

# Te Ohu Whakahaere Approvals - 15 August 2024



15 August 2024 01:00 PM - 02:30 PM

Agenda Topic	Presenter	Time	Page
<a href="#">Karakia tīmatanga</a>			4
1. Administration		01:00 PM-01:05 PM	6
1.1 Welcome and apologies Apologies: Doug Pouwhare, Liz McKenzie, Kim Davies and Rose Marsters.			
1.2 <a href="#">Te ohu membership list 2024</a>			6
1.3 <a href="#">Register of Interests</a> Members must declare any agenda items where a conflict arises between their role as a member of Te Ohu Whakahaere Approvals and the role they are usually employed in, or any private or other external interest they may have and stand aside from decision making in respect of that item.			7
1.4 <a href="#">Te Ohu Workplan 2024</a>			8
1.5 <a href="#">Minutes of the previous meeting held 5 June 2024 - open portion</a> RECOMMENDATION: THAT Te Ohu Whakahaere Approvals approve, as a true and accurate record, the minutes of Te Ohu Whakahaere Approvals meeting held 5 June 2024.			9
2. Approvals for noting		01:05 PM-01:10 PM	12
2.1 <a href="#">New Zealand Diploma in Primary Industry Business Management 2221 (Level 5)</a> RECOMMENDATION: THAT Te Ohu Whakahaere Approvals: a) Receives the report titled 'New Zealand Diploma in Primary Industry Business Management 2221 (Level 5)'; b) Notes the approval of changes to the unified programme of study document for the New Zealand Diploma in Primary Industry Business Management 2221 (Level 5) at Ara, SIT and Wintec by the Deputy Chief Executive Tiriti Outcomes on 16 July 2024 through Te Pūkenga Matters for Central Decision Making (MCDM) process.			12
3. <a href="#">Te Ohu Whakahaere Approvals Terms of Reference - August 2024</a>		01:10 PM-01:15 PM	19
RECOMMENDATION: THAT Te Ohu Whakahaere Approvals: a) Receives the report titled 'Te Ohu Whakahaere Approvals Terms of Reference'; b) Considers whether any additional changes are required to its Terms of Reference so that these can be incorporated at the same time; and c) Recommends to Te Poari Akoranga that it approves the revised Terms of Reference.			

4. [Resolution to exclude the public](#) 28

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

5. [Minutes of the previous meetings 5 June and 14 June 2024 - public excluded portion](#) 01:15 PM-01:20 PM 29

RECOMMENDATION:

THAT Te Ohu Whakahaere Approvals approve, as a true and accurate record, the public excluded minutes of Te Ohu Whakahaere Approval meetings held  
- 5 June 2024; and  
- 14 June 2024.

6. Programme approvals 36

6.1 [New Zealand Certificate in Electrical Equipment in Explosive Atmospheres \(Level 4\) - WITT](#) N. Hutchinson, Academic Director, & T. Griffin, Academic Advisor WITT 01:20 PM-01:40 PM 36

RECOMMENDATION:

THAT Te Ohu Whakahaere Approvals:

- a) Receives the report titled 'New Zealand Certificate in Electrical Equipment in Explosive Atmospheres (Level 4)';
- b) Reviews and provide feedback on the New Zealand Certificate in Electrical Equipment in Explosive Atmospheres (Level 4) programme documents; and
- c) Approves New Zealand Certificate in Electrical Equipment in Explosive Atmospheres (Level 4) for submission to the New Zealand Qualifications Authority approval and accreditation, subject to the incorporation of any feedback from Te Ohu Whakahaere Approvals.
- d) Approves that the resolution be made public but that the report and discussion remain public excluded.

6.2 [New Zealand Diploma in Information Technology Technical Support \(Level 5\) - MITO](#) P. Neumann, Manager Programmes MITO. 01:40 PM-02:00 PM 77

RECOMMENDATION:

THAT Te Ohu Whakahaere Approvals:

- a) Receives the report titled 'New Zealand Diploma in Information Technology (Technical Support) (Level 5)';
- b) Reviews and provide feedback on the New Zealand Diploma in Information Technology (Technical Support) (Level 5) programme documents; and
- c) Approves New Zealand Diploma in Information Technology (Technical Support) (Level 5) for submission to the New Zealand Qualifications Authority for approval and accreditation, subject to the incorporation of any feedback from Te Ohu Whakahaere Approvals.
- d) Approves that the resolution be made public but that the report and discussion remain public excluded.

6.3 [New Zealand Diploma in Remedial Massage 2741 \(Level 6\) - New Site Delivery Accreditation Toi Ohomai](#) L. Drew, Head of Academic Development and Quality, Toi Ohomai 02:00 PM-02:20 PM 122

RECOMMENDATION:

THAT Te Ohu Whakahaere Approvals:

- a) Receives report titled 'New Delivery site application for Te Pūkenga (unified) NZ Diploma in Remedial Massage 2741, Version 2, 120 credits (Level 6)';
- b) Approves the new delivery site application of Te Pūkenga (unified) New Zealand Diploma in Remedial Massage 2741 (Level 6), at Toi Ohomai Institute of Technology, be submitted to the New Zealand Qualifications Authority; and
- c) Approves that the resolution be made public but that the report and discussion remain public excluded.

[Karakia whakamutunga](#)

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Next meeting

2pm-4pm, Wednesday 18 September 2024

# Karakia tīmatanga

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

**Māku e huaki te wānanga nei.**

I'll open our shared space.

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

May our shared space be opened with karakia.

**Kāti anō kia karakia e manawa ora ai te wānanga nei.**

It's only fitting that we begin with karakia so we may strengthen our shared space together.

## Karakia tīmatanga Opening incantation

**Whakarongo rā e Rongo  
ki Te Pūkenga  
te manawa nei  
ki te rongo taketake,  
te whiwhia, te rawea  
te whiwhi-ā-nuku  
whiwhi-ā-rangi  
i takea mai i te kāhui o ngā ariki.  
kia tūturu ka whakamau ai kia  
tina,  
Tina! (everybody)  
Hui e?  
Tāiki e!**

Listen o Rongo  
to Te Pūkenga  
offering gratitude  
for the peace and harmony  
that allows us to enjoy  
he gifts of the earth  
and the heavens  
bequests of a higher order.  
And bind it firmly,  
firmly!  
Do we all concur?  
We concur!

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

**Tēnā koe i tō karakia mai.**

Thank you for delivering karakia.

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

With heartfelt gratitude, thank you for delivering karakia.

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

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

### Sub-Delegations from Te Poari Akoranga

All sub-delegated authority must be exercised in accordance with the purpose of Te Poari Akoranga as set out in the Terms of Reference as updated from time to time. In sub-delegating authority, Te Poari Akoranga requires:

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

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

**Te Ohu Whakahaere Approvals**

Name	Role	Meeting dates
Diane Lithgow	Co-Chair	<del>Wed 13 March</del>
Doug Pouwhare	Co-Chair	<del>Wed 17 April</del>
Kim Davies	Member	<del>Fri 19 April</del> - e meeting
Leoni Drew	Member	<del>Wed 8 May</del>
Liz McKenzie	Member	<del>Wed 5 June</del>
Harry Leder	Member	<del>Fri 14 June</del>
Rose Marsters	Member	<del>Wed 10 July</del> - cancelled
Paul Neumann	Member	Wed 15 Aug
Veraneeca Taiepa	Member	Wed 11 September
Ginny Vincent	Member	Wed 9 October
Maggie Wells	Member	Wed 13 November
Denise Williams	Member	



## Te Ohu Whakahaere Approvals Register of Interests

As at 8 August 2024

Name	Interest	Nature of Interest
<b>Diane Lithgow</b> Co-Chair	Te Pūkenga	- Ako Network Director: Services - Ohu representative to Te Poari Akoranga
	Ako Aotearoa	Board member
	World Skills NZ	Board member
<b>Doug Pouwhare</b> Co-Chair	Waikato Hospice	Board Director
<b>Kim Davies</b> Member	Te Pūkenga	Head of Domain: Services
<b>Leoni Drew</b> Member	Toi Ohomai Institute of Technology	Head of Academic Development and Quality
<b>Harry Leder</b> Member	Open Polytechnic	Senior Academic Advisor: Quality and Academic Development
<b>Liz McKenzie</b> Member	Te Pūkenga	Head of Domain: Services, Academic Centre and Learning Systems (ACLS)
	Arai Te Uru Kōkiri Training Centre	Trustee
	WorkSafe NZ Mining Board of Examiners	Member
<b>Rose Marsters</b> Member	Wintec	Strategic Pacific Director
<b>Paul Neumann</b> Member	MITO	Manager, Programmes
<b>Veraneeca Taiapa</b> Member	Unitec	Kaihautū Mātauranga Māori
<b>Ginny Vincent</b> Member	Primary ITO	National Manager Programmes and Pathways
<b>Maggie Wells</b> Member	Otago Polytechnic	Academic Excellence   Academic Advisor
<b>Denise Williams</b> Member	Careerforce	General Manager Learning Solutions

Te Ohu Whakahaere Approvals - 15 August 2024 - Administration

Te Ohu Whakahaere Approvals	Monthly	Wed 13 Mar	Wed 17 Apr	Wed 8 May	Wed 5 June	Fri 14 Jun	Thu 15 Aug	Wed 11 Sept	Wed 9 Oct	Wed 13 Nov
Programme approvals					Equine Racing		NZCEEA 3614-2 NZDRM 2741 NZCITS 2596	Toi Ohomai x2		
Type 2 Changes					Exercise					
Approvals for noting							NZDPIB 2221			
Te Ohu Whakahaere Terms of Reference review										
Develop/Review workplan for 2024										
Unified programmes for recommendation to Te Poari Akoranga						BN Māori				
2025 meeting dates										
Self assessment for 2024										





## Minutes for Te Ohu Whakahaere Approvals - 5 June 2024

05/06/2024 | 02:00 PM - Auckland, Wellington New Zealand Standard Time

Online via Microsoft Teams

### Attendees (8)

Diane Lithgow; Ginny Vincent; Harry Leder; Kim Davies; Leoni Drew; Liz McKenzie; Veraneeca Taiepa; Maggie Wells

### Apologies:

Doug Pouwhare, Rose Marsters, Shelley Wilson, Paul Neumann, Denise Williams and Paula Simeon.

### In attendance:

Louise Courtney (Governance Advisor)

### Karakia tīmatanga

The hui | meeting started with karakia lead by D. Lithgow at 2:01pm.

## 1. Administration

### 1.1 Welcome and apologies

Apologies were received and accepted from D. Pouwhare, D. Williams, P. Simeon, R. Marsters, S. Wilson, and P. Neumann for absence.

### 1.2 Te ohu membership list 2024

Te Ohu noted, with regret, the resignation received from member S. Wilson.

### 1.3 Register of Interests

The register of interests was noted.

- M. Wells and L. Drew declared a conflict of interest for item 4.1, due their involvement in the development of the Bachelor of Nursing.
- G. Vincent declared a conflict of interest for item 5.1 due to her role at PrimaryITO.

### 1.4 Te Ohu Workplan 2024

The Ohu workplan 2024 was noted.

### 1.5 Minutes of the previous meeting - 8 May 2024

**RESOLVED: (L. McKenzie / L. Drew)**

*THAT Te Ohu Whakahaere Approvals approve, as a true and accurate record, the minutes of Te Ohu Whakahaere Approval meeting held 8 May 2024.*

**CARRIED**

### 1.6 Actions

Actions that can now be closed:

- Who will now support programme approval processes at Te Pūkenga. The co-chair spoke to the Ako Excellence Director who is drawing support from the Te Pūkenga network.
- Expectations on Te Ohu in relation to assessing and reviewing unified programme documentation. The Governance Advisor spoke to the Ako Excellence Director about the questions raised. The response was that Te Poari do not need to do a full and final assessment of the programmes as well.

### 2. Update from Te Poari Akoranga hui 24 May 2024 - open portion

**RESOLVED: (D. Lithgow / G. Vincent)**

*THAT Te Ohu Whakahaere Approvals receives the report titled '24 May 2024 Te Poari Akoranga hui - open portion'.*

**CARRIED**

### 3. Resolution to exclude the public

**RESOLVED: (H. Leder / G. Vincent)**

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

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

Item	General subject of each matter to be considered	Section(s)
<b>4.</b>	<b>Unified Programmes</b>	
4.1	Bachelor of Midwifery	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
4.2	Bachelor of Nursing Māori	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
<b>5</b>	<b>Programme Approvals</b>	
5.1	New Zealand Certificate in Equine Racing (Assistant Trainer) (Level 4)	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA

<b>6</b>	<b>Type 2 Changes</b>	
6.1	3563 New Zealand Certificate in Exercise (Level 4)	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA

**Interests**

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

**CARRIED**

*Te Ohu Whakahaere Approvals moved into public excluded at 2:13pm.*

**Karakia whakamutunga**

The hui | meeting closed with karakia lead by D. Lithgow at 4:39pm.



## Tā Te Pūkenga Komiti Pūrongo

### Te Pūkenga Te Ohu Whakahaere Approvals Report

15 August 2024

<b>Title</b>	New Zealand Diploma in Primary Industry Business Management 2221 (Level 5)
<b>Provided by</b>	Adrine Vohra, Academic Advisor, Ara Institute of Canterbury
<b>For</b>	Noting

### Te Taunaki | Recommendation(s)

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

a)	Receives the report titled 'New Zealand Diploma in Primary Industry Business Management 2221 (Level 5)';
b)	Notes the approval of changes to the unified programme of study document for the New Zealand Diploma in Primary Industry Business Management 2221 (Level 5) at Ara, SIT and Wintec by the Deputy Chief Executive Tiriti Outcomes on 16 July 2024 through Te Pūkenga Matters for Central Decision Making (MCDM) process.

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

The purpose of this report is to make Te Ohu Whakahaere Approvals (Te Ohu) aware of changes approved to the unified programme of study document for the New Zealand Diploma in Primary Industry Business Management 2221 (Level 5) at Ara, SIT and Wintec.

### Te Tāhuhu Kōrero | Background

Staff noted the following inconsistencies with the programme document where changes to the learning outcomes were made that were not carried through to the Matrix:

- NSCI5902 Fundamentals of Financial Management and Planning
  - LO3 wording in Course Descriptor has "Investigate" – should be "Evaluate"
- NSCI5904 Human Resource Management in Primary Industries
  - LO3 wording in Course Descriptor has "Compare" – should be "Evaluate".
  - LO4 wording in Course Descriptor has "Select" – should be "Develop".
- NSCI5906 Environmental Sustainability for Primary Industries
  - LO3 wording in Course Descriptor has "Determine" – should be "Analyse".
- NSCI5907 Business Risk Management for Primary Industry
  - LO1 wording in Course Descriptor it has "Investigate" – should be "Analyse".
- NSCI5908 Primary Industry Strategic Analysis and Reporting



- LO2 wording in Course Descriptor has “Investigate” – should be “Evaluate”.
- There is also typo on the matrix to correct (LO4 should be LO3).

On 16 July 2024, the Deputy Chief Executive Tiriti Outcomes approved the New Zealand Diploma in Primary Industry Business Management 2221 (Level 5) currently delivered at Ara, SIT and Wintec as part of Te Pūkenga Matters for Central Decision Making (MCDM) process.

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

The changes highlighted in the programme document ensure the learning outcomes are reflected in the matrix.

## **Ngā Tāpiritanga | Appendices**

**Appendix 1:** Te Pūkenga - Matters for Central Decision Making Request for Approval Form

**Appendix 2:** [Revised Programme Approval and Accreditation Document](#)

# Te Pūkenga - Matters for Central Decision Making

## Request for Approval Form

To: [chiefexecutive@tepukenga.ac.nz](mailto:chiefexecutive@tepukenga.ac.nz) and Choose an item.

**[Party with Delegated Authority as set out in Appendix 5 of the Interim Delegations Policy where this is a single office holder]**

From: Ara Institute of Canterbury (the Business Division)

### Background

Pursuant to Appendix 5 of the Interim Delegations Policy of Te Pūkenga, a Business Division must seek approval from the delegated authority holder / Committee of Council in relation to each of the stated Matters for Central Decision Making. All requests for such approval should be submitted under cover of this Request for Approval Form together with the information request below. This form should be used only in the context of Appendix 5 requests.

**Part A – identify nature of request and who the request should be directed to:**

Identify which Matter for Central Decision Making this request relates to by placing a tick beside the relevant matter in the adjoining column.		Select (✓)	Identify who holds delegated authority in the context of this Matter (with reference to thresholds set out in Appendix 5)	Select (✓)
a)	Capital Expenditure over the threshold amount	<input type="checkbox"/>	Chief Financial Officer	<input type="checkbox"/>
			Finance and Capital Investment Committee (FINCAP)	<input type="checkbox"/>
b)	New debt	<input type="checkbox"/>	Risk and Audit Committee (RAC)	<input type="checkbox"/>
c)	Drawdown on existing debt facilities	<input type="checkbox"/>	Chief Executive	<input type="checkbox"/>
			Chief Financial Officer	<input type="checkbox"/>
			RAC	<input type="checkbox"/>
d)	Disposal of property assets (not including leases and licences)	<input type="checkbox"/>	Chief Financial Officer	<input type="checkbox"/>
			FinCap	<input type="checkbox"/>
			Council and Secretary for Education	<input type="checkbox"/>
e)	Disposal of non-property assets	<input type="checkbox"/>	Chief Financial Officer	<input type="checkbox"/>
			FINCAP	<input type="checkbox"/>
			Council and Secretary for Education	<input type="checkbox"/>
f)	Leases and licenses	<input type="checkbox"/>	Chief Financial Officer	<input type="checkbox"/>
			Chief Executive	<input type="checkbox"/>
			FinCap	<input type="checkbox"/>
			Council where Secretary for Education approval is required.	<input type="checkbox"/>

Identify which Matter for Central Decision Making this request relates to by placing a tick beside the relevant matter in the adjoining column.		Select (✓)	Identify who holds delegated authority in the context of this Matter (with reference to thresholds set out in Appendix 5)	Select (✓)
g)	Business systems	<input type="checkbox"/>	Chief Digital Officer	<input type="checkbox"/>
h)	All of Government Agreements	<input type="checkbox"/>	Chief Financial Officer	<input type="checkbox"/>
i)	International Agreements	<input type="checkbox"/>	Deputy Chief Executive Learner and Employer Experience and Attraction	<input type="checkbox"/>
			ELT resolution required	<input type="checkbox"/>
j)	General annual setting of student fees for existing programmes under legislation	<input type="checkbox"/>	RAC endorsement, Council approval	<input type="checkbox"/>
k)	Setting of fees for new programmes	<input type="checkbox"/>	ELT resolution required	<input type="checkbox"/>
			ELT endorse for Council approval	<input type="checkbox"/>
l)	Changing existing programme / course fees	<input type="checkbox"/>	ELT resolution required	<input type="checkbox"/>
			ELT endorse for Council approval	<input type="checkbox"/>
m)	Academic policies	<input type="checkbox"/>	Te Poari Akoranga	<input type="checkbox"/>
n)	Academic matters	<input checked="" type="checkbox"/>	Deputy Chief Executive Academic Centre and Learning Systems	<input checked="" type="checkbox"/>
o)	Marketing	<input type="checkbox"/>	Deputy Chief Executive - Learner & Employer Experience and Attraction	<input type="checkbox"/>
p)	Employment	<input type="checkbox"/>	Chief People Officer	<input type="checkbox"/>
q)	Receipt of gifts	<input type="checkbox"/>	Chief Executive (where within delegated authority)	<input type="checkbox"/>
			FINCAP	<input type="checkbox"/>
r)	Trusts	<input type="checkbox"/>	Council (or Committee of Council where delegated)	<input type="checkbox"/>

## **Part B – Further information to enable decision to be made**

### **Te Tāhuhu Kōrero | Background**

It has come to our attention that there are errors in the current version of the unified programme NZ2221 New Zealand Diploma in Primary Industry Business Management Level 5 programme of study document.

Previously at some stage there has been a change made to the wording (verbs) of some of the learning outcomes. They no longer match the wording in the Matrix, so we need to get them corrected. The matrix is correct, but the course descriptors have different verbs in some of the learning outcomes.

#### **Changes sought:**

NSCI5902 Fundamentals of Financial Management and Planning

- LO3 wording in Course Descriptor has “Investigate” – should be “Evaluate”.

NSCI5904 Human Resource Management in Primary Industries

- LO3 wording in Course Descriptor has “Compare” – should be “Evaluate”.
- LO4 wording in Course Descriptor has “Select” – should be “Develop”.

NSCI5906 Environmental Sustainability for Primary Industries

- LO3 wording in Course Descriptor has “Determine” – should be “Analyse”.

NSCI5907 Business Risk Management for Primary Industry

- LO1 wording in Course Descriptor it has “Investigate” – should be “Analyse”.

NSCI5908 Primary Industry Strategic Analysis and Reporting

- LO2 wording in Course Descriptor has “Investigate” – should be “Evaluate”.
- There is also typo on the matrix to correct (LO4 should be LO3).

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

In summary, the matrix is correct, and the working on the LOs on the matrix should match the wording of the LOs in the course descriptors, and this change will correct this.

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

Nil

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

*[Identify any new/emerging risk in the table below]*



## Te Uiuinga Whānui | Engagement/consultation

Only SIT, Wintec and Ara are currently delivering this programme, and they, along with the Primary ITO have all emailed in support of these changes. Other accredited business division that do not deliver this programme have not responded to the correction proposal.

## Kaiarotake | Reviewers

Reviewer	Reason for review
Department - Hospitality Business Service Industries (HBSI)	As the subject matter experts, the team have reviewed the current document, identified the correction required.
Academic Advisor	Academic Advisors review all change proposals and ensure the correct process is followed.
Business Division (SIT, Wintec as well as Primary ITO)	Emailed in support of these change

## Ngā Tāpirihanga | Appendices

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**NOTE: THIS SECTION IS FOR COMPLETION BY TE PŪKENGĀ CENTRAL ONLY**

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### Te Pūkenga Decision

**Relevant Te Pūkenga Decision Maker hereby:**

- Approves the Business Division undertaking the Te Pūkenga Matter for Central Decision Making, subject to any conditions noted below.
- Does not approve the Matter.

### Conditions of Approval

Approval to the Te Pūkenga Approval Matter is not subject to any conditions.

### Secretarial consent

- As set out above, the Company has confirmed that consent from the Secretary for Education is not required under the Education and Training Act 2020
- The Secretary for Education has consented to the Company undertaking Te Pūkenga Approval Matter and has provided this to Te Pūkenga. A copy of this consent is enclosed.
- The Secretary for Education does not consent to the Company undertaking Te Pūkenga Approval Matter and has provided this decision to Te Pūkenga.

**Signed on behalf of Te Pūkenga:**

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Paora Ammunson – DCE Triti Outcomes

**Date:** 16/07/2024



## Tā Te Pūkenga Komiti Pūrongo

### Te Pūkenga Te Ohu Whakahaere Approvals Report

15 August 2024

<b>Title</b>	Te Ohu Whakahaere Approvals Terms of Reference
<b>Provided by</b>	Di Lithgow, Co-Chair
<b>Author</b>	Louise Courtney, Governance Advisor
<b>For</b>	Recommendation to Te Poari Akoranga

### Te Taunaki | Recommendation(s)

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

a)	Receives the report titled ‘Te Ohu Whakahaere Approvals Terms of Reference’;
b)	Considers whether any additional changes are required to its Terms of Reference so that these can be incorporated at the same time; and
c)	Recommends to Te Poari Akoranga that it approves the revised Terms of Reference.

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

The purpose of this report is for Te Ohu Whakahaere Approvals (Te Ohu) to review the proposed amendments to the Terms of Reference (TORs) for Te Ohu.

### Te Tāhuhu Kōrero | Background

- The current TORs for Te Ohu were approved by Te Poari Akoranga (Te Poari) at its meeting of 29 April 2024.
- Te Pūkenga Council approved changes to its delegations to Te Poari at its meeting of 11 July 2024, and Te Poari has approved several sub-delegations in respect of these, which are contained in Appendix 1. These changes now need to be reflected in the TORs for ngā ohu whakahaere.

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

Staff have marked up changes to the TORs for Te Ohu as outlined in Appendix 2, so that these reflect the current delegations from Te Poari to Te Ohu.

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

### Te tirohanga taha pūtea | Financial considerations

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



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

The sub-delegations will be published in the Delegations Register on Te Whare as a new schedule of Academic Delegations.

The amended TORs will be provided to Te Poari for approval at its August meeting.

## **Ngā Tāpiritanga | Appendices**

**Appendix 1:** Sub-delegations from Te Poari Akoranga

**Appendix 2:** Revised Terms of Reference for Te Ohu Whakahaere Approvals (tracked changes)

## Schedule D

### Sub-Delegations from Te Poari Akoranga

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

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

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

Ref	Subject	Description	Sub-delegation
6.	Research	To set and promote quality standards for research and approve proposals for research from Te Pūkenga kaimahi and learners involving human subjects (including learner course work research) and a Māori or Te Tiriti/Treaty of Waitangi dimension.	<p><b>a. Te Ohu Whakahaere Rangahau Research and Postgraduate</b></p> <p>To review and monitor:</p> <ul style="list-style-type: none"> <li>the participation of Te Pūkenga in all research funding processes having regard for regional interests, leadership, and support for research.</li> <li>rangahau and research capacity and capability across Te Pūkenga.</li> <li>the performance of Te Pūkenga in relation to national rangahau, research and postgraduate strategies ensuring a culture of continuous improvement across business divisions.</li> </ul>
			<p><b>b. Local Academic Committees</b></p> <p>To approve proposals for research from Te Pūkenga kaimahi and learners involving human subjects (including learner course work research) and a Māori or Te Tiriti/Treaty of Waitangi dimension.</p>
7.	Appeals	<p>To:</p> <ol style="list-style-type: none"> <li>receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes);</li> <li>support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals; and</li> <li>if necessary, make recommendations about policies, procedures, or the provision of services.</li> </ol>	<p><b>Te Ohu Whakahaere Appeals</b></p> <p>This delegation is sub-delegated in its entirety.</p>



# Te Ohu Whakahaere Approvals Terms of Reference

## Terms of Reference

### 1. Whakapapa | Background

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

### 2. Ngā Tikanga | Purpose / Scope

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

### 3. Powers and Authority

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

Ref	Subject	Description	ObjectiveSub-delegation
2.	Courses/ Programmes of Study (including work-based learning programmes)	To approve new courses and programmes, review and approve changes to existing courses and programmes, and approve the withdrawal/closure or suspension of existing courses or programmes. To seek approval/accreditation of programmes by external bodies.	<u>To approve new Level 1-6 courses and programmes.</u> <del>Provide and facilitate strategic direction and thought leadership on a range of education matters, including innovation, teaching and learning, and applied research and scholarship, with oversight of funding allocation, planning and ethics</del>

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



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

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

- (a) Appointments to Te Ohu will be made by Te Poari following an Expressions of Interest process carried out by Te Ohu. Appointments will comprise the following:
  - i) Kaiārahi/Director Māori or equivalent (co-chair) (1 member)
  - ii) Senior Manager/s or equivalent (1-2 members)
  - iii) Staff members within the Te Pūkenga network (3-7 members)
  - iv) Additional members may be co-opted to join if the appointed members feel that they do not have sufficient representation of skills or specialist criteria identified in Section 4. (b).
- (b) Membership should reflect a broad skills-based approach and be drawn from both ITPs and ITOs as appropriate, ensuring rangahau and Pacific representation. The appointment of members will be based on the following core criteria:
  - i) commitment to educational quality and learner achievement.
  - ii) ability to apply both a local and global view to academic issues.
  - iii) academic and specialist knowledge, skills, and experience.

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

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

#### **5. Kōrama | Quorum and Hui | Meetings**

- (a) A quorum shall consist of a majority of Te Ohu members. No business shall be transacted at a meeting in the absence of a quorum.
- (b) Te Ohu will meet regularly during an academic year.
  - i) Meetings may be conducted by teleconference, videoconference or in person.
    - a. If a hui is held in person, members will make reasonable efforts to attend in person.





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



- v) Members of the public have a right to inspect or receive copies of minutes of Te Ohu hui (except parts of a hui from which the public was excluded).

## 6. Responsibilities and duties

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

## 7. Pūrongo | Reporting obligations

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

## 8. Accountability

Te Ohu Whakahaere Approvals shall:



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

**9. Review of the Terms of Reference**

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

Approved by Te Poari Akoranga on 29 April 2024

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Kieran Hewitson  
Te Poari Akoranga Co-Chair

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Deborah Young  
Te Poari Akoranga Co-Chair



## Te Ohu Whakahaere Approvals o Te Poari Akoranga Meeting

### Resolution to exclude the public

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

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

Item	General subject of each matter to be considered	Section(s)
5.	Minutes of the previous meetings 5 June and 14 June 2024 - public excluded portion	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
6.	Programme approvals	
6.1.	New Zealand Certificate in Electrical Equipment in Explosive Atmospheres (Level 4)	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
6.2.	New Zealand Diploma in Information Technology Technical Support (Level 5)	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
6.3.	New Zealand Diploma in Remedial Massage 2741 (Level 6) - New Site Delivery Application	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA

### Interests

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

# Karakia whakakapi

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

## Māku e whakakapi te wānanga nei.

I will conclude our shared space.

## Kia whakakapia te wānanga nei ki te karakia.

May our shared space be concluded with karakia.

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

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

## Karakia whakakapi Closing incantation

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

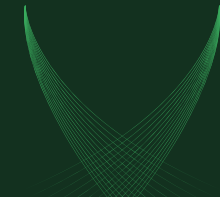
Hold fast,  
hold firmly the words of the  
academy  
cement them firmly  
fixed in the mind.  
Release ourselves  
of the decorum of formality  
let us take up the life giving  
cloak of Rongo  
the permanence of peace  
and harmony  
and bind it firmly,  
Firmly!

## Our values



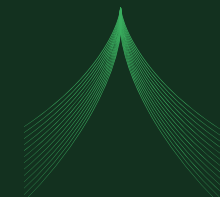
### Manawa nui

We reach out and welcome in



### Manawa roa

We learn and achieve together



### Manawa ora

We strengthen and grow  
the whole person