hui the next day, if the preparation and hui time combined were between 6 and 8 hours, then one daily fee would be paid for the combined preparation and hui time.
  - vi) Mahi other than preparation for hui must be approved and minuted by Te Poari before it is undertaken. Individual members should not be in a position where they could be considered to be setting their own work programmes without the endorsement of the body.
  - vii) This fee will be reviewed annually, and within three months of an update to the Cabinet Office Fees Framework.
  - viii) Fees will be paid through Te Pūkenga payroll in arrears. This will be included in the next fortnightly pay cycle following each meeting. If a member wishes to arrange to invoice Te Pūkenga for their fees (rather than receive these via payroll), the invoice must be submitted before the end of the month in which the meeting occurs, for payment by the 20th of the following month.
  - ix) Learner members may claim reimbursement for out-of-pocket taxi, mileage or parking expenses and any expenses actually and reasonably incurred when travelling on Te Pūkenga business in accordance with Te Pūkenga policy. The standard should be modest and appropriately reflect public sector norms. [Sensitive Expenditure Policy](#)

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**9. Pūrongo | Reporting obligations**

The Co-Chairs of Te Poari Akoranga will report to Te Pūkenga Council using the Council's agenda framework on any delegations that have been exercised and the strategic and key issues that most concern the Council.

**10. Accountability**

Te Poari Akoranga shall:

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

**11. Review of the Terms of Reference**

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

Approved by the Council of Te Pūkenga on ~~6 November 2024~~ 13 February 2025

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Sue McCormack  
Acting Council Chair

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

**12 November 2024**

<b>Title</b>	<b>Otago Polytechnic Academic Committee Report 12 November 2024*</b>
<b>Provided by</b>	Otago Polytechnic Academic Committee
<b>Author</b>	Caroline Terpstra, Director - Academic Excellence

\*NB –The October 2024 Academic Committee meeting was cancelled due to a lack of items.

## Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled “Otago Polytechnic Academic Committee Report 12 November 2024”;
b)	Notes that the Otago Polytechnic Academic Committee approved the following Type 2 changes: <ul style="list-style-type: none"> <li>OT5066 Bachelor of Engineering Technology Graduate Profile Outcomes have been updated to match the Sydney Accord. As a result of this change, the IEA Graduate Attributes have also been updated. All courses have been remapped to the new version.</li> <li>Mechanical Major – reduction in compulsory credits from 135 to 120 credits (see details in summary).</li> </ul>
c)	Notes that the Otago Polytechnic Academic Committee approved the following Type 1 changes: <ul style="list-style-type: none"> <li>OT5025 Bachelor of Social Services - update course summaries and co-requisites</li> <li>OT5081 Bachelor of Culinary Arts – re-word entry criteria for clarity (not a change to entry criteria and NZQA will update the Programme record and R0482 Approval summary following this formal notification (Type 1).</li> <li>OT5128 Bachelor of Construction (Quantity Surveying) – add course to elective schedule.</li> <li>NZ2834 New Zealand Certificate in Construction Trade Skills (Level 3). Te Pūkenga Type 1 change - as advised by Ara. Add two unit standards (32443 and 24378) to the unit standard assessment list. These are not compulsory and are not delivered by Otago.</li> <li>NZ2992 New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) - Update Indicative Content, Assessment for two courses.</li> <li>NZ2993 New Zealand Certificate in Adult and Tertiary Teaching (Level 5) - As advised by Ara , minor change to learning outcomes of one course.</li> </ul>
d)	Notes that the Otago Polytechnic Academic Committee approved one Certificate of Proficiency enrolment.

## Whakarāpopototanga | Summary

### Approvals

1. *The following Type 2 changes were approved:*
  - *OT5066 Bachelor of Engineering Technology*  
*Following consultation between VEENZ and Te Pūkenga Business Divisions, the Graduate Profile Outcomes have been updated to match the Sydney Accord. The new version of the Sydney Accord has eleven outcomes whereas the original had twelve. As a result of this change, the IEA Graduate Attributes have also been updated. All courses have been remapped to the new version.*  
*Mechanical Major – reduction in compulsory credits from 135 to 120 credits because of a compulsory course being moved to the elective pool. There are other changes identified in the Change document supplied by VEENZ.*  
*As the qualification owner Otago is first to submit an application to NZQA. The documents were prepared by VEENZ and agreed as part of the delivery and been reviewed by NZQA; this is a formal process to align all the providers.*

### Other items

The Committee approved:

1. The 2025 schedule of meeting dates for Academic Committee and Programme Approvals Committee
2. A variation to delivery of OT4760 Bachelor of Occupational Therapy from the Default Academic Calendar approved dates.
3. The closure of the four training schemes at TEC as listed:
  - OT5147 Certificate in Digital Health (Level 4)
  - OT5167 Certificate in High Performance Sport (Level 5)
  - OT5168 Certificate in Facilitation of Digital Learning (Level 6)
  - OT5169 Certificate in Applied Sustainable Practice (Level 5)

The Committee received:

1. Consistency review reports for:
  - 2202 New Zealand Certificate in Tourism (Level 4) – Final Report – Sufficient
  - 2206 New Zealand Diploma in Tourism and Travel (Level 5) – Interim Report – Sufficient
2. The Product Evaluation Panel recommendations approved by TKM at meetings on 3 and 17 October 2024.
3. The list of programmes/qualifications requiring updates in 2025 for 2026 as a result of Last Date of Assessment Qualification Version changes.
4. The Five - Year Programme Review Cycle schedule.
5. A variation to the approved selection/nomination process for new members of Programme Approvals Committee as outlined in the Academic Committee policy.
6. Notification from NZQA regarding the review of micro-credentials and training schemes.
7. Policies Committee meeting minutes and actions of 8 October 2024.



## **Aroturuki | Monitoring**

The Committee received and discussed the following monitoring reports:

Self-monitoring of

- OT4728 Bachelor of Nursing
- T4922 Bachelor of Applied Management and Associated Graduate Diplomas
- OT5081 Bachelor of Culinary Arts

NZQA monitoring of

- NZ2420 New Zealand Diploma in Construction (Level 6)
- OT5112 Master of Applied Management (including PgCert and PgDip in AM)
- OT5128 Bachelor of Construction
- TP4775 Bachelor of Accounting

## **Ngā tino raru ka heipū mai | Key risks**

No risks were discussed at the meeting.

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

**28 January 2025**

<b>Title</b>	<b>Academic Committee Report</b>
<b>Provided by</b>	Primary ITO
<b>Author</b>	Ginny Vincent

## Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Poari Akoranga:

a.	Receive the report titled 'Academic Committee Report';
b.	Notes the Academic Committee approved: <ul style="list-style-type: none"><li>• LCP – Horticulture Practices Level 3</li><li>• LCP – Rural Servicing Level 4</li><li>• Development of paper-based materials for two bio-security units standards to better support Corrections learners.</li><li>• Addition of four unit standards to the Level 5 Enchem programme (unfunded).</li></ul>

## Whakarāpopototanga | Summary

*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).

*Discussed*

- Delays with Seafood quals and the decision by WDC to go back to the drawing board.
- Pricing approvals
- Academic Risks with providers.

## Aroturuki | Monitoring

*Nil at this time.*



## 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 En Chem 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

**28 January 2025**

<b>Title</b>	<b>NorthTec Academic Committee Report 12 December 2024</b>
<b>Provided by</b>	NorthTec
<b>Author</b>	Joan Taylor, Academic Committee Co-Chair

### Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled NorthTec Academic Committee Report 12 December 2024
b)	Notes that the NorthTec Academic Committee approved: <ul style="list-style-type: none"> <li>• Granting of awards outlined in the Awards Report</li> <li>• Changes to local policies</li> </ul>
c)	Notes that the NorthTec Academic Committee ratified: <ul style="list-style-type: none"> <li>• Type 1 Changes to Programmes: <ul style="list-style-type: none"> <li>➤ STAR Primary Industries – add new Unit Standards</li> <li>➤ NZ Diploma in Environmental Management (Level 5 and 6) – Changes to Programme Regulations</li> <li>➤ NZ Certificate in Study and Career Preparation (Level 3 and 4) – Change title of Programme to align with qualification title</li> </ul> </li> <li>• Other agreements</li> </ul>
d)	Notes the Research and Ethics Committee Report 22 November 2024

### Whakarāpopototanga | Summary

#### *Other matters*

The Committee received the following reports:

- Academic Quality Assurance Report
- Research and Ethics Report
- Te Ara Poutama Report
- Awards Report
- Policy Review Report

The Committee ratified:

- Type 1 Changes to Programmes



- Other agreements

#### 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.

#### Policy Review Report

The Committee received the Policy Review Report and approved changes to local policies.

### Aroturuki | Monitoring

No new monitoring requests. See Key Risks below for current monitoring by NZQA.

### Ngā tino raru ka heipū mai | Key risks

Risk title	Description	Potential consequences	Current mitigation	Comments
NZQA Monitoring	NZ 1883 NZ Certificate in English Language (Academic) (Level 4)	Continued delivery of current programme	NZQA Approved action plan completed.	Action plan completed and closed.
NZQA monitoring	NZ 2992 Certificate in Health and Wellbeing (Social and Community Services) (Level 4).	Delivery of programme after current intake/cohort	NZQA approved action plan in place for rest of 2024.	Has been in process for 2024 intake. Monitoring to continue into semester 1 2025.
NZQA Consistency Reviews	Concern raised at number of CR to date (8) with final outcome = insufficient (2) – 25%	Future delivery compromised	<ul style="list-style-type: none"> <li>• Resource now in place provided to support compilation of reports and presentations from individual departments/programmes.</li> <li>• Participants (academic teams) encouraged to attend NZQA Consistency</li> </ul>	



			Review Workshops	
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**Ngā Tāpiritanga | Appendices**



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

28 January 2025

<b>Title</b>	<b>Western Institute of Technology at Taranaki Academic Committee Report – 27 November and 11 December 2024 Meetings</b>
<b>Provided by</b>	Western Institute of Technology at Taranaki (WITT) Academic Committee
<b>Author</b>	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 – 27 November and 11 December 2024 Meetings’;
b)	<p>Note that the WITT Academic Committee approved:</p> <ul style="list-style-type: none"> <li>• Certificate Graduands (including micro-credentials and training schemes) – 55 approved (27 November)</li> <li>• Certificate Graduands (including micro-credentials and training schemes) – 192 approved (11 December)</li> <li>• Ratified: Special Approval of Graduand – 1 approved (11 December)</li> </ul>

## Whakarāpopototanga | Summary

At its meeting of 27 November 2024, the Western Institute of Technology at Taranaki Academic Committee covered the following matters:

### Membership:

- Resignation: Jan Lockett-Kay (Director of School)

### Schedule of Annual Activities received:

- *Learner Satisfaction Trimester Two* analysis report
- ‘You Said, We Did’ report – *Learner Satisfaction Trimester One*
- Report and monitor action plan for *The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code)*

### Standing Reports received:

- Academic Standards Committee
  - Policies approved:



- Complaints
  - Timetabling
  - International Learner Accommodation
- 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

**Approved:**

- Certificate Graduands (including micro-credentials and training schemes) – 55 approved

**General Business received:**

- 2025 Meeting Schedule

At its meeting of 11 December 2024, the Western Institute of Technology at Taranaki Academic Committee covered the following matters:

**Membership:**

- Resignation: Johan Ongchangco (Senior Academic Staff Member)

**Schedule of Annual Activities received:**

- Academic Committee Self-Review

**Standing Reports received:**

- Teaching and Learning Committees
  - School of Nursing, Health and Wellness; Māori Enterprise, Business and Technology

**Approved:**

- Certificate Graduands (including micro-credentials and training schemes) – 192 approved
- Ratified: Special Approval of Graduand – 1 approved

**General Business received:**

- Analysis of Student Discipline 2024

## Aroturuki | Monitoring

Nil to report



## 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.	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.

## Ngā Tāpiritanga | Appendices

Nil

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

**28 January 2025**

<b>Title</b>	<b>Toi Ohomai Academic Committee Summary Report 28 November 2024 - Open</b>
<b>Provided by</b>	Toi Ohomai Institute of Technology Academic Committee
<b>Author</b>	Kieran Hewitson Chair Tumu Whenua ā-Rohe 2   Executive Director Region 2

## Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled 'Toi Ohomai Academic Committee Summary Report, 28 November 2024 – Open'; and
b)	Notes that Toi Ohomai Academic Committee approved: <ul style="list-style-type: none"> <li>• Toi Ohomai Graduate Memo (Graduands) dated: <ul style="list-style-type: none"> <li>- 29<sup>th</sup> October 2024</li> <li>- 18<sup>th</sup> November 2024</li> </ul> </li> </ul>

## Whakarāpopototanga | Summary

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

### NZQF and Rules Consultation – Toi Ohomai Submission

The purpose of this paper was to provide Academic Committee with the Toi Ohomai feedback document submitted to NZQA in response to recent consultation on proposed changes to the New Zealand Qualifications & Credentials Framework (NZQCF) and NZQA rules.

NZQA commenced consultation on proposed changes to the NZQCF and NZQA Rules early October.

NZQA's proposed changes were designed to ensure the NZQCF and Rules remain relevant, and to reflect changes in work and vocational education.

#### TOI OHOMAI APPROACH TO CONSULTATION FEEDBACK COLLATION

- Senior leaders were advised of the consultation document, webinars and Te Pūkenga specific sessions held by NZQA via email and through meeting agendas.
- A communication notice was placed on Te Aka for all kaimahi and included a survey for completion to feed into a Toi Ohomai consultation document.
- A briefing document was prepared for discussion with various groups.



- All consultation was collated by Academic Development & Quality and used to create one cohesive feedback document based on the NZQA questions posed in the consultation process.
- Consultation feedback was submitted on behalf of Toi Ohomai on Friday 15<sup>th</sup> November (consultation closed Sunday 17<sup>th</sup> November).

## **NZQA Consultation on the Draft Integrated Quality Assurance Framework**

The purpose of this paper was to provide Academic Committee with notification NZQA have commenced consultation on a draft integrated quality assurance framework (iQAF).

NZQA commenced consultation late October on proposed changes to the current evaluative quality assurance framework (EQAF). The proposed changes were in response to the changing tertiary education environment and sector feedback

### **TOI OHOMAI APPROACH TO CONSULTATION FEEDBACK COLLATION**

- Senior leaders have been advised of the consultation document and webinars via email and through meeting agendas.
- A communication notice has been placed on Te Aka for all kaimahi, and includes a survey form should people wish to feed into the Toi Ohomai consultation document. In addition, two sessions will be held on TEAMS to gain facilitated feedback. Academic Committee will be advised directly of those details.
- All consultation will be collated by Academic Development & Quality Lead and used to create one cohesive feedback document based on the NZQA questions posed in the consultation process.

## **Māori Success Report**

Te Pae Tawhiti provides guidance for self-reflection and review of our progress towards Te Tiriti o Waitangi Excellence.

The purpose of the report was to draw attention to areas such as course success, where our approaches are starting to show positive outcomes for Māori, whilst also highlighting increasing participation and reducing withdrawals where there are opportunities for improvement.

Analysis of the data demonstrated merit in continuing or expanding efforts in the following areas:

- Marketing, engagement and support tailored to increasing numbers of rangatahi, including those coming from Māori immersion schools
- Increased outreach and pathway support for non-employed or beneficiaries
- Cross-team response to identify and respond to attendance issues early
- Measures to capture more ākonga voice around reason/s for withdrawals
- Kaupapa-Māori initiatives targeting Nursing, Women in Trades, Kura Kaupapa graduates and dedicated Māori spaces
- Māori & Pasifika Trades Training actively reflecting the voice and aspirations of Te Ara Poutama (MPTT Consortium).

Committee Discussion included:

- Opportunity to further understand the granular detail around withdrawal rates.



- Engaging ākonga early in whanaungatanga proves to support successful course completions and are being reported in the research space.
- Māori Success team engaging more with faculty for wrap around support.
- Reduction of Māori ākonga in the postgraduate space.
- The impact of fee penalties on ākonga's desire to study again.

## Academic Programme and Management Committee Minutes

### October

- Re-Accreditation NZ Diploma in Engineering Level 6
- Variation to deliver Photoshop and Illustrator Training Scheme
- Micro-Credential Annual Review – Computer Optimisation in Forest Harvesting

### November

- NZQA Training Scheme Review Advice
- Site Delivery Joinery Strand
- CoP Application
- Garment Construction Pathways Delivery
- Te Pūkenga New Delivery Site Application
- Funding Code Update Report and Process
- Type 1 Changes

## Research Committee Meeting Minutes

- Three Rangahau/Research Dissemination Awards were approved.
- Five research proposal applications were submitted, four of which were for summer student research scholarship projects. All projects were approved pending minor changes.
- Two milestone reports were received
- Two final reports were received.
- Two conference report were received.
- Eight Research Incentive Grants were approved totalling \$7600.00
- An update was given on the number of Master student research projects that have been approved over the last month. This was a total of 19 across MAPS and Masters of Management.

## Academic Quality Issues Register

In summary, Research has been progressing positively. Standard setting body moderation continues to be at risk and currently proposing a not sufficient status for some programmes with NZQA. This is a unique space, and the team are looking at ways to ensure this is resolved.

Level 7+ programmes are a general risk where we are not meeting our research activity levels. The teams have produced research plans to initiate resolving this and the approach going forward will be to report on specific programmes and progress.



**Aroturuki | Monitoring**

**Ngā tino raru ka heipū mai | Key risks**

*Risk is an uncertainty that, if it occurs, will impact on the achievement of objectives. Identify any new/emerging risk in the table below.*

Risk title	Description	Potential consequences	Current mitigation
Moderation	Not sufficient status for some programmes with NZQA	Loss of Accreditation Ineffective assessment	Support and advice from Quality Advisors and Kaiako Success  Development of a new moderation monitoring tool.
Research Level 7+ Programmes	Research activity levels are not being met.	Loss of Accreditation.  Inhibits programme development and improved knowledge and capability.  Miss alignment with Industry expectations.	Robust of research plans  Continued monitoring of research plans and reporting to academic committees  Review of workload allocation

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

**28 January 2024**

<b>Title</b>	<b>Toi Ohomai Academic Committee Summary Report 12 December 2024 - Open</b>
<b>Provided by</b>	Toi Ohomai Institute of Technology Academic Committee
<b>Author</b>	Kieran Hewitson Chair Tumu Whenua ā-Rohe 2   Executive Director Region 2

## Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled 'Toi Ohomai Academic Committee Summary Report, 12 December 2024 – Open'; and
b)	Notes that Toi Ohomai Academic Committee approved: <ul style="list-style-type: none"> <li>• Toi Ohomai Graduate Memo (Graduands) dated: <ul style="list-style-type: none"> <li>- 2<sup>nd</sup> December</li> <li>- 9<sup>th</sup> December</li> </ul> </li> </ul>

## Whakarāpopototanga | Summary

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

### Post Graduate Risk Mitigation Update Report

Key Updates:

- There is still outstanding supervision however this role has now been assigned to a number of kaimahi.
- The workload model for Toi Ohomai has supported the assignment of supervision.
- The biggest risk will be end of June 2025 when external examiners are required.
- A key challenge for supervisors is the amount of time spent supporting international ākonga with basic learning support such as referencing, academic writing and interpreting assessment requirements.
- The Post Graduate leadership team suggests there is a need for an independent learner facilitator for international ākonga.

Committee Points:

- Development of a pre-course to cover the basic academic support required before the programme commences. Resource and approval requirements for a get-ready course.
- Late enrolment of international ākonga and the impact of joining after the critical period to support success.
- Visa processing, cut off point for joining and options for later intake.



- Consideration for marketing a one year programme with a large portion of research.
- Workload considerations for kaimahi who take on supervision roles across a full year.

### **Moderation Report Quarter Four 2024**

Further to committee discussion that arose from the Quality Moderation Quarter Three report presented to LQSC in October, this report is presented with a focus on the Red Traffic Light status. The intention is to clarify the determinants of the allocation of “Red” status and affiliated programme areas.

There are currently two areas with a not met status and the quality team are working with the programme team to look at how this will work going forward guided by the NZQA action plan. It was suggested these teams are in need of some experienced kaimahi to work with achievement-based assessments.

### **Pastoral Care Summary Report**

The purpose of this report was to inform Academic Committee of the number and type of concerns and complaints received and action taken.

Key Points:

- 2024 reported 32 formal complaints (4 less than 2023), 12 concerns, 2 requests and 2 appeals.
- Looking at the different categories, the main areas of complaint relate to classroom experience. Classroom experience includes a number of different aspects including tutor and student perceived behaviour, course expectation and results outcome.
- Issues raised continue to be fairly consistency and there are no apparent trends.

The committee questioned the lack of detail on resolutions and reporting and requested further reporting to provide assurance the loop is being closed.

### **Results Processing Update Report**

The purpose of this paper is to provide Academic Committee with an update on results processing and progress for 2024.

Based on courses open for resulting @ 5<sup>th</sup> December 77% of courses have been resulted for the period 1st Jan 2024 to 5th December 2024.



Aroturuki | Monitoring

Ngā tino raru ka heipū mai | Key risks

Risk is an uncertainty that, if it occurs, will impact on the achievement of objectives. Identify any new/emerging risk in the table below.

Risk title	Description	Potential consequences	Current mitigation	Comments
Post Graduate supervision for dissertation	Shortage of supervisors for Postgraduate level programmes and international ākonga  Challenge of recruiting external supervisors for mid year 2025.	Unable to meet dissertation research supervisor requirements.  Accreditation to deliver lost	Risk Mitigation Action Plan Update reported  Kaimahi workload model has been refined to support assignment of supervisor roles to internal kaimahi	Progress reports will be presented monthly to Academic Committee

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

28 January 2025

<b>Title</b>	<b>Wintec Komiti Akoranga Report – October and November 2024</b>
<b>Provided by</b>	Wintec Quality and Academic Unit, on behalf of Komiti Akoranga – Academic Committee
<b>Author</b>	Talia East, Institutional Quality Manager

### Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Poari Akoranga:

a)	Receive the report titled 'Wintec Komiti Akoranga Report – October and November 2024';
b)	<p>Note that Wintec Komiti Akoranga - Academic Committee approved Type 2 changes to Wintec legacy programmes:</p> <ul style="list-style-type: none"> <li>Te Ara Pūtake New Zealand Certificate in Study and Career Preparation (Level 4) – programme change in alignment with version 2 of the qualification.</li> <li>Bachelor of Engineering Technology – programme change to graduate outcomes by Vocational Engineering Education New Zealand (VEE.NZ) to align with Sydney Accord Graduate Attributes.</li> <li>Master of Nursing Practice – update to criteria to pass in all courses to ensure requirements were explicit (all learning outcomes met, all required clinical hours completed, all Nursing Council competencies passed).</li> </ul>
c)	<p>Note that the Wintec Academic Committee approved the following Quality Assurance reports:</p> <ul style="list-style-type: none"> <li>Centre Action Plan Sessions – April Insight reports</li> <li>Level 7-9 APER Summary Report</li> <li>Programmes for Closure with NZQA</li> <li>Course Review: Reactivation of Inactive Courses.</li> </ul>

### Whakarāpopototanga | Summary

- Wintec Komiti Akoranga received a report on proposed programme closures in response to a review of programmes and microcredentials in Wintec's Student Management System, Arion, and listed on the NZ Qualifications and Credentials Framework (NZQCF), and the creation of a new digital Wintec programme register. This was the first step in a multi-part project to align



Arion and the NZQCF, and to ensure that Wintec's new digital Programme Register includes all current approved and accredited programmes and microcredentials. Wintec Komiti Akoranga approved the closure of multiple programmes, training schemes, and microcredentials that have not been delivered for several years, and NZQA will be advised in due course.

2. The following Type 2 changes to Wintec legacy programmes were approved to proceed to NZQA:
  - a. Te Ara Pūtaka New Zealand Certificate in Study and Career Preparation (Level 4) – programme change in alignment with version 2 of the qualification.
  - b. Bachelor of Engineering Technology – programme change to graduate outcomes by Vocational Engineering Education New Zealand (VEE.NZ) to align with Sydney Accord Graduate Attributes.
  - c. Master of Nursing Practice – update to criteria to pass in all courses to ensure requirements were explicit (all learning outcomes met, all required clinical hours completed, all Nursing Council competencies passed).
3. The following unified programme Type 1 change was approved, notified to all Te Pūkenga delivery sites, and the updated programme document shared on Te Pūkenga Programme Registry and via Te Pūkenga Educational Management Team site:
  - a. Bachelor of Accounting – changes to clarify the number of resits, resubmissions, and reassessment opportunities allowed in all Level 5 courses to align with the courses owning programme, the New Zealand Diploma in Business (Level 5).
4. The following Quality Assurance reports were approved:
  - a. International Entry Qualification Equivalents updates for ākonga from Vietnam, South Korea, Japan, and Thailand.
  - b. Proposed Wintec Komiti Akoranga – Academic Committee meeting schedule for 2025 (attached).
  - c. Te Rōpu Āpiti Whakataurite Moderation Committees Report including reporting on Workforce Development Council external moderation outcomes and action plans.
5. The following Quality Assurance reports were received:
  - a. 2024 Scholarship report covering scholarships offered in 2024 and plans and targeted demographics for 2025.
  - b. 2023 Te Pūkenga Code of Pastoral Care Self-Review Report 2023.
  - c. Mechanical Engineering Level 3 Retention Report on actions taken by the teaching team that had significantly improved retention in the programme. Komiti Akoranga commended the team for their best practices.
6. Teaching and Learning Report was received and included updates on the Teaching and Learning Coach current workplan (including professional development for kaiako, updates on Whare Ako, Wintec's online teaching and learning hub, and updates on the moderation app), as well as a summary of learner formal complaints, and degree monitoring of legacy programmes.
7. Rangahau, Research, and Postgraduate Report was received and included reporting on a review of rangahau across all degree programmes to ensure consistency in what is considered



rangahau, update on the development of a Professoriate policy and the establishment of Professor and Associate Professor roles, and, in response to monitor feedback, the implementation of organisation-wide postgraduate supervisor training prior to supervising postgraduate ākonga.

8. Komiti Akoranga received an update on the refresh of Wintec's Risk Management Framework and approved the new digital Risk Register for organisation-wide use. The refreshed framework, aligned with Te Pūkenga framework, and digital register will be rolled out to all kaimahi in Q1 2025.
9. Komiti Akoranga approved the Terms of Reference for a new Policy Subcommittee that will oversee and monitor Wintec policy implementation and review as delegations return to business divisions. A Policy Governance Policy and Procedures, Policy Writing Guide, and Policy Review and Approval processes have been developed and will go out for wider consultation in Q1 2024.

Part B – Closed sessions included a summary of open formal complains, Dean's Waivers, and a proposed teaching hours audit.

## **Ngā tino raru ka heipū mai | Key risks**

No risks were discussed at the October or November Komiti Akoranga meeting.

## **Ngā Tāpiritanga | Appendices**

Appendix 1. Wintec Komiti Akoranga – Academic Committee Approved 2025 Meeting Schedule

**Appendix 1:** Wintec Komiti Akoranga – Academic Committee Approved 2025 Meeting Schedule

Month	Date	Meeting Location	Te Poari Akoranga Dates
January			28 January
February	19 February	In person	
March	19 March	MS Teams	13 March
April	16 April	MS Teams	
May	14 May	MS Teams	15 May
June	18 June	In person	26 June
July	16 July	MS Teams	
August	13 August	MS Teams	
September	17 September	MS Teams	11 September
October	15 October	MS Teams	
November	12 November	In person	6 November
December			



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

**6<sup>th</sup> December 2024**

<b>Title</b>	ServiceIQ - Academic Committee Report - 6th December 2024 meeting
<b>Provided by</b>	ServiceIQ Academic Committee
<b>Author</b>	Ivonne Brooker-Leon, Quality Assurance Manager SIQ

## Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled 'ServiceIQ - Academic Committee Report 6 <sup>th</sup> December 2024'
b)	Notes that the ServiceIQ Academic Committee approved: <ul style="list-style-type: none"> <li>- Academic Integrity Policy</li> <li>- Subcontracted Provider Management Policy</li> </ul>

## Whakarāpopototanga | Summary

This meeting on 6<sup>th</sup> December 2024 was an extraordinary meeting before the end of the year. During the meeting, The ServiceIQ Academic Committee covered the following matters:

- **Programmes reports:**
  - Update on Pacific action plan and support adviser.
  - Micro-credential on Dysphagia confirmed to be discontinued.
  - Artificial Intelligence (AI) policies
- **Quality Assurance reports:**
  - a. Academic integrity policy review and approval
  - b. Subcontracted Provider Management Policy review and approval
  - c. External moderation update
  - d. Academic integrity cases update
  - e. Subcontract with Airways update
  - f. Concerns and complaints register update
  - g. Appeals update
- **Other academic matters:**
  - a. Self-assessment on programme satisfaction - Employer Pulse Survey launch update.

## Aroturuki | Monitoring

*Nil to report*

## Ngā tino raru ka heipū mai | Key risks

*Risks were not identified or discussed at the November Meeting. Its purpose was to confirm updated changes to Terms of Reference.*

Risk title	Description	Potential Consequences	Current mitigation	Comments
Competitor - Eatucation	Eatucation is a new competitor selling learning and assessment resources to schools (hospitality) at a much lower rate.	Decrease of resources sales from schools doing hospitality	Key staff working with schools to continue promoting the quality of our resources	Actions: Monitoring resources sales and schools' feedback
Assessments storage	Assessments are kept for 18 months for moderation purposes. With limited office and storage space, boxes have been piling up in offices	Health and safety (boxes falling, potential mould). Fire hazard Not having the assessments in a secure area.	<ul style="list-style-type: none"> <li>Engaging storage options within network facilities.</li> <li>Storage rental</li> <li>Disposing old boxes</li> <li>Amending policy regarding assessment storage, destruction and privacy.</li> </ul>	This is currently being actioned with support of HR (Carolyn).
Museums L4 assessment marking delays	Marking timeframes from NSTP assessors is inconsistent and outside required timeframes.	Learners are not obtaining feedback or information on the outcome of their assessment in a timely manner. This could create barriers to achieve the programme and negatively impacts the learner experience.	<ul style="list-style-type: none"> <li>Assessments from South Island trainees are currently being sent to a contracted assessor.</li> </ul>	Actions: GM IE to discuss with Te Papa management representative
McDonalds Gateway Programme (Level 2)	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.	Possible unsuccessful external post-moderation if resources are not up to date.	<ul style="list-style-type: none"> <li>Matrix review has been completed, and US version changes are minor</li> <li>Moderation meeting to be booked in early 2025.</li> <li>Agreement review</li> </ul>	Actions: QA to complete a moderation and QL review.



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

**Nov/Dec 2024**

<b>Title</b>	<b>Connexis/EarnLearn Academic Committee Report Nov/Dec</b>
<b>Provided by</b>	Connexis/EarnLearn Academic Committee
<b>Author</b>	Sue Roberts, GM Learning Solutions, Connexis/EarnLearn

### Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled Connexis/EarnLearn Academic Committee Report Nov/Dec
b)	<p>Notes the approval to:</p> <ol style="list-style-type: none"> <li>1) Connexis - Submit the Te Pūkenga Unified Programme Quality Assurance Report – New Zealand Certificate in Infrastructure Works Level 2 and 3 to Te Ohu Whakahaere Quality</li> <li>2) Connexis - Submit the Te Pūkenga Unified Programme Quality Assurance Report – New Zealand Certificate in Project Management Level 4 to Te Ohu Whakahaere Quality</li> <li>3) Connexis - Submit the Micro-credentials Review Report - Introduction to the Electricity Supply Industry Level 2 to NZQA</li> </ol>

### Whakarāpopototanga | Summary

#### Matters Approved

Submission of application to the Te Pūkenga Te Ohu Whakahaere for the Unified Programme Quality Assurance Reports for the New Zealand Certificate of Infrastructure Levels 2 and 3 and the New Zealand Certificate in Project Management Level 4 by Connexis.

Submission of application to NZQA for the continued delivery of the Introduction to the Electricity Supply Industry Level 2 micro-credential by Connexis.

### Aroturuki | Monitoring

### N/ANgā tino raru ka heipū mai | Key risks

N/A

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

**October 2024**

<b>Title</b>	<b>Whitireia and WelTec Academic Committee Report October 2024</b>
<b>Provided by</b>	Whitireia and WelTec
<b>Author</b>	Lorna Vickerman, AQA Administrator

## Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Poari Akoranga:

a)	Receives the report titled 'Whitireia and WelTec Academic Committee Report October 2024';
b)	Notes that Whitireia and WelTec Academic Committee approved changes to: <ul style="list-style-type: none"> <li>- Diploma in Computer Applications (Level 6)</li> <li>- Diploma in Networking (Level 6)</li> <li>- Diploma in Design (Level 6).</li> </ul>
c)	Notes that Whitireia and WelTec Academic Committee also approved Type 2 changes to : <ul style="list-style-type: none"> <li>- PR5005 Bachelor of Creativity (Digital Media) (Music) (Performing Arts) (Toi Poutama) (Visual Arts) (Writing).</li> </ul>

## Whakarāpopototanga | Summary

### Change approvals:

- Approved the NZQF Diploma in Computer Applications (Level 6) and offshore site approval for Shaanxi College of Communications and Technology, China and concurrent submission to WDC Toi Mai for endorsement and NZQA for approval. Remove the requirement of a current First Aid Certificate from the Entry Requirements.
- Approved the NZQF Diploma in Networking (Level 6) and offshore site approval for Shaanxi College of Communications and Technology, China and concurrent submission to WDC Toi Mai for endorsement and NZQA for approval.
- Approved the NZQF Diploma in Design (Level 6) and offshore site approval for Shaanxi College of Communications and Technology, China and concurrent submission to WDC Toi Mai for endorsement and NZQA for approval.

### Type 2 Change approvals:

- Approved the Significant (Type 2) changes to PR5005 Bachelor of Creativity (Digital Media) (Music) (Performing Arts) (Toi Poutama) (Visual Arts) (Writing) and submission to NZQA for approval as follows:



- Amendment to the title of the degree to PR5005 Bachelor of Creativity (Digital Media and Design) (Performing Arts)
- Removal of four majors ((Music, Toi Poutama, Visual Arts, Writing) and renaming the Digital Media major as Digital Media and Design
- Addition of 14 new courses specific to the Digital Media and Design major
- Addition of 14 new courses specific to the Performing Arts major
- Modification of title, learning outcomes, content and/or assessment of core courses CR5012 Contextual Studies, CR6001 Creative Enterprise 1, CR7001 Creative Enterprise 2, CR7002 Contexts and Practice, CR7003 Body of Work, CR7004 Major Projects.
- Change of title, learning outcomes, content, and/or assessment of courses CR6009 Special Topic 1, CR7007 Special Topic 2,
- Removal of 95 courses no longer required with the removal of related majors
- Updates to the Graduate Profile to reflect the removal of four majors
- Removal of Toi Poutama, Porirua Campus and Hongoeka Marae, Plimmerton from teaching sites
- Change to breakdown of teaching and self-directed hours for the programme
- Updates to the programme document for currency and to reflect the reduction to two majors.

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

**14 November 2024**

<b>Title</b>	Whitireia and WelTec Academic Committee Report November 2024
<b>Provided by</b>	Whitireia and WelTec
<b>Author</b>	Lorna Vickerman, AQA Administrator

## Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Poari Akoranga:

a)	Receives the report titled 'Whitireia and WelTec Academic Committee Report November 2024';
b)	Notes that Whitireia and WelTec Academic Committee approved Type 2 changes to: <ul style="list-style-type: none"> <li>- PR4624 Bachelor of NursingHV4706 New Zealand Certificate in Cookery (L4) (Managed Traineeship).</li> </ul>
c)	Notes that Whitireia and WelTec Academic Committee approved Type 1 changes to: <ul style="list-style-type: none"> <li>- PR4624 Bachelor of Nursing</li> <li>- PR4851 Bachelor of Health Science (Paramedic)</li> <li>- PR4989 Postgraduate Diploma in Specialty Care</li> <li>- PR4862 Postgraduate Certificate in Specialty Care</li> <li>- PR4862 Postgraduate Certificate in Primary Healthcare Specialty Nursing</li> <li>- NZ1883 New Zealand Certificate in English Language (Academic) (L4)</li> <li>- NZ3212 New Zealand Diploma in Screen Production (L5)</li> <li>- HV4993 Bachelor of Youth Development</li> <li>- NZ3097 New Zealand Certificate in Automotive Engineering (L3)</li> </ul>

## Whakarāpopototanga | Summary

### Type 2 Change approvals:

- Approved the Significant (Type 2) changes to PR4624 Bachelor of Nursing and submission to NZQA for approval as follows:
  - Removal of the range of work experience hours and replacing with set hours requiring changes to tutor directed and work experience hours in the six Praxis courses (self-directed remains the same):
  - NURS5217 140 tutor directed, 32-40 work exp TO 202 tutor directed, 18 work exp
  - NURS5227 100 tutor directed, 81-105 work exp TO 122 tutor directed, 83 work exp

- NURS6217 100 tutor directed, 178-196 work exp TO 136 tutor directed, 160 work exp
- NURS6227 20 tutor directed, 315-360 work exp TO 60 tutor directed, 320 work exp
- NURS7217 110 tutor directed, 225-270 work exp TO 140 tutor directed, 240 work exp
- NURS7227 60 tutor directed, 222-405 work exp TO 105 tutor directed, 360 work exp
- Changes to Programme Learning Hours per week: teaching hours from 15 to 10 and self-directed hours from 8.3 to 13.3.

**Type 1 Change approvals:**

- Approved the minor (Type 1) changes to PR4624 Bachelor of Nursing as follows:
  - NURS5216: Professional Nursing One: Changes to Aim, Learning Outcomes, Content
  - NURS5217: Praxis One: Changes to Learning Outcomes, Content and Assessments
  - NURS5227: Praxis Two: Changes to Simulated Learning and Clinical Experiences
  - NURS6216: Professional Nursing Three: Changes to Assessments
  - NURS6217: Praxis Three; NURS6227: Praxis Four; NURS7217; Integrated Praxis
  - NURS7227: Preparation for Registration: update Resources
- Approved the minor (Type 1) changes to PR4851 Bachelor of Health Science (Paramedic) as follows:
  - Enrolment Options amended to 'two intakes may be offered annually'
  - HSC6311 Altered Cognitive States changed to HSC6312 Altered Cognition and amendments to Learning Outcomes, Content and Assessments to update to current terminology
- Approved the minor (Type 1) changes to PR4989 Postgraduate Diploma in Specialty Care as follows:
  - Change to course name and code from HSC8713: Urgent Community Care Practice 1 TO HSC8722: Extended Care Paramedicine 1 and update Aim, Learning Outcomes and Assessments
  - Change to course name and code from HSC8714: Urgent Community Care Practice 2 TO HSC8723: Extended Care Paramedicine 2 and update Aim, Learning Outcomes and Assessments
- Approved the minor (Type 1) changes to PR4862 Postgraduate Certificate in Specialty Care as follows:
  - HSC8717 The Foundation of Palliative Care: Changes to Learning Outcomes, Summative Assessments, weightings, aligning LOs with summative Assessments
  - HSC8718: Praxis in Palliative Care: Change to wording of Learning Outcome 5 and Content wording



- Change title and code of HSC8713: Urgent Community Care Practice 1 TO HSC8722: Extended Care Paramedicine 1 and update Aim, Learning Outcomes, Assessments
  - Change title and Code of HSC8714: Urgent Community Care Practice 2 TO HSC8723: Extended Care Paramedicine 2 and update Aim, Learning Outcomes, Assessments
- Approved the minor (Type 1) changes to PR4862 Postgraduate Certificate in Primary Healthcare Specialty Nursing as follows:
  - Learning Outcomes, Content, Assessment Methods and Weightings in courses HSC8504 Praxis in the Community Setting (Well Child/Tamariki Ora) and HSC8501: Primary Health Care and Health Promotion
- Approved the minor (Type 1) changes to NZ1883 New Zealand Certificate in English Language (Academic) (L4) as follows:
  - Update to version 3 of the qualification
  - Changes to Strategic Purpose, Graduate Profile Outcomes, Education and Employment Pathways
  - Minor changes to learning outcomes in EL4111 Academic English 4A and EL4113 Academic English 4C
  - Update to latest versions of unit standards 22892, 22751, 22749, 22891, 22750
- Approved the minor (Type 1) changes to NZ3212 New Zealand Diploma in Screen Production (L5) as follows:
  - Minor changes to Strategic Purpose, GPOs, Employment Pathways
  - Minor change to Assessment Method in SCR5001 Culture and Context in the Screen Industry
  - Minor changes to Learning Outcomes in SCR5002 The Filmmaker's Journey and SCR5007 Screencraft 105: Applied On-Set Production
  - Minor changes to Assessment Methods and Weightings in SCR5002 The Filmmaker's Journey, SCR5003 Screencraft 101: Scriptwriting, SCR5004 Screencraft 102: Editorial Process, SCR5005 Screencraft 103: Production Planning, SCR5006 Screencraft 104: On-Set Production and SCR5007 Screencraft 105: Applied On-Set
- Approved the Minor (Type 1) changes to HV4993 Bachelor of Youth Development as follows:
  - Change YD7301 Tikanga Whakahaere Wā Mōrearea, Managing Crisis from L7 to YD6214 L6
  - Change YD6210 Tikanga Rangahau, Professional Practice Research Methods and Approaches from L6 to YD7308 L7
  - Add YD7308 Tikanga Rangahau, Professional Practice Research Methods and Approaches as a co-requisite for YD7307 He Hinonga, Professional Practice Research Project
- Approved the Minor (Type 1) changes to NZ3097 New Zealand Certificate in Automotive Engineering (L3) as follows:
  - Strategic Purpose Statement





- Graduate Profile Outcomes
- Education Pathways
- Employment Pathways
- Minor changes to Learning Outcome/Graduate Profile alignment matrix.

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

**3 December 2024**

<b>Title</b>	Whitireia and WelTec Academic Committee Report December 2024
<b>Provided by</b>	Whitireia and WelTec
<b>Author</b>	Lorna Vickerman, AQA Administrator

## Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Poari Akoranga:

a)	Receives the report titled 'Whitireia and WelTec Academic Committee Report December 2024';
b)	Notes that Whitireia and WelTec Academic Committee approved Type 2 changes to: <ul style="list-style-type: none"> <li>- PR5006 Bachelor of Information Technology</li> <li>- PR5005 Bachelor of Creativity</li> <li>- PR4982 Master of Management; PR4981 Postgraduate Diploma in Management</li> <li>- PR4980 Postgraduate Certificate in Management</li> <li>- PR4974 Master of Information Technology</li> <li>- PR4962 Postgraduate Diploma in Information Technology</li> <li>- PR4963 Postgraduate Certificate in Information Technology.</li> </ul>

## Whakarāpopototanga | Summary

### Type 2 Change approvals:

- Approved the Significant (Type 2) changes to PR5006 Bachelor of Information Technology and submission to NZQA for approval as follows:
  - Addition of Qingdao Huanghai University (China) as a Teaching Site
- Approved the Significant (Type 2) changes to PR5005 Bachelor of Creativity and submission to NZQA for approval as follows:
  - Addition of Qingdao Huanghai University (China) as a Teaching Site
- Approved the Significant (Type 2) changes to PR4982 Master of Management; PR4981 Postgraduate Diploma in Management; PR4980 Postgraduate Certificate in Management and submission to NZQA for approval as follows:
  - Addition of a coursework only pathway to complete the PR4982 Master of Management qualification



- Addition of new course BUS8428 Research Proposal as a compulsory course for research pathway in PR4982 Master of Management and as an elective course in PR4981 Postgraduate Diploma in Management
- Addition of 3 new Level 9 courses in all three programmes
- BUS9504 Industry Project (30 Credits)
- BUS9505 Artificial Intelligence for Business (15 Credits)
- BUS9506 Change and Transformation Management (15 credits)
- Title change for course BUS8404 Consumer Behaviour and Marketing Communication to BUS8429 Consumer Behaviour
- Updated course descriptors in all three programmes
- Update to latest version of programme document template with assorted other administrative updates.
- Approved the Significant (Type 2) changes to PR4974 Master of Information Technology; PR4962 Postgraduate Diploma in Information Technology; PR4963 Postgraduate Certificate in Information Technology and submission to NZQA for approval as follows:
  - Addition of a pathway to complete qualification by coursework
  - Change of entry requirements
  - Change to pre-requisites in courses IT9501 and IT9502
  - Updated course codes to PGCert IT, PGDipIT and MIT to a single code
  - Changes to components of IT8501, IT8510, IT8512, IT8513, IT8515, IT8516, IT8517
  - Change of title for IT8522
  - Addition of 5 courses IT8532 - Advanced Artificial Intelligence and Machine Learning; IT9503 - Advanced Information Management and IT Solutions; IT9504 - Leadership in IT and Digital Organisations; IT9505 - Advanced Innovation and Design Thinking for IT; IT9506 - Integrated Industry Project
  - Update of Award of qualifications for Postgraduate Diploma in IT
  - Update to latest version of programme document template.



# Te Poari Akoranga o Te Pūkenga Meeting

## 5. Resolution to exclude the Public

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

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

Item	General subject of each matter to be considered	Section(s)
<b>6.</b>	<b>Administration – public excluded</b>	
6.1	Minutes of the public excluded portion of the meeting held 29 November 2024	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
6.2	Actions	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
<b>7.</b>	<b>Local Academic Committees – Public Excluded</b>	
7.1.	Toi Ohomai public exclude – November 2024	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
7.2.	Toi Ohomai public exclude – December 2024	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA

## Interests

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

And that certain employees from Te Pūkenga, namely Antoinette Wood, be permitted to remain at the meeting, after the public has been excluded because of their specific knowledge in relation to the above items. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the progression of such matters.

# Karakia whakakapi



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

**Māku e whakakapi te wānanga nei.**

I will conclude our shared space.

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

May our shared space be concluded with karakia.

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

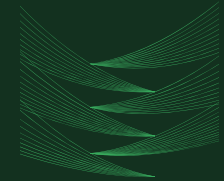
We're just about out of time, therefore I will conclude our shared space with karakia.

## Karakia whakakapi Closing incantation

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

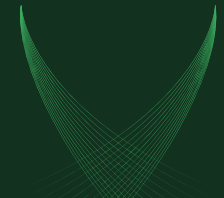
Hold fast,  
hold firmly the words of the  
academy  
cement them firmly  
fixed in the mind.  
Release ourselves  
of the decorum of formality  
let us take up the life giving  
cloak of Rongo  
the permanence of peace  
and harmony  
and bind it firmly,  
Firmly!

## Our values



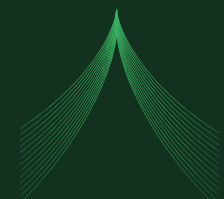
### Manawa nui

We reach out and welcome in



### Manawa roa

We learn and achieve together



### Manawa ora

We strengthen and grow  
the whole person