Te Poari Akoranga o Te Pūkenga Meeting

Date	Wednesday, 16 August 2023
Time	**9am-10.15am**
Venue	Online via Microsoft Teams

Te Poari Akoranga Members		
	Megan Gibbons (Co-chair)	Annemarie Gillies
	Kieran Hewitson (Co-chair)	Kieran Hewitson
	Michael Alsford	Diane Lithgow
	Linda Aumua	Fionna Moyer
	Fiona Beals	Doug Pouwhare
	Mary-Liz Broadley	Marama Rawiri
	Glynnis Brook	Jasmine Te Hira
	Te Wai Collins	Deborah Young
	Henry Geary	

In Attendance	Tagaloatele Peggy Fairbairn-Dunlop, Council Member, Te Pūkenga (to act as an observer and advisor, where appropriate)

OPEN AGENDA		
1.	**Karakia Tīmatanga**	
2.	**Welcome** **Apologies** F Beals, D Young **Member resignations** Te Urikore Biddle, Co-chair Te Ohu Whakahaere Ōritetanga Patrick Hape, Co-chair Te Ohu Whakahaere Ōritetanga	
3.	**Administration**	
3.1	**Te Poari Akoranga meeting schedule calendar 2023**	pp 4-5
3.2	**Te Poari Akoranga | Ohu Whakahaere o te Poari Akoranga** Updated membership list For noting	pp 6-8
3.3	**Register of Interests** Members are requested to fill out the attached form (related to any conflict of interest between their role as a member of Te Poari Akoranga and any private or other external interests)	pp 9-10

	OPEN AGENDA	
3.3	**Open minutes of Previous meeting** Scheduled meeting held on 19 July 2023 For approval	pp 12-15
3.4	**Matters Arising**	
3.5	**Action List**	pp 16
4.	9.05am *Megan Gibbons* **Te Pūkenga Council meeting** Verbal update	
5.	**Ohu Whakahaere o Te Poari Akoranga**	
5.1	9.10am *Fionna Moyer* **Te Ohu Whakahaere Quality** Verbal update	
5.1.1	*Ulrika Bonning / Anna Williams* **Moderation Framework** For approval	pp 17-34
5.1.2	**Scheduled meeting held on 9 August 2023** Verbal update	
5.1.3	**Minutes of the scheduled meeting held on 19 July 2023** For information	pp 36-42
5.2	9.30am *Annemarie Gillies* **Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate** Verbal update	
5.3	9.35am *Diane Lithgow / Doug Pouwhare* **Te Ohu Whakahaere Approvals** Verbal update	
5.3.1	**Draft minutes of the scheduled meeting held on 19 July 2023** For information	pp 44-50
5.3.2	**Minutes of the scheduled meeting held on 28 June 2023** For information	pp 51-57
STANDING ITEM	**Te Ohu Whakahaere Approvals** **List of approved programmes by NZQA**	

OPEN AGENDA	
5.4	9.40am *Glynnis Brook / Marama Rawiri* **Te Ohu Whakahaere Appeals** Verbal update
5.4.1	**Draft minutes of the scheduled meeting held on 19 July 2023 – Open Session** For information pp 59-62
5.4.2	**Minutes of the scheduled meeting held on 28 June 2023** pp 63-66 For information
5.5	9.45am *Michael Alsford / Te Wai Collins* **Te Ohu Whakahaere Ako** Verbal update
5.5.1	*Layelin Stewart / Richard Nyhof* **Whiria Te Ako	Te Pūkenga Teaching & Learning Framework** pp 67 For approval Whiria Te Ako	Te Pūkenga Learning & Teaching Framework
5.5.2	**Draft minutes of the scheduled meeting held on 27 July 2023** pp 69-74 For information
5.6	**Te Ohu Whakahaere Ōritetanga** Next scheduled meeting Thursday, 7 September 2023, 9.30am-12.30pm
6.	10.05am **General Business**
7. 7.1	**Next scheduled meeting** Wednesday, 20 September 2023, 9am-3pm, online via Microsoft Teams
8.	**Formal Motion for Moving into Closed Session** *IT WAS RESOLVED THAT TO THE EXTENT THAT THE LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987 (LGOIMA) MAY APPLY, THE PUBLIC BE EXCLUDED FROM THE CLOSED SESSION OF THE MEETING IN ACCORDANCE WITH SECTION 48(1) OF LGOIMA AND THE PARTICULAR INTERESTS PROTECTED BY SECTION 9 OF THE OFFICIAL INFORMATION ACT 1982 (SPECIFICALLY, TO PROTECT THE PRIVACY OF NATURAL PERSONS AND TO PROTECT INFORMATION WHERE THE MAKING AVAILABLE OF SUCH INFORMATION WOULD BE LIKELY UNREASONABLY TO PREJUDICE THE COMMERCIAL POSITION OF TE PŪKENGA, WHICH WOULD BE PREJUDICED BY THE HOLDING OF THE RELEVANT PARTS OF THE PROCEEDINGS OF THE MEETING IN PUBLIC.*

Te Poari Akoranga o Te Pūkenga
Meeting 2023 Calendar

Month	Date	Day	Meeting	Activity	Venue
Nov 2022	2 November 16 November	Wed	Te Poari Akoranga	Meeting	Online via Microsoft Teams
Dec 2022	7 December	Wed	Te Poari Akoranga	Meeting	Online via Microsoft Team
Mar-2023	22 February	Wed	Te Poari Akoranga	Meeting	Online via Microsoft Teams
Apr-2023	29 March	Wed	Te Poari Akoranga	Meeting	Online via Microsoft Teams
May-2023 **	~~3 May~~ 10 May	Wed	Te Poari Akoranga	Meeting	Online via Microsoft Teams
Jun-2023 ** CANCELLED	~~7, 14~~ 21 June	Wed	Te Poari Akoranga	Meeting	Online via Microsoft Teams
Jul-2023	12 July	Wed	Te Poari Akoranga	Meeting	Face-to-face, MIT|Te Pūkenga, Ōtara, Auckland
Aug-2023	16 August	Wed	Te Poari Akoranga	Meeting	Online via Microsoft Teams
Sept-2023	20 September	Wed	Te Poari Akoranga	Meeting	Online via Microsoft Teams
Oct-2023	25 October	Wed	Te Poari Akoranga	Meeting	Face-to-face, Ara|Te Pūkenga
Nov-2023	22 November	Wed	Te Poari Akoranga	Meeting	Online via Microsoft Teams
Dec-2023	TBC				

Te Poari Akoranga o Te Pūkenga
Ohu Whakahaere o te Poari Akoranga | Subcommittees of Academic Board

1 August 2023

Te Ohu Whakahaere Ako
Co-chairs Michael Alsford, Te Wai Collins
Thursday, 31 August 2023, 10am-12pm, online via Microsoft Teams
Thursday, 5 October 2023, 10am-12pm, online via Microsoft Teams
Thursday, 2 November 2023, 10am-12pm, online via Microsoft Teams

Te Ohu Whakahaere Appeals
Co-chairs Glynnis Brook, Marama Rawiri
Friday, 18 August 2023, Face-to-face Open Polytechnic | Te Pūkenga, Wellington
Wednesday, 27 September 2023, 10am-12pm, online via Microsoft Teams
Wednesday, 1 November 2023, 10am-12pm, online via Microsoft Teams
Wednesday, 29 November 2023, 11am-1pm, online via Microsoft Teams

Te Ohu Whakahaere Approvals
Co-chairs Diane Lithgow, Doug Pouwhare
Wednesday, 23 August 2023, 2pm-4pm, online via Microsoft Teams
Wednesday, 27 September 2023, 2pm-4pm, online via Microsoft Teams
Wednesday, 18 October 2023, 2pm-4pm, online via Microsoft Teams
Wednesday, 15 November 2023, 2pm-4pm, online via Microsoft Teams

Te Ohu Whakahaere Ōritetanga
Co-chairs ~~Te Urikore Biddle – resigned, Patrick Hape - resigned~~
CANCELLED Monday, 21 August 2023, 9.30am-11.30am, online via Microsoft Teams
Thursday, 7 September 2023, 9.30am-12.30pm, online via Microsoft Teams
Wednesday, 18 October 2023, 9.30am-12.30pm, online via Microsoft Teams
Thursday, 16 November 2023, 9.30am-12.30pm, online via Microsoft Teams

Te Ohu Whakahaere Quality
Co-chairs Deb Young, Fionna Moyer
Wednesday, 9 August 2023, 10am-12pm, online via Microsoft Teams
Wednesday, 13 September 2023, 10am-12pm, online via Microsoft Teams
Wednesday, 11 October 2023, 10am-12pm, online via Microsoft Teams
Wednesday, 8 November 2023, 10am-12pm, online via Microsoft Teams
Wednesday, 13 December 2023, 10am-12pm, online via Microsoft Teams

Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate
Co-chairs Fiona Beals, Annemarie Gillies
Tuesday 15 August 2023, 9.30am-11.30am, online via Microsoft Teams
Tuesday, 5 September 2023, 9.30am-11.30am, online via Microsoft Teams
Tuesday, 20 September 2023, 9.30am-11.30am, online via Microsoft Teams
Tuesday, 3 October 2023, 9.30am-11.30am, online via Microsoft Teams
Tuesday, 17 October 2023, 9.30am-11.30am, online via Microsoft Teams
Tuesday, 7 November 2023, 9.30am-11.30am, online via Microsoft Teams
Tuesday, 21 November 2023, 9.30am-11.30am, online via Microsoft Teams
Tuesday, 5 December 2023, 9.30am-11.30am, online via Microsoft Teams

Te Poari Akoranga o Te Pūkenga

Name	Role
Megan Gibbons	Co-Chair
Kieran Hewitson	Co-Chair
Michael Alsford	Member (Co-Chair Te Ohu Whakahaere Ako)
Linda Aumua	Member (Interim Kaimahi Advisory Committee Rep)
Fiona Beals	Member (Co-Chair Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate)
~~Te Urikore Biddle~~	~~Member (Chair Te Ohu Whakahaere Ōritetanga)~~
Mary-Liz Broadley	Member (Interim Kaimahi Advisory Committee Rep)
Glynnis Brook	Member (Co-Chair Te Ohu Whakahaere Appeals)
Te Wai Collins	Member (Co-Chair Te Ohu Whakahaere Ako)
Henry Geary	Member (Interim Learner Advisory Committee
Annemarie Gillies	Member (Co-Chair Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate
Diane Lithgow	Member (Co-Chair Te Ohu Whakahaere Approvals)
Doug Pouwhare	Member (Co-Chair Te Ohu Whakahaere Approvals)
Jasmine Te Hira	Member (Kōmiti Māori Rep)
Deborah Young	Member (Co-Chair Te Ohu Whakahaere Quality)
~~Patrick Hape~~	~~Member (Co-Chair Te Ohu Whakahaere Ōritetanga)~~
Fionna Moyer	Member (Co-Chair Te Ohu Whakahaere Quality)
Marama Rawiri (Interim)	Member (Co-Chair Te Ohu Whakahaere Appeals)
Vacancy	**Member (Interim Learner Advisory Committee)**

Ohu Whakahaere o te Poari Akoranga | Subcommittees of Academic Board

Te Ohu Whakahaere Ako

Name	Role
Michael Alsford	Co-chair
Te Wai Collins	Co-chair
Maria Aabjerg	Member
Jon Bailey	Member
Peter Bayliss	Member
Selena Chan	Member
Damon Harrison	Member
Melanie Katu	Member
Judy Magee	Member
Mark Nichols	Member
Paul Neumann	Member
Joce Williams	Member
	Ex-officio

Te Ohu Whakahaere Appeals

Name	Role
Glynnis Brook	Co-chair
Marama Rawiri (Interim)	**Co-chair**
Sue Crossan	Member
Julie McDonald	Member
Dell Raerino	Member
Logan Bannister	Member
Melanie Baynes	Member
Lulu Lutui	Member
Adele McLean	Member
Robyn McNaught	Member
Margaret Naufahu	Member
Aine Whelan-Kopa	Member
Cheryl Little	Acting Appeals Officer

Te Ohu Whakahaere Ōritetanga

Name	Role
Vacancy	Co-chair
Vacancy	Co-chair
Donna Cavell	Member
Matiu Julian	Member
Janine Kapa	Member
Erin Lincoln	Member
Megan Potiki	Member
Merirangitiria Rewi	Member
Helen Taimarangai	Member
Simone Anderson	Member
Warwick Pitts	Member

Te Ohu Whakahaere Approvals

Name	Role
Diane Lithgow	Co-chair
Doug Pouwhare	Co-chair
Kim Davies	Member
Harry Leder	Member
Liz McKenzie	Member
Veraneeca Taiepa	Member
Denise Williams	Member
Shelley Wilson	Member
Leoni Drew	Member
Rose Marsters	Member
Paul Neumann	Member
Paula Simeon	Member
Ginny Vincent	Member
Maggie Wells	Member
	Ex-officio

Te Ohu Whakahaere Quality

Name	Role
Deborah Young	Co-chair
Fionna Moyer	Co-chair
Greg Durkin	Member
Carmel Haggerty	Member
Gianetta Lapsley	Member
Sue Roberts	Member
Joan Taylor	Member
Carolyn Terpstra	Member
Fiona Campbell	Member
Malama Saifoloi	Member
	Ex-officio

Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate

Name	Role
Fiona Beals	Co-chair
Annemarie Gillies	Co-chair
Ruth Crawford	Member
Tepora Emery	Member
Marrin Haggie	Member
Suzanne Miller	Member
Michael Shone	Member
Jonathan Sibley	Member
John Stansfield	Member
Natalie Waran	Member
Federico Freschi	Member
Allen Hill	Member
	Ex-officio

Te Poari Akoranga Declaration of Interests Form

Name:	
Position:	

Declaration of Interests

Please complete and sign this form which seeks essential information on your personal and professional interests.

Public declaration of your interests allows conflicts that may arise from time to time between your interests and those of Te Pūkenga to be identified and managed proactively.

Types of conflicts to consider declaring:

- **Actual conflicts of interest** - arise in situations where financial or other personal or professional considerations compromise the Council member's objectivity, professional judgement, professional integrity and/or ability to perform their responsibilities to Te Pūkenga.

- **Potential conflicts of interest** - arise in situations where financial or other personal or professional considerations *could or will in the future* compromise the Council member's objectivity, professional judgement, professional integrity and/or ability to perform their responsibilities to Te Pūkenga.

- **Perceived conflicts of interest** - arise in situations where financial or other personal or professional considerations *appear to or could appear to* compromise the Council member's objectivity, professional judgement, professional integrity and/or ability to perform their responsibilities to Te Pūkenga.

Interests can also include, but are not limited to:

- Interests of a family member
- Interests of a close personal relation
- Financial interests
- Personal relationships or personal associations with a third party.

If you have any questions about whether you should declare an interest, you can discuss these with the Chair of the Risk and Audit Committee. Further information on how to identify conflicts of interests, as well as managing and declaring them, can also be found in the relevant Te Pūkenga Conflict of Interest Policy.

The Council Secretary is responsible for holding the Register of Interests, which is available to the public. You are asked to formally update and sign your declaration once a year, however, under the principle of continuous disclosure, it is your responsibility to declare any further interests as they arise and ensure that your declaration is current. Ongoing responsibility for declaring and managing interests always rests with the individual.

Notes on how to complete this form:

Name: *of person, company, partnership, body or organisation that the interest is in*

Nature of Interest: *for instance are you a relation, owner, shareholder, patron, employee, contractor, trustee, director, donor or member?*

 Whose interest? *Please answer 'self' or 'other' – i.e. yourself, your immediate family or business partner*

 Nature of Involvement: *Please answer whether the nature of your interest is a financial or non-financial one*

Date: *what was the approximate date that the interest began?*

Name	Nature of Interest	Whose interest	Nature of involvement	Date

Declaration and Agreement

Declaration
I confirm that the above details are correct to the best of my knowledge and I make this declaration in good faith. If at any time following the submission of this declaration, I become aware of any actual, potential or perceived conflict of interest I will promptly complete another declaration form.

Name:	Signature:	Date:

Approved and signed by the Chair			
Name:	Signature:	Date:	Further action required to mitigate the risk? Yes? No?

Te Poari Akoranga o Te Pūkenga
Tuhinga taupokia
Cover Note

7 August 2023

Title	Minutes of the Open Meeting of Te Poari Akoranga held on 19 July 2023
Provided by	Jeanette Fifield – Academic Governance Coordinator
For	**Approval**

Recommendation

It is recommended that Te Poari Akoranga:

1. Approve the minutes of the Open meeting of Te Poari Akoranga held on 19 July 2023 as a true and correct record.

Minutes of a meeting of Te Poari Akoranga o Te Pūkenga - the Academic Board of Te Pūkenga – New Zealand Institute of Skills and Technology (Te Poari Akoranga)

Held on Wednesday 12 July 2023 at 9.30am at MIT Ōtara campus

Present: Kieran Hewitson (Chair), Megan Gibbons (Co-Chair), Deborah Young, Diane Lithgow, Fiona Beals, Fionna Moyer, Glynnis Brook, Henry Geary, Linda Aumua, Marama Rawiri, Mary-Liz Broadley

In Attendance: Tagaloatele Peggy Fairbairn-Dunlop (Council Member), Rebecca Donne (Council Secretary)

Apologies: Annemarie Gillies, Doug Pouwhare, Jasmine Te Hira, Michael Alsford, Patrick Hape, Te Urikore Biddle, Te Wai Collins

Open minutes

1.   **Karakia Timatanga**

     The Chair delivered the karakia timatanga.

2.   **Welcome/Apologies**

     The Chair welcomed everyone to the meeting and noted apologies from Annemarie Gillies, Doug Pouwhare, Jasmine Te Hira, Michael Alsford, Patrick Hape, Te Urikore Biddle, and Te Wai Collins.

3.   **Administration**

3.1. *Te Poari Akoranga meeting schedule calendar 2023*

     Noted.

3.2. *Te Poari Akoranga | Ohu Whakahaere o te Poari Akoranga Updated membership list*

     Noted.

3.3. *Minutes of previous meeting held 10 May 2023*

     RESOLVED (G. Brooks/M.L. Broadley)

     That Te Poari Akoranga approve the minutes of Te Poari Akoranga open meeting held on 10 May 2023 as a true and correct record.

     CARRIED

3.4. *Minutes of previous meeting held 10 May 2023*

     There were no matters arising from the minutes.

3.4.1 *Action List – Open*

*   1005-3.1 Calendar and scheduled meetings: All items complete

*   1005-3.4 Matters arising: 1. Programme tracking sheet has been sent

- 1005-11.2 Standing item – List of approvals: 3. Root cause analysis responses are in the closed section of the agenda

- 1005-5.5 Te Ohu Whakahaere Ako: 2. There is a kanohi-ki-te-kanohi hui planned

- 1005-5.6 Te Ohu Whakahaere Ōritetanga: Action still outstanding.

4. Te Pūkenga Council meeting

The Deputy Chief Executive Academic Centre and Learning Systems provided a verbal update on recent Council meetings. At the June 2023 meeting an update was provided on what assurance Te Poari Akoranga provides to Council, and there was a discussion on how Governance will operate following the new structure. At the July 2023 meeting there were no Te Poari Akoranga minutes to share, but the Investment Plan was presented. This was largely built based on business divisions but next year will start to focus on what we need as a network.

5. Ohu Whakahaere o Te Poari Akoranga

5.1. *Te Ohu Whakahaere Quality*

The moderation framework was presented at the last hui. This was high level and complex, and te Ohu were able to understand this better by asking questions. It has now been tweaked and will come to next week's meeting. It will be piloted with WBL to ensure it works for them.

Action: T2307.01 Deb and Fionna to bring the timeframe for rollout of the moderation framework to the August hui of Te Poari Akoranga.

5.2. *Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate*

Fiona Beals provided a verbal update. Te Ohu was scheduled to meet last week but didn't achieve quorum so had an informal chat about the consultation process.

5.3. *Te Ohu Whakahaere Approvals*

Programmes coming through for approval in both May and June have been for WBL. The process of going through an academic committee is a new experience for them. The WBL Programme Managers have now been provided access to documentation to assist them. Te Ohu is gaining a better understanding of WBL now.

The workload is currently good as te Ohu is not seeing the unification work yet. Te Ohu is still doing quite a bit of quality review due to the current environment and circumstance.

Te Poari Akoranga discussed the international entry requirements for WBL as it now falls under NZQA requirements. For now, programmes have been submitted without English language requirement and have not had feedback from NZQA. There are statements within programme documents which state that these are not for international learners.

Te Poari Akoranga also discussed the differences between former ITPs and WBL and the members expressed their support for a simple explanation of the similarities and differences as part of the transformation process to help kaimahi understand this better.

Te Poari Akoranga noted that the list of approved programmes by NZQA is still a work in progress and has been requested from the unification team to be presented to the Approvals Ohu.

The Deputy Chief Executive Academic Centre and Learning Systems provided an update on the unification process. The Transformation Roadmap being provided to the Minister of Education at the end of the month has to include the unification timeline and there is a strong driver to reduce the number of programmes that we deliver. There will be an accelerated workplan to reduce the number of programmes in the sub-degree space over the next 18 months ready for beginning of 2025. There will be some principles that allow Te Pūkenga to choose a version and make changes to put all business divisions onto the same programme. These programmes will come with pre-moderated assessments.

Actions: T2307.02 Fionna Moyer to provide a project plan for entry requirements at next meeting.

T2307.03 DCE Academic Centre and Learning Systems to request the pipeline document from Sue Bolland to be provided to the next Approvals Ohu.

5.4. *Te Ohu Whakahaere Appeals*

The May meeting didn't reach quorum, and an update on the June meeting will be provided in the closed session.

5.5. *Te Ohu Whakahaere Ako*

Te Poari Akoranga acknowledged the work that went into producing the Terms of Reference for this Ohu and discussed what role it will have in the Ako awards. The Deputy Chief Executive Academic Centre and Learning Systems advised that this information will be shared at an aggregated level, but names cannot be shared until we know whether these have been successful.

Fionna advised that this Ohu will shortly have oversight of a new working group about generative AI to create a position statement for Te Pūkenga. This will not be a policy.

5.6. *Te Ohu Whakahaere Ōritetanga*

Action: T2307.04 Co-Chairs of Te Ohu Whakahaere Ōritetanga to check that they are operating at a Governance level as some of their actions look operational.

6. General Business

There was no open general business raised.

7. Next scheduled meeting

Deborah Young advised her apology for the next scheduled meeting on Wednesday 16 August 2023.

8. Formal Motion for Moving into Committee

RESOLVED (K. Hewitson/L. Aumua)

That to the extent that the Local Government Official Information and Meetings Act 1987 (LGOIMA) may apply, the public be excluded from the remainder of the meeting in reliance on section 48(1) of LGOIMA and the particular interests protected by section 9 of the Official Information Act 1982 (OIA) specifically:

- Section 9(2)(a) OIA To protect the privacy of natural persons, including that of deceased natural persons.

- Section 9(2)(i) OIA To enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.

which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public.

CARRIED

The open session meeting closed at 10.54am and moved into closed session at 10.56am.

The meeting closed with karakia whakamūtunga delivered by the Chair at 2.22pm.

Meeting Date	Agenda item	Action Type	Action No	Action	Assigned To	Status	Deadline	Update
~~10-May-23~~	~~Matters arising~~	~~Open~~	~~1005-3.4~~	~~1. For information: G Brook will send a copy of Ara	Te Pūkenga programme tracking sheet to D Lithgow.~~ ~~2. M Gibbons will include clear communications in her academic update to the network of the NZQA selfassessment visit.~~	~~G Brook~~ ~~D Lithgow~~ ~~M Gibbons~~	~~Completed~~	~~1-May-23~~	
10-May-23	Te Ohu Whakahaere Ōritetanga	Open	1005-5.6	J Fifield will send the mapping document to Te Poari Akoranga, for information.	T Biddle J Fifield	Outstanding	1-May-23	12/7/23 - action still outstanding
~~10-May-23~~	~~Calendar and schedule of meetings~~	~~Open~~	~~1005-3.1~~	~~1. J Fifield will update the calendar appointments with the face-to-face meetings and locations.~~ ~~2. L Aumua will organise the room booking at Manukau Institute of Technology	Te Pūkenga Otara campus for the July meeting.~~ ~~3. G Brook will organise the room booking at Ara	Te Pūkenga for the October meeting.~~	~~J Fifield~~ ~~L Aumua~~ ~~G Brook~~	~~Completed~~	~~1-Jun-23~~	
10-May-23	Standing item - List of Approvals	Open	1005-11.2	1. D Lithgow, F Beals and G Brook will work together to draft a request to send to the programme development team to provide Te Poari Akoranga with a written report: - how are the development team providing assurance that there is a robust system in place prior to submission of programme approvals to Te Ohu Whakahaere Approvals? 2. Recommend the development team reach out to the network to seek support from existing staff with expertise and specialist knowledge in this space and to share the workload. ~~3. D Lithgow et al will send the proposed request to the members by email for acceptance. Te Poari Akoranga Cochairs will send the request to the development team on~~	D Lithgow F Beals G Brook	Partially completed	1-Jun-23	12/7/23 Root cause analysis responses covered in Closed session of 12 July meeting
10-May-23	Te Ohu Whakahaere Ako	Open	1005-5.5	1. Te Poari Akoranga to give further thought to work based learning kaimahi/colleagues who may fit te ohu ToR membership and encourage them to contact M Alsford and T Collins. ~~2. M Alsford and T Collins to seek approval from M Gibbons re: te ohu face to face meeting/wananga.~~	All	Partially completed	1-Jun-23	12/7/23 Kanohi-ki-te-kanohi hui planned for Te Ohu Whakahaere Ako
12-Jul-23	Te Ohu Whakahaere Approvals	Open	T2307.03	Request the pipeline document from Sue Bolland to be provided to the next Approvals Ohu	DCE ACLS	Open	19-Jul-23	
12-Jul-23	Te Ohu Whakahaere Appeals	Open	T2307.01	Bring the timeframe for rollout of the moderation framework to the August hui of Te Poari Akoranga.	D Young F Moyer	Open	16-Aug-23	
12-Jul-23	Te Ohu Whakahaere Approvals	Open	T2307.02	Provide a project plan for entry requirements	F Moyer	Open	16-Aug-23	
12-Jul-23	Te Ohu Whakahaere Ōritetanga	Open	T2307.04	Check that te ohu is operating at a Governance level as some of their actions look operational.	Co-Chairs of Te Ohu Whakahaere Ōritetanga (vacant)	Open	TBC	

![Te Pūkenga]

Pūrongo Te Poari Akoranga o Te Pūkenga
Academic Board Report

9 August 2023

Title	Te Pūkenga Moderation Framework and Product Moderation Systems approach, Requirements for Product Moderation Systems
Provided by	Fionna Moyer, Kaikōkiri Director Quality **Authors:** Ulrika Bonning and Anna Williams, Moderation Working Group co-leads
For	Approval

He Taunaki | Recommendations

It is recommended that Te Poari Akoranga:

- Approve Te Pūkenga Moderation Framework and Product Moderation Systems approach
- Approve the Requirements for Product Moderation Systems.

Te Tāhuhu Kōrero | Background

1. Purpose

At its meeting of 9 August 2023, Te Ohu Whakahaere Quality unanimously endorsed Te Pūkenga Moderation Framework and Product Moderation Systems approach and requirements to Te Poari Akoranga for approval.

Approval will allow unification of programmes and the development of their moderation systems to proceed concurrently.

We recommend that a review of the Moderation Framework and Product Moderation Systems approach, and Requirements for Product Moderation Systems, be planned for relatively short-order after implementation.

Copies of the Framework and approach, and Requirements, are attached.

2. Background

2.1 Moderation Framework and Product Moderation Systems approach

The Moderation Framework and Product Moderation Systems approach were developed by the Quality Practices Moderation Working Group during 2022. The refinement of the Framework and approach has been informed by the feedback received from the November 2022 targeted engagement, and consultation with NZQA and Te Kāhui Mātauranga.

2.2 Requirements for Product Moderation Systems

The Requirements for Product Moderation Systems were drafted by the Quality Practices Moderation Working Group in 2022. They were further developed in 2023 by a specially convened working group, comprising WBL and ITP representation, and as informed by targeted

engagement feedback. Additional refinements of the Requirements, based on testing with a selection of products and business divisions, have also been made.

Examples of what Product Moderation Systems could 'look like' in practice, drawn from the recent testing, are attached for your information.

3. Proposed implementation timeframe and transition period
The Moderation Framework and Product Moderation Systems are intended for implementation at Horizon 2 (2026).

A transition period will be necessary to phase in the new approach. A plan is currently being developed to guide the network through the transition period. Information and guidance will be crucial to support the network during the transition. Moderation must continue throughout.

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

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

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

5. Documents attached

For approval
1.   Te Pūkenga Moderation Framework and Product Moderation Systems approach: An Overview.
2.   Requirements for Product Moderation Systems.
For information
3.   Examples of what Product Moderation Systems could 'look like' in practice.

1. Te Pūkenga Moderation Framework and Product Moderation Systems approach: An overview
1 August 2023

Te Pūkenga Moderation Framework

Te Pūkenga Moderation Framework provides the structure within which moderation activity for the institution will be organised. It allows for a Te Pūkenga-wide moderation system for each unified product or product grouping, through which to develop, support, ensure and assure network-wide comparability in assessment outcomes for each product. The Framework, and all moderation activity, is governed by Te Pūkenga Moderation Policy, which sits under Te Kawa Maiorooro | Te Pūkenga Educational Regulatory Framework. The Moderation Framework enables flexibility-within-parameters in the moderation practices and approaches used across Te Pūkenga, so that each Product Moderation System enacted is fit-for-purpose, and the integrity of Te Pūkenga provision is upheld.

The Framework will enable Te Pūkenga to:

- safeguard the integrity and quality of summative assessment, and thereby, of qualifications and educational outcomes that ākonga achieve and in which all stakeholders can have confidence.
- enact the Moderation Policy and embody the Moderation Principles in all moderation activities and Systems, across the whole of the network, for all products and delivery modes.
- provide sufficiently robust oversight and monitoring of moderation across the network to give Te Poari Akoranga—and thereby, Te Pūkenga leadership and Te Pūkenga Council—confidence in the moderation Systems and in the qualifications and credentials awarded.
- meet NZQA's *Programme Approval, Recognition, and Accreditation Rules*, and other applicable regulatory and externally set requirements.

Product Moderation Systems

Every unified product or group of products within Te Pūkenga portfolio of provision will have a Product Moderation System. Each Product Moderation System will adhere to the *Requirements for Product Moderation Systems,* be network-wide (covering all deliveries and assessors), have five-to-seven threads (as below), and be configured and operationalised appropriately to the product.

Flexibility within clearly defined parameters is provided for, with the *Requirements for Product Moderation Systems* (attached here) stipulating those parameters. The Moderation Framework, Policy and Requirements are principles-based. Their focus is on ensuring that the purposes and functions of moderation are effectively met in ways that are appropriate to the product and context and that are pragmatic and feasible.

Each Product Moderation System will:

- deliver Te Pūkenga-wide comparability of assessment outcomes for each unified product
- safeguard the quality and credibility of Te Pūkenga educational and training offerings and products for ākonga, stakeholders, and industry, and
- ensure that assessment currency and connection with industry or field of practice/study is maintained.

Product Moderation System threads (and purposes):

A. **Assessment materials.** The purpose of this thread is to safeguard the quality and integrity of assessment materials.

B. **Assessment process and assessor judgements.** The purpose of this thread is to safeguard the quality and integrity of assessment process and assessor judgements (including the evidence on which those judgements are based).

C. **Professional learning and collaboration.** The purpose of this thread is to provide professional learning, support, collaboration, and calibration opportunities for kaimahi involved with assessment and/or moderation.

D. **Te Pūkenga-wide comparability.** The purpose of this thread is to evaluate and assure Te Pūkenga-wide comparability of assessment outcomes.

E. **Assessment currency and connection with industry or field of practice/study.** The purpose of this thread is to maintain assessment currency and connection with wider industry or field of practice/study. ('Assessment currency' refers to both currency with educational assessment thinking and with industry and the field of practice/study.)

F. **National external moderation:** The purpose of this thread is to meet the external Standard Setting Body or Quality Assurance Body moderation requirements (if applicable).

G. **Regulatory Body moderation requirements:** The purpose of this thread is to meet the Regulatory Body requirements regarding moderation (if applicable).

2. Requirements for Product Moderation Systems (2023 v4)
2023.08.01

These Requirements stipulate the parameters within which each Product Moderation System (System) must operate and the specifications that each must satisfy. The Requirements align with and enact Te Pūkenga Moderation Policy and support Te Pūkenga Assessment Policy. They focus on achieving the purpose of moderation and of each Product Moderation System, as set out in the Moderation Policy. Within these parameters there is flexibility of approach and practice.[1]

For definitions, refer to Te Pūkenga Moderation Policy and Te Pūkenga Assessment Policy.

The intended audience for this document are those who develop, monitor, and/or oversee Product Moderation Systems within Te Pūkenga, and interested external stakeholders.

Overarching requirements

1. The System must cover all business divisions involved, all summative assessments (including all assessment modes and forms of assessment evidence) within the product(s), and all kaimahi involved in the assessment process (refer Moderation Policy 3.7.a.).

2. The System must adhere to Te Pūkenga Moderation Policy. All activity within the System must enact the Moderation Principles.

3. The System must ensure Te Pūkenga-wide comparability in assessment outcomes for the product(s), while also enabling hapū or regional differences, where necessary or applicable.

4. The System must be configured and operationalised in a way that is effective for its purpose, appropriate for the context (including product(s), discipline, business divisions involved, etc), and meets the primary purpose(s) of each thread (specified below). The configuration of the System must be documented, and the documentation include mapping of where each thread is addressed.

5. The System must comprise the five Threads A-E, and, in addition, Threads F and/or G, as applicable: Thread A, *Assessment materials*; Thread B, *Assessment process and assessor judgements*; Thread C, *Professional learning and collaboration*; Thread D, *Te Pūkenga-wide comparability*; Thread E, *Assessment currency and connection with industry or field of practice/study*; Thread F, *National external moderation*; Thread G, *Regulatory Body moderation requirements*.

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[1] The examples of practices included have been drawn from campus-based and WBL-based contexts.

Commented [AW1]: Link to approved policy

Commented [AW2]: Link to approved pollicy

Commented [AW3]: Throughout, update terminology once provided with new term (for 'business division') or organisational structure details (e.g., for Requirement 12).

6. If the product(s) contain externally-set assessment standards or skills standards, the System must include Thread F, *National external moderation*. If a Regulatory Body has a material interest in the product(s), the System must include Thread G, *Regulatory Body moderation requirements*.

7. The System must employ moderation practices that are appropriate, manageable, effective, and fit for purpose.

8. The moderation activity for each thread must be intentionally planned and scheduled, thus enabling the moderation practices used to be effective and manageable.

9. The System must contain adequate specifications (e.g., regarding sampling approaches and coverage for each aspect of the System, triggers for moderating / not moderating) to ensure effective function for its purpose, and these specifications must be documented. The specifications should be informed by data and risk, as appropriate, and be tailored to the configuration of the System.

10. The System must include moderation input from an assessment and/or subject matter perspective from moderator(s) external to the product (i.e., not involved with delivery or assessment of the product). There is flexibility in where within the System this occurs.

11. The System must contain clearly defined roles and responsibilities, as applicable for the System.

12. The System must contain clear and specified lines of accountability and reporting within the applicable national, regional, and/or local organisational structures, including the relevant Ako Network.

13. The System contains mechanisms through which moderation of assessment undertaken in reo Māori, NZ Sign Language, or English (per Te Pūkenga Assessment Policy 3.6) is conducted or supported by reo Māori-, NZSL-, or English-capable moderators, respectively.

14. The System must contain mechanisms through which relevant findings (e.g., insights generated) from each thread are referred to applicable areas, so that those findings can be acted on, or used to inform practice and ongoing improvements (i.e., so that 'loops can be closed'). Evidence of the referral must be retained.

15. If the product(s) contain externally-set assessment standards or skills standards, the System must contain mechanisms through which insights about those standards are captured and referred to the relevant Standard Setting Bodies or Quality Assurance Bodies.

16. The System must contain mechanisms for natural justice, including for appeal of moderation results and feedback.

17. The System must contain mechanisms to enable *ad hoc* moderation to be conducted at any level within the System in addition to that scheduled. This is initiated as and when needed in response to a trigger, uses appropriate and effective moderation practices, and addresses the relevant stage(s) of assessment. Triggers may be risk or data informed, such as a concern raised or previous moderation results.

18. The System must contain mechanisms through which business division experience of the System is collected and used to inform improvements.

19. The System must be implemented, and evidence of implementation retained. The implementation must be reported on within the applicable national, regional, and/or local organisational structures (including relevant Ako Network). This will include reporting via the relevant digital moderation activity and results reporting platform, once established.

20. The System must be managed, monitored, and overseen within the applicable national, regional, and/or local organisational structures, including relevant Ako Network, and evidence of same retained.

21. Evidence retained (of moderation planning, scheduling, implementation, management, monitoring, oversight) must be appropriate and manageable for the context (e.g., thread, discipline, product), and may take different forms.

22. Moderation evidence and documentation must be retained in accordance with relevant records retention requirements. Refer Te Kawa Maioraro 6.11(3).

23. The System implementation, performance, monitoring, and improvements, must be reported on within the applicable national organisational structures.

24. The System (including practices used) must be reviewed and evaluated periodically, and improved as per the findings of said review.

Product Moderation System threads

Thread A: Assessment materials

The primary purpose of this thread is to safeguard the quality and integrity of assessment materials (as per Te Pūkenga Assessment Policy).

Specific requirements for Thread A

A1.   All new and substantively modified assessment materials must be moderated and any required amendments made before first use with ākonga (refer Te Pūkenga Assessment Policy clause 3.5).

A2.   There must be a schedule in place for moderation of assessment materials, and this must be 'live' (i.e., be adapted as and when required).

A3.   The System must specify where within the network the moderation of assessment materials occurs (e.g., centrally, within each region, business division or WBL, within each teaching team).

A4.   The team(s) that moderate the assessment materials must contain expertise in assessment design (per Te Pūkenga Assessment Policy) and moderation, and have access to expertise in the subject matter being assessed. Each set of expertise (assessment design, moderation, subject matter) can be provided by a different person.

A5.   Assessment materials for most Workforce Development Council (WDC) unit standards must be moderated and approved by the WDC prior to first use with ākonga. Evidence thereof must be retained.

Thread B: Assessment process and assessor judgements

The primary purpose of this thread is to safeguard the quality and integrity of the assessment process and assessor judgements, including the evidence on which those judgements are based (as per Te Pūkenga Assessment Policy).

There can be differentiation in how Thread B of the System is configured and operationalised across Te Pūkenga. For example, the schedule, or moderation practices involved, may be tailored for individual business divisions or delivery sites. The operationalisation may be campus-based, business division- or WBL-based, region-based, or network-wide. An inclusive view of moderation practices apply; for example, practices may include pre-marking calibration activities, onsite ride-alongs, benchmarking, and the various other activities that are used to get and keep assessors on the 'same page' in terms of the quality and nature of ākonga evidence or performance required for each assessment.

Specific requirements for Thread B

B1.   A documented schedule of moderation practices for each assessment within the product (in which there is judgement involved on the part of the assessor) must specify the frequency and timing of moderation practices. The schedule must cater for whether assessments within the product are cohort-scheduled or for WBL rolling enrolments (where ākonga are assessed when individually ready). Where a product has both, the schedule for this thread may be differentiated to accommodate each.

B1.1.   The decisions made for the schedule are risk-, priority-, and manageability informed. The decisions may be regarding moderation practices used, frequency, inclusion of assessment process, whether by component assessment/standard/course, whether for every delivery, etc.

B1.2.   The schedule applies to all assessors involved with assessment of the product (for WBL rolling enrolments) and with each assessment (for cohort-scheduled assessments), and may be tailored to the assessor by individual performance.

B1.3.   The schedule specifies the intentional choice of approach(es) to sampling of assessor judgements (e.g., risk-based, random selection, grade boundary samples, all fails from an honest attempt, from specific ākonga, scheduled ride-along).

B1.4.   The schedule specifies the number of samples from each assessor (e.g., sample size of one-to-all).

B1.5.   For cohort-scheduled assessments, the timing of moderation activity in relation to a unique assessment event effectively safeguards the quality and integrity for **current** ākonga. (That is, these activities occur before results are released to ākonga.)

B1.6.   Where it is not practicable to moderate a sample of each assessor's judgements for the assessment (in cohort-scheduled assessment, as B1.5.), the schedule specifies alternative practices through which the quality of assessor judgements will be safeguarded and ensured in real-time for current ākonga.

B1.7.   The schedule is 'live' (i.e., it is modified as needed).
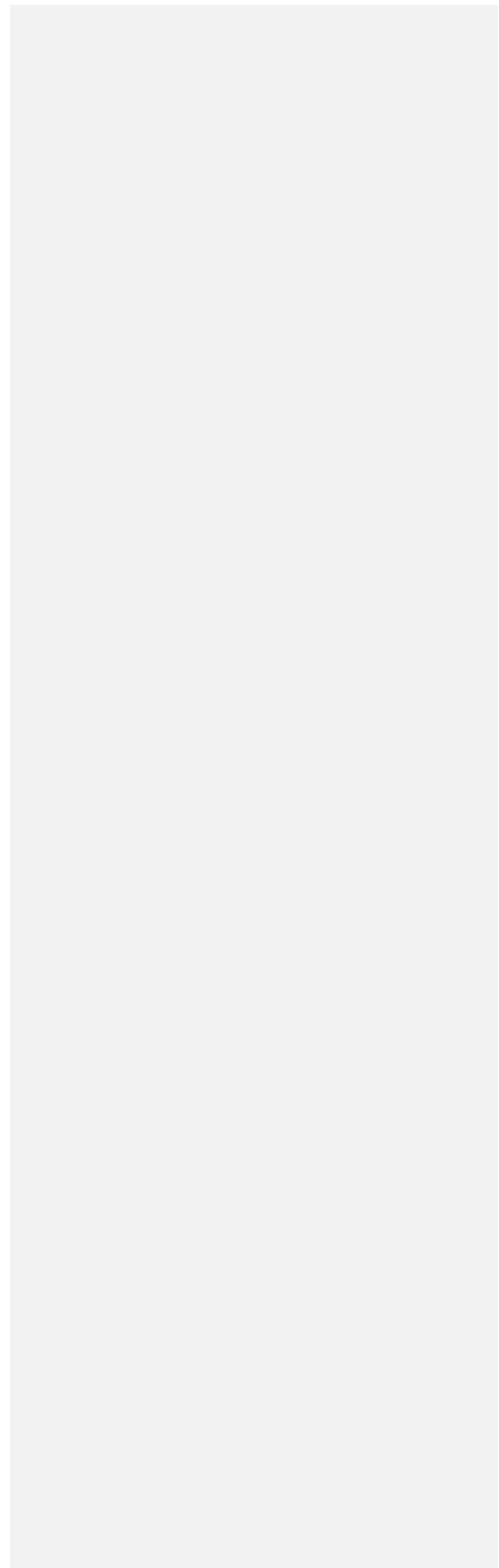
Thread C: Professional learning and collaboration

The primary purpose of this thread is to provide professional learning, support, collaboration, and calibration opportunities for kaimahi involved with assessment and/or moderation. It is encouraged that activities for this thread occur in conjuction with other quality improvement and professional learning activities.

Specific requirements for Thread C

C1.   The thread must involve participants from all parts of the network that deliver, assess, and/or moderate the product.

C2.   Activity for this thread is intentional, scheduled, and focused.

C3.   The focus and schedule is 'live': it will be revised as the System, product, and needs evolve.

C4.   Learnings and insights generated through activities for this thread must be disseminated across and between all parts of the network (as per C1.) to support and maintain Te Pūkenga-wide comparability and shared understandings. This is irrespective of whether actvities are campus-based, business division- or WBL-based, region-based, or network-wide.

Thread D: Te Pūkenga-wide comparability of assessment outcomes

The primary purpose of this thread is to evaluate and assure Te Pūkenga-wide comparability of assessment outcomes (as per Te Pūkenga Assessment Policy).

Specific requirements for Thread D

D1.   Moderation for this thread will be conducted by a central team of Te Pūkenga-wide comparability moderators for the System.

    D1.1.   Appropriate person-specifications and requirements for ongoing currency must be stipulated for Te Pūkenga-wide comparability moderators.

    D1.2.   Within Te Pūkenga-wide comparability moderation team there must be expertise in assessment and moderation, and in the subject matter being assessed (i.e., each moderator involved does not have to hold all sets of expertise).

    D1.3.   The System management must ensure that the person-specifications and ongoing currency requirements for Te Pūkenga-wide comparability moderators are met.

    D1.4.   The System must contain processes through which to ensure that the Te Pūkenga-wide comparability moderators remain calibrated, both in terms of judgement and understanding of their role (e.g., including via check-moderation/moderation quality control).

    D1.5.   The System must contain appropriate capability development opportunities for Te Pūkenga-wide comparability moderators.

D2.   The thread must involve the moderation of a sample of assessor judgements from each business division that assesses the product, and, unless common assessment tasks are used, the assessment materials from each business division.

D3.   Specifications for Thread D must be documented and include (as appropriate for the System, and as justifiable):

    D3.1.   A Te Pūkenga-wide comparability moderation plan (see D4. for specifics);

    D3.2.   Any triggers for adjustment of the moderation plan;

    D3.3.   The timing of moderation activity;

    D3.4.   Moderation practices and approaches to be utilised;

    D3.5.   Moderation submission dates/ periods for business divisions;

    D3.6.   Submission details from each business division:

        D3.6.1.   The artefacts each submission is to include (e.g., assessment materials, assessed ākonga evidence);

        D3.6.2.   Selection approach(es) to be used for samples of assessed ākonga evidence (e.g., random selection, or grade boundary samples);

        D3.6.3. Number of samples of assessed ākonga evidence to be submitted;

D3.6.4. Ability to specify assessors whose judgements are to be moderated.

D4.   The moderation plan for Te Pūkenga-wide comparability moderation of the product must be 'live' and adhere to the following:

D4.1.   The plan encompasses all modes of summative assessment within the product, where practicable.

D4.2.   The plan will be risk or data informed, as appropriate.

D4.3.   The plan is organised by common component within the product (i.e., common denominator, such as unit standard, course, Graduate Profile Outcome). Wherever practicable, the plan is such that the same component is moderated from across the network in each cycle.

D4.4.   For programmes, the plan will comprise a cycle of a maximum of three (3) years in length, through which the entire programme is covered over the set time frame. For programmes with high frequency delivery, the cycle should be shorter.

D4.5.   The plan may contain more than one cycle, e.g., where the plan covers multiple products or sub-products.

D4.6.   Unless common assessment tasks are used across the network for the component, the moderation must be of the full assessment load for an individual ākonga for that component.

D5.   Moderation for this thread will require use of Te Pūkenga comparability moderation forms.

Commented [AW4]: Under development. Likely to be several sets (context specific)

Thread E: Assessment currency and connection with industry or field of practice/study

The primary purposes of this thread are to maintain assessment currency, and connection with wider industry or field of practice/study. ('Assessment currency' refers to both currency with educational assessment thinking and with the industry and field of practice/study.)

Moderation for this thread is conducted from the perspectives of different sets of expertise: those pertaining to assessment, moderation, and subject matter. There is flexibility in how and when moderation from each perspective is conducted, including at which level(s) of the System this occurs (campus/delivery site level, region level, business division- or WBL-level, network level). Each set of expertise can be provided by a different person. There is flexibility in the jurisdiction from which a moderator can come, i.e., a moderator can come from offshore, if necessary.

Moderation from the assessment, moderation, and subject matter expertise perspectives can be conducted together in the same event, or separately; on the same cycle, or different cycles; at the same System level, or different System levels. For example, a moderation team may comprise an assessment and moderation expert and a subject matter expert and the moderation event may be conducted from all perspectives at the same time. Alternatively, moderation from assessment and moderation expertise perspectives may occur in a different moderation event and at a different time than moderation from the perspective of a subject matter expert.

Specific requirements for Thread E

E1.   The person-specification for the subject matter expert must include demonstrable currency in and connection with their industry/field of practice.

E2.   A moderation plan or schedule to serve this thread is in place, and details how moderation from subject matter, assessment, and moderation, expertise perspectives will be covered.

E3.   Learnings must be disseminated throughout the System (and beyond, if applicable), irrespective of the level(s) within the System that the moderation for this thread occurs.

Thread F: National external moderation

The primary purpose of this thread is to meet the moderation requirements of the relevant external Standard Setting Bodies or Quality Assurance Body (e.g., Workforce Development Councils [WDCs] or New Zealand Qualifications Authority [NZQA]).

Specific requirements for Thread F

F1.   The System specifications must meet relevant Consent and Moderation Requirements (CMR) requirements. This includes any person-specifications for moderators (as applicable to the various threads), and the adherence to specific moderation requests.

Thread G: Regulatory Body moderation requirements

The primary purpose of this thread is to meet the requirements regarding moderation of any relevant Regulatory Bodies (e.g., Nursing Council).

Specific requirements for Thread G

G1.   The System specifications must meet relevant Regulatory Body requirements regarding moderation. This includes any person-specifications for moderators, as applicable to the various threads.

3a. Nursing: Example of what a Product Moderation System could look like in practice

Programme information

- Suite of degree programmes; Regulatory Body involved is Nursing Council of NZ.
- Delivery: campus-based, multiple delivery sites, delivered in all four rohe.
- Assessments: common assessment tasks across network; cohort-scheduled, similar timing

Moderation System (covers suite of B. Nursing programmes)

Assessment materials

Thread A, contributes to Thread E

- Central moderation team, comprising programme kaiako from across the network (time allocation built into workloads), plus an industry professional (subject matter expert)
- Assessment materials are moderated and approved before first use, and after any substantive modification

Business-as-usual marking process for each assessment

Thread B, contributes to Thread C

Occurs within each rohe or each delivery site/teaching team. This process is scheduled, timetabled for, organised, and with 'cross-markers' allocated.

1. Once assessment submitted, assessors undertake a marking calibration exercise in which they all individually mark the same selection of scripts. They then come together to discuss their marking and negotiate how to interpret aspects of the marking guidance or rubric, etc.
2. Assessors mark their allocation of scripts.
3. Each assessor submits all fails and one example of each passing grade. These are cross-marked by someone else. Third-party adjudication or involvement, as necessary.
4. Required amendments (to marking, feedback, etc) are made—including to rest of allocation if needed.
5. Assessment results are submitted for approval and release to ākonga.
6. Reflections on aspects that worked well/did not work well are captured, any suggested amendments to assessment instrument or process submitted to central programme team.

Te Pūkenga comparability moderation

Threads D & E

- Moderation plan covers all courses on a three-year cycle. The same course is called from across the network for each submission round. The plan includes the assessment currency and field of practice currency moderation aspects for thread 5.
- Moderation is conducted by a central team of moderators, drawn from across the network, and this commitment is built into their workloads.
- For each submission round, samples are called from each delivery site. Initially this will be a total of eight ākonga samples: two from each grade. However, as needed, the sampling approach or number may be changed.
- A subset of submissions will be moderated by an industry professional from a subject matter accuracy and currency perspective. A subset also moderated from current educational assessment thinking perspective.

Programme community of practice and capability development plan

Thread C

Scheduled, focused fora for programme community of practice. Ongoing capability development plan in place for teaching teams, including as informed by learnings from moderation process.

Reporting for oversight, monitoring

Moderation activity, results, resulting actions from the system will be reported to a Te Pūkenga moderation committee for the programme.

Thread F: N/A
Thread G: whole system

3b. Scaffolding: Example of what a Product Moderation System could look like in practice

Programme information

- Suite of five Scaffolding programmes; all are unit standards based.
- Regulatory body involved is Scaffolding Access and Rigging NZ (SARNZ)
- Delivery is work-based and campus-based. Flexibility around delivery modes: e.g., face-to-face, theory online.
- Assessments: conducted as per WBL rolling enrolments.
  - There is a bank of non-branded assessment tools that can be tailored by region or delivery mode, with agreed guidelines how any additions/tweaks are managed. There is a process or register to show who has access, who is using and how users provide feedback.
  - Clear requirements in place re assessment evidence collection and sign-off processes and requirements, and who makes the final assessment decision.
- There is a Register of Assessors (contract, workplace, on-staff) and a Register of Verifiers (within workplaces). There are clear processes and minimum criteria for obtaining and maintaining registration for both Registers, including engaging in professional development and attending assessor fora.
- On-campus tutors are involved in some aspects of delivery, assessment evidence collection, and/or assessor judgements.
- Deliveries and delivery sequences are clearly visible to central moderation team: where, when, who is involved in delivery, assessment evidence collection, assessment decisions.

Moderation System (covers suite of Scaffolding programmes)

Moderation personnel

There is a dedicated central team responsible for moderation of the Scaffolding programmes (could also include other specialist trades programmes). Within the moderation team there is industry expertise, or current SME is contracted in. Ongoing professional development opportunities and calibration activities provided.

> Contributes to Threads C, D, E

Assessment tools

Common set of assessment tools are submitted to WDC for moderation and approval before being entered into the assessment bank.

> Threads A, E, F

Any amendments to assessment tools are submitted to the Scaffolding moderation team (as above) for moderation and approval prior to use. Any substantive amendments are submitted to WDC for approval.

Moderation Cycle and Plan

Moderation is planned on a 3-year cycle, covering all programmes, and linked closely to the Consistency review cycle.

> Threads B, D, E

Each programme undergoes a "programme moderation" at least every 3 years. As part of that cycle, it includes review and evaluation of resources, informed by any legislative or standard changes; and review and analysis of assessor/tutor moderation activity over the year. Out of this, a System moderation report is written that summarises all activity and results across the suite of programmes.

From the 3-year cycle, an **annual moderation plan** is drawn, and published internally. This shows moderation of specific unit standard(s) by assessor/tutor (common unit standards are scheduled across assessors). Everyone involved as tutor/ assessor will be part of the moderation plan – and it is clear how they are prioritised for moderation and when over a period of time. Within the annual moderation plan, annual assessor and moderation fora are scheduled. The annual moderation results feed back into the 3-year programme moderation cycle.

Assessment process / checking assessment judgments

Moderation of assessment process and assessor judgements takes place according to the annual moderation plan. This is conducted via different ways, including:

- Onsite during or after assessment (Health & Safety considerations allowing)
- Online during or after assessment
- At distance after assessment
- Via peer events

Threads B, D, E

Annual fora:

- Annual assessor forum
- Annual moderator forum (industry specific some years; wider focus in others)

Threads C, potentially E

Regulatory Body: SARNZ

They are informed of when moderation within the Scaffolding system takes place. They have input into the moderation cycle and annual plan. Reports are shared with SARNZ, and resources (where appropriate). Activity is coordinated where appropriate.

Thread G: whole system, plus these linkages

WDC National external moderation

Partner with WDC(s) to ensure the Scaffolding system moderates what is required (from their perspective), and that Te Pūkenga submits what is required for national external moderation.

Thread F

Te Poari Akoranga o Te Pūkenga
Tuhinga taupokia
Cover Note

7 August 2023

Title	Minutes of the scheduled meeting held on 19 July 2023
Provided by	Jeanette Fifield – Academic Governance Coordinator
For	**Information**

Recommendation

It is recommended that Te Poari Akoranga:

1.   Receive the minutes of the scheduled meeting of Te Ohu Whakahaere Quality held on 19 July 2023 for information.

![Te Pūkenga logo]

Te Poari Akoranga o Te Pūkenga
Ohu Whakahaere o te Poari Akoranga | Subcommittees of Academic Board

TE OHU WHAKAHAERE QUALITY MINUTES
Wednesday, 19 July 2023 at MIT | Te Pūkenga Ōtara campus, NND317
Boardroom at 9.30am

Minutes
These are the minutes of the face-to-face meeting of Te Ohu Whakahaere Quality held on Wednesday, 19 July 2023, ND317 Boardroom, MIT | Te Pūkenga Ōtara campus.

Present

Members
Deb Young (Co-chair), Ara | Te Pūkenga
Fionna Moyer (Co-chair), Te Pūkenga
Fiona Campbell (Member), MIT | Te Pūkenga
Gianetta Lapsley (Member), UCOL | Te Pūkenga
Sue Roberts (Member), Connexis | Te Pūkenga
Malama Saifoloi (Member), Unitec | Te Pūkenga
Joan Taylor (Member), Northtec | Te Pūkenga
Caroline Terpstra (Member), Otago Polytechnic | Te Pūkenga

Quorum
A quorum of members was present and the meeting was declared open.

1. **Karakia Timatanga**
   The meeting was opened with a karakia.

2. **Welcome / Apologies**
   The Chair welcomed everyone to the face-to-face meeting. An apology was received from G Durkin and C Haggerty.

3. **Disclosure of Conflicts of Interest**
   The members are requested to fill in the register.

   Action:
   Disclosure of Conflicts of Interest will remain a Standing agenda item.

4.   Administration

4.1   2023 Ohu meeting calendar schedule
For information.

4.2   2023 Te Poari Akoranga meeting calendar schedule
For information.

- Te Poari Akoranga will hold quarterly face-to-face meetings:
    - 12 July 2023, Auckland (MIT | Te Pūkenga Ōtara campus)
    - 25 October 2023, Christchurch (Ara | Te Pūkenga).

4.3   Ngā ohu membership list
For information.

4.4   Minutes of the Previous Meeting
Scheduled meeting – 16 June 2023

Resolved:
Te Ohu Whakahaere Quality approved the minutes of the meeting held on 16 June 2023 as a true and correct record.

Moved: D Young
Seconded: J Taylor
CARRIED

4.5   Matters Arising

4.6   Action List
The members received a verbal update – all actions completed.

F Moyer informed the members the Generative AI proposal for Te Pūkenga was being submitted to Te Ohu Whakahaere Ako at their July meeting. The proposal sets outs principles of how we want to proceed re AI and the establishment of a working group.

Action:
F Moyer will share the proposal with Ohu Quality members and asked it remain 'in-committee' at this stage.

5.   Concerns, Complaints and Appeals Policy
Members discussed, at length the revised policy received from Te Ohu Whakahaere Appeals. Feedback and recommendations sent back to Te Ohu Whakahaere Appeals are appended to the minutes.

Recommendations:
-    Collaborate with LEEA to ensure a consistent approach for clear communication and implementation of policies/processes in this space.

- Use what is in section 2 of this policy to develop the full policy for all to replace Business Division polices for 2024.
- If needing a change in the interim for the Ohu to operate then make minor tweaks to the Akonga Appeals policy to suit and present back to Te Ohu Whakahaere Quality.
- It would be good to have a flowchart developed. The working group that were instrumental in developing the current policy did one last year so follow up on where that is and tweak if necessary. Examples of letters and templates were also developed and are available in a teams site which will be shared with you.
− The Working Group members named have been shared in the accompanying email. Some of these colleagues are willing to be involved in assisting with this mahi.

6. **Working Groups**

The working groups set up at the EQF day in Wellington were discussed and the purpose and scope further refined in readiness to share with the EQF on Thursday, 20 July 2023.

- Programme document template: The final version of the template is being finalised and will be forwarded to Te Ohu Whakahaere Ako and Te Ohu Whakahaere Approvals for information with an opportunity to provide feedback. It will then come to Te Ohu Whakahaere Quality (August meeting) for endorsement and recommendation to Te Poari Akoranga for approval.

- Ākonga facing documents/learning materials: Te ohu discussed the wide variety of available templates and the need for consistency across templates as well as consistency/parameters around how they are used. It was agreed that a representative from WBL is also needed on this working group as well as identifying a contact to the unification team (R Nyhoff or a member of his team).
  Action
  F Moyer and D Young to identify the template approval process for these documents.

- WDC moderation: Ongoing issues were noted with WDCs contacting kaimahi directly for moderation requests and bypassing quality teams. Clarity is required around primary WDC moderation contacts in each business division and the need for Te Pūkenga central to be copied into all moderation requests.

- Moderation: It was suggested that Ulrika Bonning and/or Anna Williams are included in this working group which will develop moderation guidelines for kaimahi once the moderation system has been approved.

- Programme Evaluation: The need for a single report for unified programmes and how this could be compiled from local reports was discussed. Consideration also needs to be given to situations where

business units have site accreditation to deliver someone else's programme and whether this should also result in a single programme evaluation report.

- Consistency: Kate Wallace from Connexis was recommended for inclusion on this working group.

- Programme Governance: Consideration is required around the role of programme committees, and who is making what decisions around a programme and at what level. Links were noted between this work and the national delegations, and it was suggested that Te Pūkenga legal team should be consulted. The need for a WBL representative on the group was identified and Sue Roberts was added to the group membership.

- Grade tables: This working group will provide guidance around grades and ensuring a consistent approach (e.g. GPA, merit, excellence, weightings etc.). Members of this group include Joan Taylor, Daniel Boyd, Tania Patterson, Sue Mills, Andrew Chapman, and Jenny Tregear.

- Calendar: This is being developed for 2025. The scope of this work will include identifying what information needs to be included in Te Pūkenga calendar at a national, regional and local level (e.g. opening and closing dates, public and school holidays, start and end dates, graduation dates etc.). To be clear, the scope of this work does not include setting unified start and end dates for semesters, timetables.

- Ākonga graduating from other locations: An additional working group has been established and was added to the list. This working group will develop a process to enable learners who have completed their programme at one Te Pūkenga location to graduate at another. Fionna Moyer is leading this group and will forward the membership information to Deb Young.

- Solutions developed by the working groups are intended to be pragmatic and to assist with the transition. Solutions will be presented to the appropriate ohu, directors and people within Te Pūkenga structure.

7. **Consultation – Organisational Design and Change**
Discussion took place relating to the proposed structure and the following was noted:

- General consensus was that the number of quality people was quite lean given the mahi to be completed. Noted that legacy programmes won't be removed for a number of years so double the workload with unified programmes as well.

- Many kaimahi working in academic quality across the motu (especially those in smaller business units) currently hold responsibility for multiple functions enabling them to develop cross function understanding and to provide useful insights for continuous improvement. The proposed structure will lead to increased specialisation of roles. Te ohu questioned whether this would enable kaimahi to have the same level of insight and oversight. It also questioned whether kaimahi who enjoyed the diversity of their current roles would be satisfied to work in more specialised positions.

- The magnitude of the shift away from developing and delivering products to kaiako being given a package to deliver was identified. Operational information is missing from the proposal and people are unable to see how it will work in practice. This and the disestablishment of people leadership roles is creating uncertainty amongst teams.

- Inconsistencies were noted with the mapping of roles and proposals for disestablishment across the motu.

- The matrix working solution is missing for the ACLS structure. A matrix approach within the directorships of ACLS is going to be important for the success of the model. With quality sitting outside of delivery, whakawhanaungatanga and the development of relationships will be important for the success of the model.

- A quality team supporting product development is needed in Ako solutions as well as programme writers.

- A visible concerns, complaints and appeals unit is currently missing from the proposal and is required.

- Concern around the number of self-assessment practice sitting across different areas without any dotted lines (i.e. ACLS, Risk and Audit, LEEA, Ako Delivery, Kāhui Hua Tiriti).

The Chair welcomed U Bonning and A Williams to the meeting (online via Microsoft Teams).

8. **Moderation Framework**
   The members provided the following feedback:

   - acknowledged and thanked U Bonning and A Williams for the mahi they have completed over the past 18 months
   - clarified that the system is only for unified programmes
   - given the framework isn't to be implemented until horizon 2 2026 there needs to be transition process to get us to that stage. Will require significant support to implement

- complexity of working across the motu, covers off key components that NZQA expect
- like the flexibility within the framework, it allows space for what moderation can/may look like depending on what and how we deliver
- threads are good and easily understood
- The diagram contained in the overview document is confusing and not adding value so suggest removal
- suggested reformatting the document to include a table covering all threads with information for each thread grouped together so that people are not having to go back and forward
- remove the numbering system – 51 points are a lot and will be barrier for some.

Actions:
1. All ohu members are invited to contribute comments/edits into the teams document by Friday 21 July 2023, 12pm.
2. D Young will send comments/edits to U Bonning and A Williams.
3. F Moyer will bring send updated version to members by 4 August 2023 for endorsement at the scheduled meeting on 9 August 2023, and for submission to Te Poari Akoranga at their scheduled meeting on 16 August 2023.

9. **General Business**

English Language Requirements
F Moyer to bring a paper re English Language requirements to the next meeting. As well as for international ākonga, network settings for the application of English language proficiency requirements to all ākonga whose first language is not English also needed to be considered (including residents and domestic ākonga). English language proficiently settings for WBL learners also needs to be considered.

Self-Assessment exercise
D Young gave a brief overview of the upcoming Self Assessment exercise between Te Pukenga central and NZQA. Once the draft report is ready it will be shared with Ohu Quality for feedback/editing. The report will include the story to date around the unification and reflect on achievements as well as challenges and gaps, and opportunities for improvement. It will include information about all parts of Te Pūkenga (not just ACLS) and is to be provided to NZQA by the end of September.

10.   Next meeting

F Moyer will Chair the next meeting scheduled on Wednesday, 9 August 2023, 10am-12pm, online via Microsoft Teams.

D Young tendered an apology for the meeting on 9 August 2023.

The Chair thanked the members for their face-to-face attendance and participation and a special vote of thanks to F Campbell for her support and organisation of the venue and facilities.

11.   Karakia whakamūtunga

The meeting closed at 2.45pm.

Actions from this meeting				

Date	Detail		Owner	Status
1907-4.6	**Generative AI** F Moyer will share the proposal with Ohu Quality members and asked it remain 'in-committee' at this stage.		FM	July 2023
1907-6	**Working Groups** F Moyer and D Young to identify the template approval process for these documents.		FM/DY	July 2023
1907-8	**Moderation Framework** 1. All ohu members are invited to contribute comments/edits into the teams document by Friday 21 July 2023, 12pm. 2. D Young will send comments/edits to U Bonning and A Williams. 3. F Moyer will bring send updated version to members by 4 August 2023 for endorsement at the scheduled meeting on 9 August 2023, and for submission to Te Poari Akoranga at their scheduled meeting on 16 August 2023.		Ohu	Aug 2023

Te Poari Akoranga o Te Pūkenga
Tuhinga taupokia
Cover Note

7 August 2023

Title	Draft minutes of the scheduled meeting held on 19 July 2023
	Minutes of the scheduled meeting held on 28 June 2023
Provided by	Jeanette Fifield – Academic Governance Coordinator
For	**Information**

Recommendation

It is recommended that Te Poari Akoranga:

1. Receive the draft minutes of the scheduled meeting of Te Ohu Whakahaere Approvals held on 19 July 2023, for information.

2. Receive the minutes of the scheduled meeting of Te Ohu Whakahaere Approvals held on 28 June 2023 for information.

Te Poari Akoranga o Te Pūkenga
Ohu Whakahaere o te Poari Akoranga | Subcommittees of Academic Board

TE OHU WHAKAHAERE APPROVALS MINUTES
Wednesday, 19 July 2023 at 2pm

Minutes
These are the minutes of the meeting of Te Ohu Whakahaere Approvals held on Wednesday, 19 July 2023 online via Microsoft Teams.

Present

Members
Diane Lithgow (Co-chair), Te Pūkenga
Doug Pouwhare (Co-chair), ServiceIQ | Te Pūkenga
Leoni Drew (Member), ToiOhomai | Te Pūkenga
Harry Leder (Member), Te Pūkenga
Liz McKenzie (Member), Otago Polytechnic | Te Pūkenga
Veraneeca Taiepa (Member), Unitec | Te Pūkenga
Ginny Vincent (Member), PrimaryITO | Te Pūkenga
Maggie Wells (Member), Otago Polytechnic | Te Pūkenga
Shelley Wilson (Member), Wintec | Te Pūkenga

In Attendance
Jeanette Fifield, Academic Governance Co-ordinator, Te Pūkenga
Haley Passmore, Governance Advisor, Te Pūkenga
Tim Stevens, Kaihautu - Quality Assurance & Approvals, Te Pūkenga
Tracey Harkness, Te Pūkenga, Todd Rogers, EIT | Te Pūkenga - Item 5
Ondene van Dulm, Julie Thorburn, Ormond Heather, Wesley Verhoeff – Item 6

D Lithgow chaired the meeting.

Quorum
The Co-chair noted a quorum of members were present and declared the meeting open.

1. **Karakia Tīmatanga**
   D Lithgow opened the meeting with a karakia.

2.   **Welcome / Apologies**
     The Chair welcomed everyone to the meeting. A warm welcome was extended to H Passmore, Governance Advisor Te Pūkenga in attendance as an observer. A whakawhanaungatanga session took place.

     Apologies were received from M Boswell, K Davies, R Marsters, P Nuemann, P Simeon, D Williams.

3.   **Disclosures of Conflicts of Interest**
     Members are requested to fill in the register.

     L McKenzie - 2522 NZ Certificate in Infrastructure Works (Level 2)

4.   **Administration**

     4.1   **2023 Ohu meeting calendar scheduled**
           Received for information.
           Correction - there is no meeting of Te Ohu Whakahaere Approvals in December 2023.

     4.2   **2023 Te Poari Akoranga meeting calendar**
           Received for information. Face-to-face meeting scheduled on Wednesday, 12 July 2023 MIT | Te Pūkenga Ōtara campus took place. The next face-to-face meeting is scheduled on Wednesday 25 October 2023 at Ara | Te Pūkenga.

     4.3   **Ngā ohu membership list**
           Received for information.

     4.4   **Minutes of the previous meetings**

     4.4.1 **Schedule meeting – 28 June 2023**

           Resolved:
           Te Ohu Whakahaere Approval approved the minutes of the meeting held on 28 June 2023 as a true and correct record.

           Moved: D Lithgow
           Seconded: S Wilson
           CARRIED

     4.4.2 **Action List scheduled meeting 28 June 2023**
           The members received the action list. The chair provided an update of the status and/or completions of actions.

NZ Certificate in Offender Management – T Stevens and D Lithgow to follow-up with H Matthews, the status of the final documents for sign-off.

Members have received the list of WBL new programmes and unification workplans July-October 2023. Also included on todays' agenda, for information, Item 7.1.

Type 1 changes
2223 NZ Certificate in Apiculture (Level 4) – withdrawn
2225 NZ Certificate in Apiculture (Queen Bee Rearing) (Level 4) – withdrawn
2413 NZ Certificate in Hairdressing (Professional Stylist) (Leve 4) - withdrawn

The members received an update of the approval process of type 1 changes. Applications will be approved by M Gibbons, Pourangi Mātauranga me ngā Pūnaha Ako | DCE Academic Centre and learning Systems.

The chair welcomed T Harkness and T Rogers to the meeting.

New programme approvals and accreditation

5.   **2522 NZ Certificate in Infrastructure Works (Level 2)**
     The programme is part of a Service delivery trial managed by L McKenzie. A combined PoS/PiT has been developed for campus-based divisions and WBL delivery . The programme document is a first example of a new combined Pos/PiT developed for approval in this space.

     L McKenzie will abstain from decisions and the approval process of 2522 NZ Certificate in Infrastructure Works (Level 2).

     Programme document sets comprised of:
     - Programme Approval and Accreditation (PAA) document
     - Ohu critique document
     - Supporting documents.

     Programme reviewed by members.

     The members received a verbal overview of the programme.
     • extensive consultation has been undertaken with stakeholders
     • programme = 41 credits, qualification = 40 credits.

     The members have undertaken evaluation of the programme and have provided feedback and comments in the critique document for consideration and/or discussion by the programme development team. Discussion included:
     • remove Open entry
     • revise and update how feedback has informed the development of the programme, for clarity - T Harkness and development team

- review US12349 (theory unit). LO is 'apply time management …' T Harkness
- recommend General conditions upfront in the document – T Harkness
- recommend placing health and safety legislation requirements in course content and descriptors – T Harkness
- learning outcomes - review suggestions offered by T Stevens (table) to meet learning outcomes of embedded unit standards – T Harkness
- support and enable flexibility of learning outcomes with guidance sought from NZQA as required
- clarification of Edumis numbers provided.

The chair acknowledged the mahi undertaken throughout the development process by T Harkness, T Rogers and the development team and thanked them for their attendance.

Resolved:
Te Ohu Whakahaere Approvals conditionally approve the approval and accreditation of 2522 NZ Certificate in Infrastructure (Level 2) subject to the revisions and amendments accepted and the PAA documents updated accordingly.

Moved: D Lithgow
Seconded: D Pouwhare
CARRIED

T Harkness thanked T Stevens and the members for their guidance and support. T Harkness and T Rogers left the meeting.

Actions:
1.   T Harkness and development team will make the agreed and accepted amendments and update the PAA document and supporting documents.
2.   T Stevens will provide guidance and support to T Harkness as requested.
3.   T Harkness to send the final document to te ohu Co-chairs for final sign-off and recommendation of approval and accreditation for submission to NZQA.
4.   D Lithgow will provide an update to the members of the outcome of the final approval at the next scheduled meeting of te ohu whakahaere Approvals.

The chair welcomed O van Dulm, J Thorburn, O Heather and W Verhoeff to the meeting.

6.   **3625 NZ Certificate in Sport, Recreation and Exercise (Multi-Sector) (Level 3)**
      3563 NZ Certificate in Exercise (Level 4)

Programme document sets comprised of:
-   Programme Approval and Accreditation (PAA) document
-   Two ohu critique documents

Programme reviewed by members.

The members received a verbal overview of the programme.
- 3625 and 3563 are being unified at the same time that the qualifications are being reviewed, therefore there is **no Last Date of Assessment**
- 3625 is currently being delivered by EIT | Te Pūkenga of which the programme document has been adopted from EIT | Te Pūkenga programme of study. The changes made to the unified programme are written in Te Pūkenga PAA document template and business division specific information has been replaced by Te Pūkenga information
- 3563 is currently being delivered by Ara | Te Pūkenga of which the programme document has been adopted from Ara | Te Pūkenga programme of study.

3625 NZ Certificate in Sport, Recreation and Exercise (Multi-Sector) (Level 3)
The members have undertaken evaluation of the programme and have provided feedback and comments in the two critique documents for consideration and/or discussion by the programme development team.
Discussion included:
- review General conditions – make explicit
- IELTS – revise and make appropriate changes. F Moyer is undertaking revision to inform new PiT/Pos templates, supporting continuous improvement. The development team will take guidance from Te Pūkenga Quality to avoid duplication of efforts. Team are requested to make wording simpler to avoid ambiguity. Recommend comparison of what has been written in approved PAAs – J Thorburn to take forward
- review graduate profile outcomes matrix – some LOs could be mapped to more GPOs
- review course pass statements to ensure all LOs are achieved – remove 50% statement and add statement re LOs are achieved – F Moyer is providing appropriate replacement wording
- review - All applicants for whom English or Te Reo Māori is not a first language – what is the evidence required – standard template wording has been used – T Stevens will seek guidance from F Moyer and amend template as appropriate.

3563 NZ Certificate in Exercise (Level 4)
The members have undertaken evaluation of the programme and have provided feedback and comments in the two critique documents for consideration and/or discussion by the programme development team.
Discussion included:

- review programme length and structure – J Thorburn will check alignment and amend as appropriate
- review English language requirements – misalignment between datasheet and regulations – J Thorburn to check and amend as appropriate

- review All applications for whom English or te reo Māori is not a first language – T Stevens will seek guidance from F Moyer and amend template as appropriate
- review consultation – mana whenua at business divisions, there is no summary or other evidence – J Thorburn will follow-up with L Stewart and update as appropriate
- congratulations on embedding mātauranga Māori. Mātauranga snap tool – where is this? Ohu to invite L Stewart to a future meeting to provide an overview of the tool
- review course pass statements to ensure all LOs are achieved – remove 50% statement and add statement re LOs are achieved – F Moyer is providing appropriate replacement wording
- revise LOs/course descriptor wording and update as provided in the critique document

Resolved:

Te Ohu Whakahaere Approvals conditionally approve the approval and accreditation of 3625 NZ Certificate in Sport, Recreation and Exercise (Multi-Sector) (Level 3) subject to the revisions and amendments accepted and the PAA documents updated accordingly.

Te Ohu Whakahaere Approvals conditionally approve the approval and accreditation of 3563 NZ Certificate in Exercise (Level 4) subject to the revisions and amendments accepted and the PAA documents updated accordingly.

Moved: D Lithgow
Seconded: V Taiepa
CARRIED

Actions:
1.   J Thorburn and team will make the agreed and accepted amendments and update the PAA document and supporting documents.
2.   F Moyer and L Stewart will be approached to provide guidance to appropriate sections.
3.   J Thorburn to send the final document (tracked and clean) to te ohu Co-chairs for final sign-off and recommendation of approval and accreditation for submission to NZQA.
4.   D Lithgow will provide an update to the members of the outcome of the final approval at the next scheduled meeting of te ohu whakahaere Approvals.

The Chair thanked O van Dulm, J Thorburn, O Heather and W Verhoeff for their mahi and attendance. The team thanked the members for their guidance and support.
O van Dulm, J Thorburn, O Heather and W Verhoeff left the meeting.

7.   General

WBL workplan / Unification workplan
Received for information.

8.   Reflections
- thank you to members for comments and review
- great to have feedback addressed prior to meeting – continuous improvement
- support provision of access to WBL team to provide comment prior to meeting – continuous improvement
- PiT/PoS Infrastructure – good first attempt
- ohu critique documents - not ideal having two critique documents – T Stevens confirmed this will not happen again and occurred due to time constraints
- unified programmes coming through? – no unification resources plan - raise at Te Kahui Matauranga are conversations continuing following approvals process – unified programme to unified delivery and sharing the resources
- support using PiT template for unified template that makes it a lot easier to differentiate
- a number of programmes coming through to the next meeting. Utlise wider support from network for QA support – T Stevens to take to F Moyer (Te Pūkenga Quality) for support as required.

The Chair thanked the members for their mahi and attendance.

8.   Next meeting
Wednesday, 23 August 2023, 2pm-4pm, online via Microsoft Teams.

9.   Closing karakia – D Lithgow

The meeting closed at 4pm.

Te Pūkenga

Te Poari Akoranga o Te Pūkenga
Ohu Whakahaere o te Poari Akoranga | Subcommittees of Academic Board

TE OHU WHAKAHAERE APPROVALS MINUTES
Wednesday, 28 June 2023 at 2pm

Minutes
These are the minutes of the meeting of Te Ohu Whakahaere Approvals held on Wednesday, 28 June 2023 online via Microsoft Teams.

Present

Members
Diane Lithgow (Co-chair), WBL Limited
Kim Davies (Member), NMIT | Te Pūkenga
Leoni Drew (Member), ToiOhomai | Te Pūkenga
Harry Leder (Member), Te Pūkenga
Liz McKenzie (Member), Otago Polytechnic | Te Pūkenga
Paul Neumann (Member), MITO | Te Pūkenga
Paula Simeon (Member), Wintec| Te Pūkenga
Ginny Vincent (Member), PrimaryITO | Te Pūkenga
Maggie Wells (Member), Otago Polytechnic | Te Pūkenga
Shelley Wilson (Member), Wintec | Te Pūkenga

In Attendance
Jeanette Fifield, Academic Governance Co-ordinator, Te Pūkenga.
Tim Stevens, Kaihautu - Quality Assurance & Approvals, Te Pūkenga.
Henriette Matthews, Tony McKenna, Earn Learn, Te Pūkenga (Agenda Item 5).

D Lithgow chaired the meeting.

Quorum
The Co-chair noted a quorum of members were present and declared the meeting open.

1. **Karakia Tīmatanga**
   D Lithgow opened the meeting with a karakia and acknowledged the environment we are currently working in following the release of the consultation – organisational design and change proposal.

2. **Welcome / Apologies**
   The Chair welcomed everyone to the meeting.

Apologies were received from M Boswell, R Marsters, D Pouwhare, V Taiepa, D Williams.

3.   Disclosures of Conflicts of Interest
Members are requested to fill in the register. No conflicts of interest declared.

4.   Administration

4.1   2023 Ohu meeting calendar scheduled
Received for information.

4.2   2023 Te Poari Akoranga meeting calendar
Received for information. Face-to-face meetings scheduled on Wednesday, 12 July 2023 MIT | Te Pūkenga Ōtara campus, Wednesday 25 October 2023 at Ara | Te Pūkenga.

4.3   Ngā ohu membership list
Received for information.
M Rawiri – interim Co-chair appointment Te Ohu Whakahaere Appeals
P Hape – Co-chair appointment Te Ohu Whakahaere Ōritetanga
F Moyer - Co-chair appointment Te Ohu Whakahaere Quality

4.4   Minutes of the previous meetings

4.4.1 Schedule meeting – 17 May 2023

Resolved:
Te Ohu Whakahaere Approval approved the minutes of the meeting held on 17 May 2023 as a true and correct record.

Moved: D Lithgow
Seconded: P Neumann
CARRIED

4.4.2 Action List scheduled meeting 17 May 2023
The members received the action list. The chair provided an update of the status and/or completions of actions.

English language requirements – guidance sought from NZQA regarding a requirement with the WBL divisions to ensure that international learners work visas meet the IELTS requirements. This is a new to process for WBL divisions. F Moyer is seeking further guidance from DC's.

The members received an update of a meeting held with WBL programme managers and te ohu co-chairs to provide information on the approvals process in preparation for programme approval and accreditation submissions and

familiarity of what the requirements are and working through the application process.

The following programmes have been submitted to NZQA
2740 NZ Diploma in Construction with strands (Level 6)
2416 NZ Diploma in Architectural Technology (Level 6)
4237 NZ Certificate in Construction Trades Supervision (Level 5)
2462 NZ Certificate in Project Management (Level 4)

5.   **New programme approvals and accreditation**

Members took the opportunity to discuss their feedback prior to the attendance of the development team. Discussion included:
- commendation to the development team for a comprehensive programme document
- tidy up numbers around hours and credit values
- the use of an old unit standard versions/ submitting new programmes with old or expired or expiring units standards and the rationale
- the level 3 programme includes a number where of expiring standards which have approved replacement standards
- inclusion of a consultation log summary of what was said, what was done about it.
- wording of learning outcomes, ie. demonstrate knowledge particularly in some of the management descriptors when it says demonstrate knowledge, the aim of the module is not just to demonstrate knowledge – clarity on what our expectations are and what the delivery looks like
- recent RFIs specifically in the WBL space have flagged that where you're using unit standards, views, their learning outcomes and don't change the wording because it confuses them if it's a unit standard then it needs to remain unit standard based.

The chair welcomed H Matthews and T McKenna to the meeting.

2658 NZ Certificate in Offender Management (Level 3)
2659 NZ Certificate in Offender Management (Level 4)
3877 NZ Certificate in Offender Management (Level 5)

Programme document sets comprised of:
- Programme Approval and Accreditation (PAA) document
- Ohu critique document
- Supporting documents.

All programmes were reviewed by members.

The members received a verbal overview of the programme suites.

- The programmes have been developed in response to the needs of the Department of Corrections and Serco to provide a vehicle for ākonga to enrol in programmes to meet their industry employment needs.
- The programmes are currently being reviewed by the WDC. It is the intention that the new qualifications or the new version of the qualifications will contain skills standards rather than unit standards, and those are under development now, together with the qualification review.

The members have undertaken evaluation of the programmes, and have provided feedback and comments in the critique document, for consideration and/or discussion by the unification/programme team.

2658 NZ Certificate in Offender Management (Level 3)
Discussion included:
- tidy up of the Qualification credit value
- consultation – inclusion of a summary of consultation undertaken, feedback received and response to the feedback. P Neumann is providing guidance and support to H Matthews.
- review and include a statement in the consultation log (with agreement from WDC) to justify the inclusion of the expiring unit standards.
- revision of entry requirements
  - remove reference to 16 years of age
  - Revise wording from literacy and numeracy from entry to support
  - Clarification in regard to no international enrolments
- IELTS
- revise and correct for accuracy - assessments are competency based
- first aid unit standards – te ohu recommend the incorporation of new unit standards. An exception would be where resources have not been developed to support the new standards therefore the existing standards would apply
- subcontractor arrangements – still to be confirmed.

Resolved:
Te Ohu Whakahaere Approvals conditionally approve the approval and accreditation of 2658 NZ Certificate in Offender Management (Level 3) subject to the revisions and amendments accepted and the PAA documents updated accordingly.

Moved: D Lithgow
Seconded: P Neumann
CARRIED

Actions:
1. H Matthews will make the agreed and accepted amendments and update the PAA document and supporting documents.
2. T Stevens and P Neumann will provide guidance and support to H Matthews in making the changes.

3.   H Matthews to send the final document to te ohu Co-chairs for final sign-off and recommendation of approval and accreditation for submission to NZQA.
4.   D Lithgow will provide an update to the members of the outcome of the final approval at the next scheduled meeting of te ohu whakahaere Approvals.

2659 NZ Certificate in Offender Management (Level 4)

Feedback and suggested changes have been provided in the critique document. Discussion included:

- consultation – inclusion of a summary of consultation undertaken, feedback received and response to the feedback.
- review and include a statement in the consultation log (with agreement from WDC) to justify the inclusion of the expiring unit standards.
- revision of entry requirements
- review the GPO matrix to align with the with the unit standard
- revise learning outcomes as offered in the critique document.

Resolved:

Te Ohu Whakahaere Approvals conditionally approve the approval and accreditation of 2659 NZ Certificate in Offender Management (Level 4) subject to the revisions and amendments accepted and the PAA documents updated accordingly.

Moved: D Lithgow
Seconded: L Drew
CARRIED

Actions:

1.   H Matthews will make the agreed and accepted amendments and update the PAA document and supporting documents.
2.   T Stevens and P Neumann will provide guidance and support to H Matthews in making the changes.
3.   H Matthews to send the final document to te ohu Co-chairs for final sign-off and recommendation of approval and accreditation for submission to NZQA.
4.   D Lithgow will provide an update to the members of the outcome of the final approval at the next scheduled meeting of te ohu whakahaere Approvals.

3877 NZ Certificate in Offender Management (Level 5)

Feedback and suggested changes have been provided in the critique document. Discussion included:

- consultation – inclusion of a summary of consultation undertaken, feedback received and response to the feedback.
- review and include a statement in the consultation log (with agreement from WDC) to justify the inclusion of the expiring unit standards.
    - Review the level 5 course, but the standard is a level 4 (we cannot call it a level 5 course unless we are doing some learning outcome based assessment over and above the standard). We could have a level 4 course in here

- review the GPO matrix to align with the with the unit standard
- review the gross teaching weeks - exceed maximum duration of program
- revise learning outcomes as offered in the critique document.

Resolved:
Te Ohu Whakahaere Approvals conditionally approve the approval and accreditation of 2659 NZ Certificate in Offender Management (Level 4) subject to the revisions and amendments accepted and the PAA documents updated accordingly.

Moved: D Lithgow
Seconded: L Drew
CARRIED

Actions:
1. H Matthews will make the agreed and accepted amendments and update the PAA document and supporting documents.
2. T Stevens and P Neumann will provide guidance and support to H Matthews in making the changes.
3. H Matthews to send the final document to te ohu Co-chairs for final sign-off and recommendation of approval and accreditation for submission to NZQA.
4. D Lithgow will provide an update to the members of the outcome of the final approval at the next scheduled meeting of te ohu whakahaere Approvals.

The Chair thanked H Matthews and T McKenna for their hard work and for the comprehensive documentation and for their attendance. H Matthews thanked the members for their guidance and support. H Matthews and T McKenna left the meeting.

General
- Supportive process experienced with the WBL team, thank you to the members.
- Working through and getting some better clarity around programme approval process.
- consistent terminology within WBL documentations - much better but there are still some variation, ie. WBL/work based divisions use one statement then an acronym
- Recommend to use Coach Building PAA document as the template

6.   General Business

6.1   Consultation – Organisational Design and Change

- Risk for this ohu as a continuing entity, what happens if we all move out into roles where we could potentially be in a conflict situation and shouldn't be making decisions about programs that we might have been involved in developing or we are no longer here
- a wider conversation for Te Poari Akoranga to consider.

7.   Reflections
- We are getting some better quality applications through the WBL
- List of WBL new programmes and unification workplans July-October 2023
T Stevens will send the list to the members for information and awareness.

The Chair thanked the members for their mahi and attendance.

8.   Next meeting
Wednesday, 19 July 2023, 2pm-4pm, online via Microsoft Teams.

9.   Closing karakia – D Lithgow

The meeting closed at 3.45pm.

Te Poari Akoranga o Te Pūkenga
Tuhinga taupokia
Cover Note

7 August 2023

Title	Draft minutes of the scheduled meeting held on 19 July 2023 Open Session
	Minutes of the scheduled meeting held on 28 June 2023
Provided by	Jeanette Fifield – Academic Governance Coordinator
For	**Information**

Recommendation

It is recommended that Te Poari Akoranga:

1. Receive the draft minutes of the scheduled meeting of Te Ohu Whakahaere Appeals held on 19 July 2023 Open Session, for information.

2. Receive the minutes of the scheduled meeting of Te Ohu Whakahaere Appeals held on 28 June 2023.

Te Poari Akoranga o Te Pūkenga
Ohu Whakahaere o te Poari Akoranga | Subcommittees of Academic Board

TE OHU WHAKAHAERE APPEALS MINUTES
Wednesday, 19 July 2023 at 11am

Minutes
These are the minutes of the meeting of Te Ohu Whakahaere Appeals held on Wednesday 19 July 2023, online via Microsoft Teams.

Present

Members
Glynnis Brook (Co-chair), Ara | Te Pūkenga
Marama Rawiri (Co-chair), Careerforce | Te Pūkenga
Julie McDonald (Member), Open Polytechnic | Te Pūkenga
Dell Raerino (Member), Toi Ohomai | Te Pūkenga
Sue Crossan (Member), Unitec | Te Pūkenga
Robyn McNaught (Member), SIT| Te Pūkenga
Aine Whelan-Kopa (Student Representative Member), Open Polytechnic | Te Pūkenga
Logan Bannister (Member), Toi Ohomai | Te Pūkenga
Adele McLean (Member), ServiceIQ | Te Pūkenga
Margaret Naufahu (Member), WINTEC | Te Pūkenga
Melanie Baynes (Member), Open Polytechnic | Te Pūkenga

In Attendance
Cheryl Little, (Acting) Appeals Officer, Ara | Te Pūkenga

Apologies
Jeanette Fifield, Lulu Lutui (Member), Competenz| Te Pūkenga

G Brook chaired the meeting.

Quorum
The Chair noted a quorum has been met.

1.   **Karakia Timatanga**
     D Raerino opened the meeting with a karakia.

2.   **Welcome / Apologies**
     The Chair welcomed everyone to the meeting. Introductions were made.

     Apologies for lateness were received from M Rawiri.

3.   **Disclosure of Conflict of Interest**
     Register of disclosure of conflicts of interest reviewed. Members to update as required.

     S Crossan advised that she had conflict of interest in matters related MIT as she has been asked to visit them to explain te ohu processes. To note: MIT Appeals Officer has indicated they are very eager to learn and welcome feedback on their processes.

Adele McLean (Member), ServiceIQ | Te Pūkenga declared a Conflict of Interested having worked with some parties at MIT.

4. **Minutes and Actions from Previous meeting**
    Minutes of the scheduled meeting held on 18 June 2023 were received as a true and accurate record.

    Moved: J McDonald
    Second: D Raerino
    Carried

5. **Health, Safety and Wellbeing**
    The members received a verbal update.
    The question was previously raised re how te ohu will manage business division reaction to overturning a local appeal decision. To date there have been no issues identified, advice has been well received. We recommend that business division view feedback as a learning opportunity and we frame feedback in this way.

    Advice from Te Poari Akoranga is to continue to make appropriate recommendations.

    G Brook noted that this ohu has a serious risk with regard to disestablishment of roles as a result of the proposed operating model. Nine (9) ohu members are in this position.

    Action: G Brook to raise this matter with Megan Gibbons

6. **Reports from Te Poari Akoranga**
    The members received a verbal update.

    It is critical to understand that unification of programmes will move to an accelerated unification model. Te Pūkenga will choose a current programme and roll this out to all business divisions. This is a transition model - transformation to new programmes will occur at next review.

    Te Ohu Whakahaere-Appeals report to Te Poari Akoranga was well received.
    *   NoFA form has been approved to move to an on-line form with a request that we add asking appellants if they want a tikanga approach to appeals
    *   face to face meetings with appellants has been approved when requested by them. Travel costs to be met by business divisions then invoiced back to Te Pūkenga. It is anticipated that these meetings will be minimal in terms of cost. As we bring in new members and look at processes of coopting. We will endeavour to employ members in the same region as appellants wherever possible where there is no conflict of interest. This facilitates equity of workload and growing capability
    *   contact person for invoices is Lauren.Bennett@tepukenga.ac.nz
    *   te ohu workplan has been approved
    *   members to work with D Raerino re identifying any training needs
    *   all new ohu members have been approved – this is intentional membership to ensure geographical, ITP/ITO, academic and non-academic membership and equity
    *   We are awaiting approval to combine the academic and non-academic Appeals Policies. From Quality Ohu

Meeting moved into Closed Session

Meeting moved back to Open Session

8. **Reports to te ohu**
    Nil. Plan of reporting lines still in progress. Reporting is likely to be at Regional level.

9. **Reflections on progress and processes of te ohu**
    - the process of allocation of ohu members to appeals and inquiry panels is to be addressed at next meeting
    - process of allocation of appeal requests for analysis is to be addressed at next meeting
    - it is suggested that ohu members look at examples of documents previously written
    - all agree that the process and procedure has been working very well to date
    Question: does conflict of interest extend to Rohe or just to business division?
    Response: Conflict of interest is determined on a case-by-case basis.

    Actions:
    1. All to consider any training that may be needed, or could be offered, relevant to work of te ohu. Discuss at next meeting.
    2. All to complete/update Conflict of Interest before next hui.

10. **General Business**

    10 .1   Annual Leave Cover
    C Little will be on annual leave from 24 July – 08 September. Discuss cover with Jeanette Fifield and J McDonald.

    G Brook will be on annual leave from 21 August – 02 October. Marama to cover with assistance from J McDonald.

    10.2   Socialisation of te ohu Processes to Business Divisions
    J McDonald has written a one-page document outlining what te ohu's role is in appeals "What to Expect" for business divisions. Document is very clear that an appeal process must have been concluded at business division level prior to coming to the ohu.

    J McDonald has also written a one-page document for ākonga "What to Expect at your Appeal Inquiry".

    Action: All to read documents and offer feedback at next meeting

    To note: our draft combined Concerns, Complaints and Appeals policy is with te ohu Quality for approval now. Changes may be required as we on-board to Te Pūkenga.

    10.3   Face-to-face meeting, Open Polytechnic Wellington
            Friday, 18 August 2023, 10am-4pm

    All are looking forward to J McDonald hosting us in Wellington and meeting in person.

11. **Next meeting**
    Next meeting is scheduled on Friday, 18 August 2023, 10am-4pm, in person at Open Polytechnic NZ in Wellington

G Brook thanked the members for their attendance and mahi today.

12.   **Poroporoaki**
       D Rearino.

The meeting closed at 12.50pm.

Actions from this meeting

Date	Detail	Owner	Status
19.07.2023	Discuss serious risk with regard to disestablishment of roles as a result of the proposed operating model with Megan Gibbons	G Brook	
19.07.2023	Draft a communication to MIT regarding our concerns around their Concerns, Complaints & Appeals processes – discuss with Megan Gibbons	G Brook	
19.07.2023	Consider training requirements to improve capability of te ohu members – advise at next meeting	ALL	
19.07.2023	Read socialisation documents and offer feedback at next meeting (documents in Teams site)	ALL	

Te Pūkenga

Te Poari Akoranga o Te Pūkenga
Ohu Whakahaere o te Poari Akoranga | Subcommittees of Academic Board

TE OHU WHAKAHAERE APPEALS MINUTES
Wednesday, 28 June 2023 at 11am

Minutes
These are the minutes of the meeting of Te Ohu Whakahaere Appeals held on Wednesday 28 June 2023, online via Microsoft Teams.

Present

Members
Glynnis Brook (Co-chair), Ara | Te Pūkenga
Marama Rawiri (Co-chair), Careerforce | Te Pūkenga
Julie McDonald (Member), Open Polytechnic | Te Pūkenga
Dell Raerino (Member), ToiOhomai | Te Pūkenga

In Attendance
Jeanette Fifield, Academic Governance Co-ordinator, Te Pūkenga
Cheryl Little, Ara | Te Pūkenga

G Brook chaired the meeting.

Quorum
The Chair noted a quorum of members was not reached. Items for approval will be ratified at the next meeting of Te Ohu Whakahaere Appeals, subject to a quorum of members present.

1. **Karakia Timatanga**
   J McDonald opened the meeting with a karakia.

2. **Welcome / Apologies**
The Chair welcomed everyone to the meeting.

Apologies were received from S Crossan.

3. **Disclosure of Conflict of Interest**
   Register of disclosure of conflicts of interest reviewed. C Little will update as required.

4. **Minutes and Actions from Previous meeting**

    Minutes of the scheduled meeting held on 17 May 2023 were received as a true and accurate record.

    - Terms of Reference approved and distributed
    - Quarterly report template – feedback received and further work will be undertaken. On hold until clarity of the organisational design and change proposal has been determined
    - Notice of Appeal NOFA – submit to Te Poari Akoranga and seek guidance and technical assistance to place documents online.

5. **Health, Safety and Wellbeing**

    The members received a verbal update.
    - recent Appeal hearing, processes and decisions made
    - positive feedback has been received.
    - valuable learnings gained which will support day to day functions of the appeals processes and functions.
    - as te ohu move forward, members will be invited to Chair meetings and pick-up functions to share and manage the workload of te ohu.
    - acknowledge the consultation phase may impact on members.

6. **Reports from Te Poari Akoranga**

    The members received a verbal update.
    - Face to face meeting MIT | Te Pūkenga Ōtara, Wednesday 19 July 2023
    - Duplication of efforts re: processes and policies (Appeals and LEEA)
    - Policy setting and approval group in Te Pūkenga

7. **Active Appeals lodged with te ohu**

    The members received a verbal update.
    - Seven (7) appeals received
        - two have concluded
        - two prior applications, one has returned
        - two incomplete applications have been returned to applicants
        - one returned to business division to manage
        - one to be heard
    - C Little will keep members informed of progress and updates
    - M Rawiri will provide support to C Little as applications progress

8. **Reports to te ohu**

    Nil.

9. **Reflections on progress and processes of te ohu**

    Hearing and processes:

    - is there value in having a structured agenda? In the case that the learner may not have representation?
    - each appeal may be potentially different and on a case by case basis
    - is there advice around appellant preparation?
      J McDonald will construct a letter of reassurance of processes for consideration by te ohu

- ensure confidentiality of meeting is upfront at the start of the meeting
  J McDonald will draft a letter and learnings from the recent hearing for consideration by te ohu
- place something around timeframes in relation to the hearing duration
- position as ohu from a language perspective
- correspondence and communications are being uploaded in the Teams channel by C Little
- 'Here's what you could expect from the Inquiry Panel'
  J McDonald will construct an overview for consideration by te ohu
- collective process went well
- respect given to appellant and representative
- enjoyed being part of the panel and learnings gained
- good message is that we are the people that set what it is – and also means this has some tough calls to make etc
- cognisant penalties between business divisions will be different
- C Little is collating a list of the contact appeals person from business divisions for te ohu for information
- ITO differences acknowledged (WBLs)
- students who don't have access to lawyers? Critical ākonga have a support person
- lawyer's insights and student's experience
- keep eye on time to check in for breaks
- timeline around further enquiries following the total close-off of the application – further relevance that the panel should know
- panel's position of review and outcome – give a reasonable timeframe of response
- support a run-sheet to define for the next hearing
- support having a member in attendance as an observer to support capability building - ask permission from applicants if we may have an observer present.

10. **General Business**

    Appointment of new members
    Six members have been selected and recommended for approval and appointment.
    Upon acceptance new members will be invited to the next scheduled meeting and the face-to-face meeting.
    Letters will be sent to all applicants.

    Face-to-face meeting, Open Polytechnic Wellington
    18 August 2023, 10am-4pm
    An opportunity to meet and induct the new members. Thank you to J McDonald who has offered to organise the room booking and hospitality requirements.

    Interface of Appeals of academic and non-academic areas
    Item will be discussed at the meeting of Te Poari Akoranga to seek clarity and direction on position on policies and duplication of effort.

    Te ohu position as being the first and final appeals authority
    - Is there a need of an internal audit of the process if appeals are coming from the same unit?

- Push concern back to business units –
- Do some work with the business unit concerned -
- Follow best practice for appeals
- Last port of call – need to be resolved at the lowest possible level
- if people are raising objections about using their business units appeals process, then te ohu explore the reasons why?
- G Brook will keep te ohu informed and next steps from here

Business divisions/Te Ohu Whakahaere Appeals
Socialisation - how do we socialise?

- Stocktake of key people
- Communications to business divisions
- To provide clarification – aware of evolving things and eventually change to policy and processes
- Remind business divisions of our role and what we will be doing if there are any red flags
- Host a ZOOM information meeting with key people from business divisions

Training needs – deferred to next meeting.
Workplan – deferred to August meeting.
Visio chart – deferred to August meeting.

Proposed Appeals Office in Te Pūkenga, going forward - will sit under the Office of Chief Executive.

11.   Next meeting
Next meeting is scheduled on Wednesday, 19 July 2023, 11am-1pm, online via Microsoft Teams.

G Brook thanked the members for their attendance and mahi.

12.   Poroporoaki
J McDonald.

The meeting closed at 12.50pm.

Actions from this meeting

Date	Detail	Owner	Status
2806-9	J McDonald – various document constructs for consideration from insights gained from the June Appeals hearing.	JM	
2806-10	J McDonald – face-to-face Open Polytechnic Wellington, 18 August 2023. Venue booking and hospitality arrangements.	JM/ALL	

Te Pūkenga

Pūrongo Te Poari Akoranga o Te Pūkenga
Academic Board Report

10 August 2023

Title	Whiria Te Ako	Te Pūkenga Learning & Teaching Framework
Provided by	Layelin Stewart, National Ako Network Director – Mātauranga Māori
For	Approval

He Taunaki | Recommendations

It is recommended that Te Poari Akoranga:

- Approve Whiria Te Ako | Te Pūkenga Learning & Teaching Framework

Te Tāhuhu Kōrero | Background

Whiria Te Ako | Te Pūkenga Learning & Teaching Framework

This eLearning presentation was developed in partnership with Sandra Hutton and Lisa Jones of Learning Works and is an interactive presentation of the papers submitted and endorsed by Ohu Whakahaere Ako, and is an indication of the response to challenge whereby we make Whiria Te Ako engaging and interactive as we seek to raise the awareness of our Te Pūkenga network.

This presentation contains within a downloadable PDF version of Whiria Te Ako and the edits recommended by Ohu Whakahaere Ako members.

The presentation is accessible on all electronic learning devices with internet connection.

Te Poari Akoranga o Te Pūkenga
Tuhinga taupokia
Cover Note

7 August 2023

Title	Minutes of the scheduled meeting held on 27 July 2023
Provided by	Jeanette Fifield – Academic Governance Coordinator
For	**Information**

Recommendation

It is recommended that Te Poari Akoranga:

1. Receive the minutes of the scheduled meeting of Te Ohu Whakahaere Ako held on 27 July 2023 for information.

Te Poari Akoranga o Te Pūkenga
Ohu Whakahaere o te Poari Akoranga | Subcommittees of Academic Board

TE OHU WHAKAHAERE AKO MINUTES
Thursday, 27 July 2023 at 10am

Minutes
These are the minutes of the meeting of Te Ohu Whakahaere Ako held on Thursday 27 July 2023, online via Microsoft Teams.

Present

Members
Michael Alsford (Co-chair), MITO | Te Pūkenga
Te Wai Collins (Co-chair), Wintec | Te Pūkenga
Maria Aabjerg (Member), Open Polytechnic | Te Pūkenga (lateness)
Jon Bailey (Member), UCOL | Te Pūkenga (lateness)
Peter Bayliss (Member), Tai Poutini | Te Pūkenga
Selena Chan (Member), Ara | Te Pūkenga
Damon Harrison (Member), Careerforce | Te Pūkenga
Melanie Katu (Member), ToiOhomai | Te Pūkenga
Judy Magee (Member), Otago Polytechnic | Te Pūkenga
Paul Neumann (Member), MITO | Te Pūkenga
Mark Nichols (Member), Open Polytechnic | Te Pūkenga
Joce Williams (Member), Unitec | Te Pūkenga

In Attendance
Jeanette Fifield, Academic Governance Co-ordinator, Te Pūkenga
Louise Courtney, Governance Advisor, Te Pūkenga
Fionna Moyer, Kaikōkiri - Director Academic Quality, Te Pūkenga
Layelin Stewart, National Ako Network Director, Te Pūkenga
Richard Nyhof, Kaikōkiri Director Delivery Innovation, Te Pūkenga

M Alsford and T Collins chaired the meeting.

Quorum
The Chair noted that a quorum of members was present at the meeting and declared the meeting open.

1. **Karakia Tīmatanga**
   T Collins opened the meeting with a karakia.

2. **Welcome / Apologies**

The Co-chair welcomed everyone to the meeting. A warm welcome was extended to L Courtney, Governance Advisor, Te Pūkenga in attendance as an observer.

3.   **Disclosure of Conflicts of Interest**
The members are requested to fill in the register.
Action:
1. Disclosure of Conflicts of Interest will remain a Standing agenda item.
2. Members can access the register in the teams channel.

4.   **Administration**

   4.1   **Ngā ohu membership list**
   Received for information.

   4.2   **Minutes of the previous meeting**

   Resolved:
   Te Ohu Whakahaere Ako approved the minutes of the meeting held on 13 April 2023 as a true and accurate record.

Moved:	T Collins
Seconded:	J Bailey
CARRIED	

   4.3   **Matters Arising**

   4.4   **Action list**
   The members received an update of the status of actions.

   2505-6 ToRs. Ongoing revisions by te ohu.
   2505-7. Update.
   2505-8 Consultation – not achieved.
   2505-9 Face-to-face wananga.

5.   **Te Ohu Whakahaere Ako Terms of Reference (ToRs)**
The members received a verbal update.

6.   **Te Whatu Kairangi**
The members received a verbal update.

   - working group – S Chan (lead), J Bailey, J Williams, J Magee
   - to enhance the range across the network
   - think of a simple process of engagement across te rohe and business divisons including ITOs
   - make access to the awards more inclusive

- questions and suggestions – looking at how we can get involved in this years' process – remain status quo and look to 2024
- Need to communicate 2024 processes before the end of year

Actions:
1. Working group will meet to develop processes and report back to te ohu.

7. **General Business**

Food & Fibre Centre of Vocational Excellence - Expressions of Interest 21st Century Delivery and Assessment Project
The members received a verbal overview. The purpose of the EOI is to:
- provide an overview of the Research objectives for the 21st Century Delivery and Assessment project
- advise of an indicative budge of not more than $200K (ex GST)
- provide an opportunity for interested parties to register an interest in respoinding to a request for proposals
- allow FFCoVE to use the EOI process to short-list respondents for a subsequent request for proposals
- Te ohu are encouraged to be involved
- further thinkng on how te ohu may engage in this and their role

Actions:
Te ohu co-chairs will have further discussions with M Gibbons and Ako leads.
Work plan will be placed on the agenda of the next meeting of te ohu.

The Co-chairs welcomed F Moyer to the meeting.

8. **Te Pūkenga Generative AI approach**
The members received a verbal overview of the project, in particular to develop Te Pūkenga position statements on the ethical use of generative AI, establish parameters around its use and develop guidelines for kaimahi and ākonga.

A generative A1 working group led by Te Ohu Whakahaere Ako in collaboration with Te Poari Akoranga is proposed.

Discussion included:
- no mention of images? M Nichols to offer statement for inclusion
- assessmetn design (out of scope in this project)
- make available word document for members to provide feedback and comment
- noted the project should also be Research informed
- include mātauranga maori... and te ao māori
- include external expert
- moral obligation to make paid version available to all learners to even the playng field and up to us to make sure learners use this safely and ethically.
- build digital literacy and capability.

- scale of mahi required and ongoing oversight of role
- socialisation of the use of Generative A1 to create norms of practice
- adopt development and set parameters under te ohu workplan

Members received a verbal overview of S Chan's research project which encompasses better understanding and the potential of A1, its effectiveness and enhanced learning capability.

Actions:
1. Send out an EOI for working group.
2. Ohu working group D Harrison (Lead), M Nichols, J Williams, P Neumann, S Chan).
   - scheduled meeting to discuss next steps
   - scope of contribution to the project
   - lead the development of the statements
3. A word document will be placed in te ohu channel for the members to contribute feedback and comments.
4. F Moyer will provide administrative support to the Project

The Co-chairs thanked F Moyer for her mahi and attendance. F Moyer left the meeting.

The Co-chairs welcomed L Stewart and R Nyhof to the meeting.

9. **Whiria Te Ako | Te Pūkenga Learning and Teaching Framework**
   The members received a comprehensive verbal overview and presentation of the framework received for endorsement.

   - Whiria Te Ako incorporates the goals and outcomes of Te Pae Ttawhiti
   - the approach is taken from feedback and consultation undertaken from across the network
   - intention Whiria Te Ako will support the purpose of te pukenga
   - underpinning Māori world view in Te Pukenga as an organisation
   - context and foundation in kaupapa māori supported
   - understanding will require a lot more time and reiterations and engaging with the framework
   - support embedding this in our mahi.
   - establishing what the framework is and aligned appropriately and authentically as te ao māori and how it will be applied moving forward.
   - Amendments noted
     – Repetition in table p22-25
     - minor typos p29
     - be more explicit with curriculum of WDCs and strengthen statements
   - M Nichols will send suggested amendments to R Nyhof for inclusion

   Next steps
   - endorsement received from Te Ohu
   - submit to Te Poari Akoranga for final approval
   - timeline shared with network

- communication strategy -– will be shared with kaimahi for implementation and awareness across the network
- proposed learning design framework – is an emergent piece at this stage
- inform kaimahi, how we apply this – level of depth of understanding our kaimahi should have?
- Capability training component to roll out close to introduction of framework to build staff capability

The members congratulated L Stewart and R Nyhof for their mahi. The Co-chairs thanked them for their attendance.

Resolved:
Te Ohu Whakahaere Ako endorse Whiria Te Ako | Te Pūkenga Learning & Teaching Framework.

Moved: M Alsford
Seconded: Unanimous
CARRIED

Action:
L Stewart will send the updated document to Te ohu Co-chairs.

L Stewart and R Nyhof left the meeting.

10. **Next meeting**
    Thursday, 31 August 2023, 10am-12pm, online via Microsoft Teams.

    Agenda items for next meeting
    AI project working group – update
    Te Whatu Kairangi - update

The Co-Chairs thanked the members for their attendance and contributions to today's discussions.

11. **Karakia whakamutunga** – T Collins.

The meeting closed at 12pm

Actions from this meeting			

Date	Detail	Owner	Status
2707-6	Working group will meet to develop processes and report back to te ohu.	WG	Aug 2023
2707-7	Te ohu co-chairs will have further discussions with M Gibbons and Ako leads.	MA/TC	Aug 2022

	Work plan will be placed on the agenda of the next meeting of te ohu.		
2707-8	1. Send out an EOI for working group. 2. Ohu working group D Harrison (Lead), M Nichols, J Williams, P Neumann, S Chan). - scheduled meeting to discuss next steps - scope of contribution to the project - lead the development of the statements 3. A word document will be placed in te ohu channel for the members to contribute feedback and comments. 4. F Moyer will provide administrative support to the Project 1.	Ohu	Aug 2023
2707-9	L Stewart will send the updated document to Te ohu Co-chairs.		