

Te Poari Akoranga | Academic Board 13 March 2025



Location: Microsoft Teams

13 March 2025 09:30 AM

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Next meeting: 15 May 2025

Karakia tīmatanga

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

Māku e huaki te wānanga nei.

I'll open our shared space.

Kia huakina te wānanga nei ki te karakia.

May our shared space be opened with karakia.

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

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

Karakia tīmatanga Opening incantation

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

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

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

Tēnā koe i tō karakia mai.

Thank you for delivering karakia.

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

With heartfelt gratitude, thank you for delivering karakia.

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

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

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



Schedule A

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

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

A1: Council Delegations to Te Poari Akoranga

All delegated authority must be exercised in accordance with the purpose of Te Poari Akoranga as set out in the Terms of Reference as updated from time to time.

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

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



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

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



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



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



2025 Schedule of Te Poari Akoranga meetings

As at 13 February 2025

Te Poari Akoranga

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

DRAFT

Te Pūkenga

Annual Te Poari Akoranga Work Plan 2025

	Frequency	Jan/Feb	March	April	May	June	July	August	September	October	November
Te Poari Akoranga Te Pūkenga Academic Board	Bi-Monthly	Tuesday 28 January	Thursday 13 March		Thursday 15 May	Thursday 26 June			Thursday 11 September		Thursday 6 November
Reporting from Local Academic Committees	Bi-Monthly	x	x		x	x			x		x
Reporting from Ngā Ohu Whakahaere	Bi-Monthly	x	x		x	x			x		x
Terms of Reference and academic sub-delegations	As required	x	Approvals								
2025 workplan for Te Poari Akoranga and ngā ohu whakahaere	Annually	x									
Academic risk monitoring	Bi-Monthly		x		x	x			x		x
Te Pūkenga Investment Plan	Annually					x					
Unified/Level 7+ programme final approvals	Annually					x					
Pastoral code self-report	Annually					x					
2026 meeting dates and workplan (if required)	Annually										x
Ngā ohu whakahaere self-assessment reports for 2025	Annually										x
Te Poari Akoranga self-assessment for 2025	Annually										x
Other topics TBC	As required										
Te Ohu Whakahaere Approvals	Bi-Monthly	Wed 26 Feb (cancelled)		Wed 30 April		Wed 11 June			Wed 3 Sept	Wed 22 Oct	
Programme approvals	As required			x		x			x	x	
Workplan for 2025	Annually			x							
2026 meeting dates (if required)	Annually									x	
Self assessment for 2025	Annually									x	
Type 2 Changes	As required										
Programmes for recommendation to Te Poari Akoranga	As required										
Te Ohu Whakahaere Academic Quality	Bi-Monthly	Wed 19 Feb		Wed 30 April		Wed 18 June		Wed 20 Aug		Wed 15 Oct	
Ako Excellence Director updates	Bi-Monthly	x		x		x		x		x	
Workplan for 2025	Annually	x									
Monitoring reports	As required	x		x							
National Programme Committee Terms of Reference	One-off	x									
Te Kawa Maiorooro	As required	x									
Academic risk	One-off	x									
Policy reviews 2025	Annually			x							
2026 meeting dates (if required)	Annually									x	
Self assessment for 2025	Annually									x	
Review self-assessment activity from NZQA	As required										
Review Academic Matters Decision form	As required										
Review governance and operational structures of academic matters	As required										
Te Ohu Whakahaere Rangahau Research and Postgraduate	Bi-monthly	Thurs 27 Feb			Thurs 1 May	Thurs 19 June		Thurs 28 Aug		Thurs 23 Oct	
Workplan for 2025	Annually	x									
Overseeing research across Te Pūkenga business divisions	One-off	x									
Academic and ethical processes of new business entities	Bi-Monthly				x	x		x		x	
2026 meeting dates (if required)	Annually									x	
Self assessment for 2025	Annually									x	

Te Poari Akoranga Register of Interests

As at 13 February 2025

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

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

Antoinette Wood Member		
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Minutes for Te Poari Akoranga | Academic Board 28 January 2025

28/01/2025 | 11:00 AM - 12:30 PM - Auckland, Wellington New Zealand Standard Time

Microsoft Teams

Attendees (11)

Henry Geary; Linda Aumua; Deborah Young; Fionna Moyer; Diane Lithgow; Fiona Beals; Martin Carroll; Te Urikore Biddle; Nita Hutchinson; Scott Klenner; Adele McLean

Chair: Deborah Young

Apologies: Kieran Hewitson and Adele McLean

In attendance: Haley Passmore (Governance Advisor), Antoinette Wood (Principal Advisor)

Open agenda

1. Administration

1.1 Welcome and apologies

Apologies were received from K. Hewitson and A. McLean.

The Chair welcomed the new Governance Advisor, H. Passmore, and the Principal Advisor, A. Wood, to the meeting.

1.2 Membership and meeting schedule calendar 2025

Te Poari Akoranga (Te Poari) noted the schedule of meetings for 2025.

1.3 Workplan

Te Poari noted the 2025 workplan and provided feedback that an update from the Ako Excellence Director should be included on the Poari workplan for an upcoming hui.

Te Poari discussed whether academic governance input is necessary for programme sharing amongst business divisions and noted that this issue was discussed at that morning's Executive Leadership team meeting but that business division leads have not yet seen this paper.

ACTION: Provide an update on whether academic governance input is required into programme sharing amongst business divisions. (Assignee(s): Deborah Young; Due Date: 13/03/2025)

1.4 Register of interests

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

No additional conflicts of interest with items on the agenda for this meeting were noted.

1.5 Open minutes of hui 29 November 2024

Resolved (D. Young/T. Biddle)

THAT Te Poari Akoranga accept as a true and accurate record the minutes of the open portion of Te Poari Akoranga meeting held 29 November 2024.

CARRIED

2. Sub-delegations from Te Poari Akoranga to Te Pūkenga business divisions

Te Poari noted that:

- the signatories for granting of formal awards, will not change.
- the schedule of management sub-delegations and regional director delegated responsibilities in the Delegations Register have not changed.

Resolved (M. Carroll/N. Hutchinson)

THAT Te Poari Akoranga:

- a. Receives the report titled 'Sub-delegations from Te Poari Akoranga to Te Pūkenga business divisions; and*
- b. Approves the following sub-delegations from Te Poari Akoranga:*
 - i. to Local Business Division Leads to:*
 - a. receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes); and*
 - b. support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals.*
 - c. To Te Ohu Whakahaere Academic Quality to make recommendations about national policies, procedures, or the provision of services in respect of appeals.*
 - d. To Local Academic Committees to grant formal awards of Te Pūkenga.*

CARRIED

ACTION: Provided feedback to the Legal Team that Business Division leads should be added to the schedule of management sub-delegations. (Assignee(s): Haley Passmore; Due Date: 13/03/2025)

3. Terms of reference

Resolved (F. Moyer/F. Beals)

THAT Te Poari Akoranga:

- a. Receives the report titled 'Te Poari Akoranga Terms of Reference January 2025;*
- b. Provides feedback on the recommended changes and whether any additional changes are required to its Terms of Reference; and*

c. Recommends to Te Pūkenga Council to approve the revised Terms of Reference, subject to removal of section 5(a)(1)(c).

CARRIED

4. Local Academic Committee reports (open)

4.1 Otago Polytechnic - November 2024

Te Poari Akoranga received the report titled “Otago Polytechnic Academic Committee Report 12 November 2024” and noted that

- the Otago Polytechnic Academic Committee approved the following Type 2 changes:
 - i. OT5066 Bachelor of Engineering Technology
 - Graduate Profile Outcomes have been updated to match the Sydney Accord. As a result of this change, the IEA Graduate Attributes have also been updated. All courses have been remapped to the new version.
 - Mechanical Major – reduction in compulsory credits from 135 to 120 credits (see details in summary).
- the Otago Polytechnic Academic Committee approved the following Type 1 changes:
 - OT5025 Bachelor of Social Services - update course summaries and co-requisites
 - OT5081 Bachelor of Culinary Arts – re-word entry criteria for clarity (not a change to entry criteria and NZQA will update the Programme record and R0482 Approval summary following this formal notification (Type 1).
 - OT5128 Bachelor of Construction (Quantity Surveying) – add course to elective schedule.
 - NZ2834 New Zealand Certificate in Construction Trade Skills (Level 3). Te Pūkenga Type 1 change - as advised by Ara. Add two unit standards (32443 and 24378) to the unit standard assessment list. These are not compulsory and are not delivered by Otago.
 - NZ2992 New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) - Update Indicative Content, Assessment for two courses.
 - NZ2993 New Zealand Certificate in Adult and Tertiary Teaching (Level 5) - As advised by Ara , minor change to learning outcomes of one course.
- the Otago Polytechnic Academic Committee approved one Certificate of Proficiency enrolment.

4.2 Primary ITO - December 2024

Te Poari Akoranga received the report titled “Academic Committee Report” and noted that the Academic Committee approved:

- LCP – Horticulture Practices Level 3
- LCP – Rural Servicing Level 4
- Development of paper-based materials for two bio-security units standards to better support Corrections learners.
- Addition of four unit standards to the Level 5 Enchem programme (unfunded).

4.3 NorthTec - December 2024

Te Poari Akoranga received the report titled “NorthTec Academic Committee Report 12 December 2024” and noted that the NorthTec Academic Committee:

- approved:
 - Granting of awards outlined in the Awards Report
 - Changes to local policies; and
- ratified Type 1 Changes to Programmes:
 - STAR Primary Industries – add new Unit Standards
 - NZ Diploma in Environmental Management (Level 5 and 6) – Changes to Programme Regulations
 - NZ Certificate in Study and Career Preparation (Level 3 and 4) – Change title of Programme to align with qualification title.

4.4 WITT - December 2024

Te Poari Akoranga received the report titled “Western Institute of Technology at Taranaki Academic Committee Report – 27 November and 11 December 2024 Meeting” and noted that the WITT Academic Committee approved:

- Certificate Graduands (including micro-credentials and training schemes) – 55 approved (27 November)
- Certificate Graduands (including micro-credentials and training schemes) – 192 approved (11 December)

and that the WITT Academic Committee ratified Special Approval of Graduand – 1 approved (11 December).

4.5.1 Toi Ohomai - December 2024

Te Poari Akoranga received the report titled “Toi Ohomai Academic Committee Summary Report, 12 December 2024 - Open” and noted that Toi Ohomai Academic Committee approved Toi Ohomai Graduate Memo (Graduands) dated 2 December and 9 December.

4.5.2 Toi Ohomai - November 2024

Te Poari Akoranga received the report titled “Toi Ohomai Academic Committee Summary Report, 28 November 2024 - Open” and noted that Toi Ohomai Academic Committee approved Toi Ohomai Graduate Memo (Graduands) dated 29 October 2024 and 18 November 2024.

4.6 WINTEC - October and November 2024

Te Poari Akoranga received the report titled “Wintec Komiti Akoranga Report – October and November 2024” and noted that Wintec Komiti Akoranga - Academic Committee approved:

- Type 2 changes to Wintec legacy programmes:

- Te Ara Pūtake New Zealand Certificate in Study and Career Preparation (Level 4) – programme change in alignment with version 2 of the qualification.
- Bachelor of Engineering Technology – programme change to graduate outcomes by Vocational Engineering Education New Zealand (VEE.NZ) to align with Sydney Accord Graduate Attributes.
- Master of Nursing Practice – update to criteria to pass in all courses to ensure requirements were explicit (all learning outcomes met, all required clinical hours completed, all Nursing Council competencies passed; and
- the following Quality Assurance reports:
 - Centre Action Plan Sessions – April Insight reports
 - Level 7-9 APER Summary Report
 - Programmes for Closure with NZQA
 - Course Review: Reactivation of Inactive Courses.

4.7 ServiceIQ - December 2024

Te Poari Akoranga received the report titled “ServiceIQ - Academic Committee Report 6th December 2024” and noted that the ServiceIQ Academic Committee approved:

- Academic Integrity Policy
- Subcontracted Provider Management Policy
- The assessment retention and storage risk and provided feedback that documents should be kept for seven years.

ACTION: Discuss the assessment retention and storage risk outlined in the ServiceIQ Local Academic Committee report with ServiceIQ leadership and ensure they are aware that documents should be kept for seven years. (Assignee(s): Deborah Young; Due Date: 13/03/2025)

4.8 Connexis and EarnLearn - November and December 2024

Te Poari Akoranga received the report titled “Connexis/EarnLearn Academic Committee Report Nov/Dec” and noted the approval to:

- Connexis - Submit the Te Pūkenga Unified Programme Quality Assurance Report – New Zealand Certificate in Infrastructure Works Level 2 and 3 to Te Ohu Whakahaere Quality
- Connexis - Submit the Te Pūkenga Unified Programme Quality Assurance Report – New Zealand Certificate in Project Management Level 4 to Te Ohu Whakahaere Quality
- Connexis - Submit the Micro-credentials Review Report - Introduction to the Electricity Supply Industry Level 2 to NZQA.

4.9.1 Whitireia and WelTec - October 2024

Te Poari Akoranga received the report titled “Whitireia and WelTec Academic Committee Report October 2024’ and noted that:

- Whitireia and WelTec Academic Committee approved changes to:
 - Diploma in Computer Applications (Level 6)
 - Diploma in Networking (Level 6)
 - Diploma in Design (Level 6); and
- Whitireia and WelTec Academic Committee also approved Type 2 changes to PR5005 Bachelor of Creativity (Digital Media) (Music) (Performing Arts) (Toi Poutama) (Visual Arts) (Writing).

4.9.2 Whitireia and WelTec - November 2024

Te Poari Akoranga received the report titled “Whitireia and WelTec Academic Committee Report November 2024” and noted that:

- Whitireia and WelTec Academic Committee approved Type 2 changes to PR4624 Bachelor of NursingHV4706 New Zealand Certificate in Cookery (L4) (Managed Traineeship); and
- Whitireia and WelTec Academic Committee approved Type 1 changes to:
 - PR4624 Bachelor of Nursing
 - PR4851 Bachelor of Health Science (Paramedic)
 - PR4989 Postgraduate Diploma in Specialty Care
 - PR4862 Postgraduate Certificate in Specialty Care
 - PR4862 Postgraduate Certificate in Primary Healthcare Specialty Nursing
 - NZ1883 New Zealand Certificate in English Language (Academic) (L4)
 - NZ3212 New Zealand Diploma in Screen Production (L5)
 - HV4993 Bachelor of Youth Development
 - NZ3097 New Zealand Certificate in Automotive Engineering (L3).

4.9.3 Whitireia and WelTec - December 2024

Te Poari Akoranga received the report titled “Whitireia and WelTec Academic Committee Report December 2024” and noted that Whitireia and WelTec Academic Committee approved Type 2 changes to:

- PR5006 Bachelor of Information Technology
- PR5005 Bachelor of Creativity
- PR4982 Master of Management; PR4981 Postgraduate Diploma in Management
- PR4980 Postgraduate Certificate in Management
- PR4974 Master of Information Technology
- PR4962 Postgraduate Diploma in Information Technology
- PR4963 Postgraduate Certificate in Information Technology.

5. Resolution to exclude the public

Resolved (D. Young/S. Klenner)

THAT the public be excluded from the remainder of the meeting. This resolution will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) (noting Te

Pūkenga Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies) and the particular interests protected by section 9 of the Official Information Act 1982 (OIA) which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public. The general subject of each matter to be considered while the public is excluded and the reason for passing the resolution in relation to each matter are as follows:

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

Interests

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

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

CARRIED

The meeting ended at 12.03.



Pūrongo Te Poari Akoranga | The Academic Board report

13 March 2025

Title	Te Ohu Whakahaere Academic Quality hui 19 February 2025 – open
Provided by	Fionna Moyer and Deborah Young, Co-Chairs Te Ohu Whakahaere Academic Quality
Author	Haley Passmore, Governance Advisor
For	Noting

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled ‘Te Ohu Whakahaere Academic Quality hui 19 February 2025 – open.’
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Te Tāhuhu Kōrero | Background

Te Ohu Whakahaere Academic Quality (Te Ohu) met online via Microsoft Teams on 19 February 2025. Apologies for absence were received from Greg Durkin. Te Ohu considered the following items in the open portion of the meeting:

National Programme Committee - Terms of Reference

Te Ohu received the report titled “National Programme Committee Terms of Reference’ and the amended National Programme Committee Terms of Reference" and noted that:

- amendments were made to the Terms of Reference in response to a requirement from the Midwifery Council and NZQA following the unified Bachelor of Midwifery panel visit; and
- the amendments were approved under Chairs' sub-delegations in November 2024.

It provided feedback on the National Programme Committee Terms of Reference, which will be incorporated prior to release to the network.

Academic Risk

Te ohu receive the report titled ‘Academic related risks in the disestablishment of Te Pūkenga and noted the actions proposed and underway to mitigate the risks.

Unified Programme Quality Assurance reports

Te Ohu received reports from:

- EarnLearn and Connexis - Project Management (Level 4)
- MITO - Project Management (Level 4)
- Connexis - Infrastructure Works Level 2 and Level 3.

Te Kawa Maiororo

Te Ohu received the report titled 'Review of Te Kawa Maiororo' and the reviewed and updated Te Kawa Maiororo document. Te Ohu noted that Te Kawa Maiororo has been updated to reflect delegations approved by Council on 11 December 2024 and Te Poari Akoranga on 29 November 2024.

Other matters

Te Ohu received a verbal update from the Ako Excellence Director.

Ngā Tāpiritanga | Appendices

Appendix 1: [Te Ohu Whakahaere Academic Quality pack – 19 February 2025](#)

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

13 March 2025

Title	Ara Institute of Canterbury Academic Committee report 5 December 2024
Provided by	Deborah Young, Chair of Academic Committee
Author	Emily Miller, Committee Secretary

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled “Ara Institute of Canterbury Academic Committee report 5 December 2024”;
b)	Notes that the Ara Institute of Canterbury Academic Committee approved: <ul style="list-style-type: none"> • Portfolio and Assurance Programme Change Report • Disestablishment of two programmes • Two new Micro credentials • APP604 Advisory Partnerships Policy

Whakarāpopototanga | Summary

The Ara Academic Committee convened on Thursday, December 5, 2024, from 9:00 AM to 10:20 AM. The meeting was held in the Executive meeting room (G202) at the Madras Street campus and was also accessible online via Teams.

A quorum was achieved with twelve members present and five apologies. As this was the final scheduled meeting for 2024, the Chair expressed gratitude to the committee members for their ongoing support and contributions throughout the year.

Sub-delegations exercised

Sub-delegation	Details of how this has been exercised by the Local Academic Committee
Review and approval of changes to existing courses and programmes and approval of the withdrawal/closure or suspension of existing courses or programmes.	<p>Programme Changes approved by the Portfolio and Assurance Committee under delegation of Academic Committee:</p> <ul style="list-style-type: none"> • G21189 Principles of Family Violence Intervention Micro-credential • CH4018 Bachelor of Engineering Technology • NZ2863 New Zealand Certificate in Study and Employment Pathways (Level 3) • NZ2853 New Zealand Certificate in Skills for Living for Supported Learners (Level 1) • NZ2860 New Zealand Certificate in Study and Employment Pathways (Level 4) <p>Programmes approved for Disestablishment:</p> <ul style="list-style-type: none"> • CH4052 Graduate Diploma in Nursing • NZ4392 New Zealand Diploma in Transition to Parenting Education (Level 5)
Approval of new products	<p>Delegated Programme Approvals:</p> <ul style="list-style-type: none"> • Te Waha Ohaoha (Level 6) Micro credential • Te Waha Paptipu (Level 6) Micro credential
Review and approval of changes to existing Academic Policies.	<ul style="list-style-type: none"> • APP604 Consultative Networks A full review was conducted and consulted. The name of this policy has now been changed to APP604 Advisory Partnerships.

Ngā tino raru ka heipū mai | Key risks

There are no new or emerging risks since the last report.

Other matters

2024 Ara Graduate Outcome Survey Executive Summary Report:

Key data points include:

- 6.8% decrease in response rate
- Overall satisfaction remains comparable
- 6.9% decrease in graduates in employment
- 3.6% increase in the relevance of a graduates' qualification to their employment

Portfolio and Assurance Committee Update:

- NZ2461 received a 'Not Sufficient' result in the recent Consistency Review. Further evidence was requested, and an action plan was submitted to NZQA.
- Several standards across the institute have failed Workforce Development Council Moderation Requirements. Moderation will be a focus on the Quality Workplan in 2025.

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

13 March 2025

Title	Ara Institute of Canterbury Academic Committee report 20 February 2025
Provided by	Deborah Young, Chair of Academic Committee
Author	Emily Miller, Committee Secretary

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled “Ara Institute of Canterbury Academic Committee report 20 February 2025”;
b)	Notes that the Ara Institute of Canterbury Academic Committee approved: <ul style="list-style-type: none"> • Portfolio and Assurance Programme Change Report • Accreditation of the Master of Applied Management suite of programmes from EIT • APP203 Academic Committee Membership and Terms of Reference edits

Whakarāpopototanga | Summary

The Ara Academic Committee convened on Thursday, February 20, 2025, from 9:00 AM to 10:45 AM. The meeting was held in the Executive meeting room (G202) at the Madras Street campus.

A quorum was achieved with twelve members present and five apologies. This meeting was the final meeting for a number of members due to the changes made to the APP203 Academic Committee Membership and Terms of Reference. The Chair expressed gratitude to those committee members for their contributions throughout their term.

Sub-delegations exercised

Sub-delegation	Details of how this has been exercised by the Local Academic Committee
Review and approval of changes to existing courses and programmes and approval of the withdrawal/closure or suspension of existing courses or programmes.	<p>Programme Changes approved by the Portfolio and Assurance Committee under delegation of Academic Committee:</p> <ul style="list-style-type: none"> • NZ2459 New Zealand Diploma in Business • NZ3046 New Zealand Certificate in Te Reo (Rumaki, Reo Rua) (Level 4) • NZ2863 New Zealand Certificate in Study and Employment Pathways (Level 3) • NZ3837 New Zealand Diploma in Cybersecurity (Level 5) • NZ2343 New Zealand Certificate in Joinery (Level 4) with strands in Cabinetry, Timber Door and Window, Stairs, and Bench Top and Specialty Surfaces • CH4055 Bachelor of International Tourism and Hospitality Management (Level 7)
Approval of new products	<p>Master of Applied Management suite of programmes from EIT</p> <ul style="list-style-type: none"> • The Faculty of Education, Culture and Services received Academic Committee approval (via e-vote) for site accreditation of EIT's suite of postgraduate Applied Business Management qualifications. This would be Canterbury's only applied postgraduate business offering and will be supported by synchronous facilitation and delivery.
Review and approval of changes to existing Academic Policies.	<p>APP203 Academic Committee Membership and Terms of Reference</p> <ul style="list-style-type: none"> • Updated to align to new Faculty structure.
Approval of variations to an individual learner's course/programme of study outside programme regulations.	<ul style="list-style-type: none"> • One learner was awarded the CH3714 Bachelor of Broadcasting Communications • One learner was awarded the CH4025 Bachelor of Sustainability and Outdoor Education

Other matters

External Degree Monitor Reports and Response Plans:

- Postgraduate Certificate in Professional Supervision
Accepted.
- Bachelor of Broadcasting Communications
Concerns were raised about the effectiveness of the actions taken in response to the recommendations made in the final report of the New Zealand Broadcasting School Investigation. Academic Committee moved that a recommendation be made to Ara's Executive Leadership Team (Te Kāhui Manukura) to conduct a review of the outcomes of the New Zealand Broadcasting School Investigation Report.
- Bachelor of Applied Management
Accepted.

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

31st January 2025

Title	Toi Ohomai Academic Committee Summary Report 30th January 2025 Open
Provided by	Toi Ohomai Institute of Technology Academic Committee
Author	Kieran Hewitson Chair Tumu Whenua ā-Rohe 2 Executive Director Region 2

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled 'Toi Ohomai Academic Committee Summary Report, 30 January 2025 – Open'; and
b)	Notes that Toi Ohomai Academic Committee approved: <ul style="list-style-type: none"> • Toi Ohomai Graduate Memo (Graduands) dated: 21 January 2025 • Post Graduate Research and Human Ethics Applications Form • Industry Prizes and Awards for Business.

Whakarāpopototanga | Summary

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

Post Graduate Research and Human Ethics Application Form

Key Updates:

- The 'one-size-fits-all' application form is unnecessarily onerous for postgraduate applicants who are conducting supervised projects as part of research training.
- Postgraduate research is typically much more bounded than staff research projects (as determined by the credit value of the course) and must be conducted within specific (and often tight) academic timeframes.
- In addition, the current 'one-size-fits-all' application form has several sections that are not relevant to students (and vice versa).
- As a result, the application form is long, and applicants and reviewers need to skip sections depending on whether they are reviewing a staff or a student application.

Committee:

- The research team have been asked to report back in the mid-year to Academic Committee to ensure the form is working as required.
- Research applications with significant Māori component will be shared across the Māori Success team throughout the review process.

Graduate Prizes and Awards

Academic Committee approved nine new Industry Awards for the Business suite of programmes.

The committee asked that these be reviewed by Executive Deans prior to submitting to Academic Committee



Ngā tino raru ka heipū mai | Key risks

Risk title	Description	Potential consequences	Current mitigation	Comments
Post Graduate supervision for dissertation	<p>Shortage of supervisors for Postgraduate level programmes and international ākonga</p> <p>Challenge of recruiting external supervisors for mid year 2025.</p>	<p>Unable to meet dissertation research supervisor requirements.</p> <p>Accreditation to deliver lost</p>	<p>Risk Mitigation Action Plan Update reported</p> <p>Kaimahi workload model has been refined to support assignment of supervisor roles to internal kaimahi</p>	<p>Progress reports will be presented monthly to Academic Committee</p> <p>Update January 2025</p> <p>The risk register now includes a comprehensive update to both research applications and research action plans for 2024 to 2026.</p>

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

March 2025

Title	MITO Quality Oversight Committee report 7 February 2025
Provided by	Liz McKenzie – Manager Quality and Assessment Committee Chair
Author	Liz McKenzie – Manager Quality and Assessment Committee Chair

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled “MITO Quality Oversight Committee report 7 February 2025”.
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Whakarāpopototanga | Summary

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

Sub-delegations exercised

Sub-delegation	Details of how this has been exercised by the Local Academic Committee
Review and approval of changes to existing courses and programmes and approval of the withdrawal/closure or suspension of existing courses or programmes.	N/A
Approval of variations to an individual learner’s course/programme of study outside programme regulations.	N/A
Approval and release of learner results and recognition of credit for assessment (including assessment of prior learning).	N/A
Approval of 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.	N/A

Aroturuki | Monitoring

Nil

Ngā tino raru ka heipū mai | Key risks

Risk title	Description	Potential consequences	Current mitigation	Comments

Other matters

There are no other matters which the Committee considered which would be relevant to Te Poari Akoranga.

Ngā Tāpiritanga | Appendices

Nil

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

13 March 2025

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

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled NorthTec Academic Committee Report 13 February 2025;
b)	Notes that the NorthTec Academic Committee approved: <ul style="list-style-type: none"> • Granting of the awards outlined in the Awards Report; and
c)	Notes that the NorthTec Academic Committee ratified: <ul style="list-style-type: none"> • Type 1 Programme Changes <ul style="list-style-type: none"> ○ Bachelor of Applied Social work: Changes made to Programme Regulations.

Whakarāpopototanga | Summary

Other matters

The Committee Received the following reports:

- Academic Quality Assurance Report (Open Session)
- Academic Quality Assurance Report (Closed Session)
- Awards Report
- Te Ara Poutama Report
- 2024, Semester 2, General Student Survey Report Executive Summary.

The Committee discussed the 2024 Academic Committee Self-Assessment. The Committee ratified:

- Type 1 Changes to Programmes.

Awards Report

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

Aroturuki | Monitoring

NorthTec received notification of NZQA Monitoring of the New Zealand Diploma in Enrolled Nursing (Level 5) Programme on 22 January 2025, with initial request to provide programme and academic record data by 30 January 2025.

A follow up request was received on 4 February to provide assessment materials by 13 February 2025.

Ngā tino raru ka heipū mai | Key risks

Risk title	Description	Potential consequences	Current mitigation
NZQA Monitoring	NZ2889 NZ Diploma in Enrolled Nursing (Level 5)	Continued delivery of current programme	Monitoring is at information gathering stage.

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

13 March 2025

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

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled 'Competenz Academic Report Feb 2025' that covers the Jan-Feb calendar month; and
b)	Notes that Competenz approved Forestry Operations Log Scaling Micro-credential on 15 Jan 2025; and
c)	Notes that Competenz made the following NZQA Submissions: <ul style="list-style-type: none"> ○ Type 1 change to NZA in Engineering Fabrication with strands in Heavy, Light and Steel Fabrication - Approved 22 Jan 2025 ○ Type 1 change to NZA in Mechanical Engineering with strand in Machining - Approved 30 Jan 2025

Whakarāpopototanga | Summary

Competenz Local Academic Committee met 13 February 2025 – no hui was held in January 2025 due to Christmas closedown.

- Risk register / Issues log reviewed
- NZQA Submissions:
 - Type 1 change to NZA in Engineering Fabrication with strands in Heavy, Light and Steel Fabrication - Approved 22 Jan 25
 - Type 1 change to NZA in Mechanical Engineering with strand in Machining - Approved 30 Jan 25
- MCDM approved:
 - Forestry Operations Log Scaling Microcredential – approved 15 Jan 25
- External post moderation in progress for multiple WDC and NZQA and action plans in progress
- Received Sufficiency outcomes for consistency reviews:
 - 2999 New Zealand Certificate in Competitive Systems

- 2334 New Zealand Certificate in Forestry Operations
 - 2729 New Zealand Certificate in Manufacturing
- Awaiting outcomes for consistency reviews:
 - 2885 New Zealand Certificate in Rail Operations (Train Manager) – review 2 Feb 2025
 - 2886 - New Zealand Certificate in Rail Operations (Train Driver) – review 2 Feb 2025
- Recommendation to close programmes in all active Pulp and Paper approved (2319v2 and 2320v2) – remaining learners will be completed by LDA of 31 Dec 2025, but no new enrolments will be taken. This is due to closure of OJ Penrose mill in Dec 2025 and the large financial investment required to develop new supporting learning and assessment resources for the newly reviewed qualifications and standards for this sector.
- Feedback being prepared for submission to Hanga Aro Rau on the consultation for the consolidation of CMR's.
- No RPL applications received for Dec/Jan.
- No new appeals / academic integrity issues identified for Dec/Jan
- Next hui scheduled for 13 March 2025.

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

13 March 2025

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

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

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

Whakarāpopototanga | Summary

1. Komiti Akoranga reviewed its 2025 Workplan and Terms of Reference in light of institutional changes, ongoing Te Pūkenga disestablishment mahi, and shifting delegations. Membership and responsibilities would be regularly reviewed and changed as needed throughout 2025 to reflect decisions made regarding Wintec’s future status and to ensure Wintec continued to meet its delegated responsibilities. Komiti Akoranga approved the addition of the Institutional Quality Manager as a member, minor changes to roles and titles for current members, and incorporation of Wintec’s new values into the Terms of Reference.
2. No Type 2 changes or unified programme Type 1 changes were received at the February meeting.
3. The following Services Activity and Quality Assurance reports were received:
 - a. Quality and Academic report covering key insights coming out of the final Ākonga Pulse survey of 2024. The variety of support initiatives and services and their kaiako continued to be highlights for Wintec ākonga and inconsistency of experience (e.g., changes to programme/courses, unclear assessment instructions, poor communication) identified as an area for improvement.
 - b. Ōritetanga report from Te Kete Manaaki covering a review of targeted approaches for ākonga whaikaha, negotiation with disability support organisations to provide training and on-campus support, and the collection of data on priority ākonga accessing the suite of whanaungatanga activities.

- c. Ako Teaching and Learning Report from the Faculty Office covering the programme viability review, programme optimisation, and reduction of courses. The report also noted new professional development for Team Managers to begin late February.
- d. An update was received on formalisation of the Wintec appeals process following the delegation of final appeals back to business divisions in late 2024.

Ngā tino raru ka heipū mai | Key risks

No risks were discussed at the February Komiti Akoranga meeting.

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

14 February 2025

Title	ServiceIQ - Academic Committee Report - 14 February 2025 meeting
Provided by	ServiceIQ Academic Committee
Author	Ivonne Brooker-Leon, Quality Assurance Manager, Service IQ

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

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

Whakarāpopototanga | Summary

This meeting on 14 February 2025 was the first meeting of the year. During the meeting, the ServiceIQ Academic Committee covered the following matters:

- **Programme reports:**
 - 2025 Workplan review
 - Internal process for seeking approval for the work programme
 - Ringa Hora Qualification and Standard review
 - Aviation sector and the issues regarding number of learners for specific programmes
 - Cultural requirements in new versions of unit standards and skills standards, and expectations on how this is to be applied and achieved by industry.
- **Quality Assurance reports:**
 - Review of internal post-assessment moderation outcomes and statistics
 - Review of NZQA and WDC External Post Moderation outcomes and action plans
 - Update on policy reviews
 - Update on 2025 NZQA Consistency Reviews
 - Update on Qual Links delivery.
- **Other academic matters:**
 - Pilot programme and expiring unit standards – current status and next steps.

Aroturuki | Monitoring

Nil to report.

Ngā tino raru ka heipū mai | Key risks

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

Risk title	Description	Potential Consequences	Current mitigation	Comments
Competitor -Eatucation	Eatucation is a new competitor selling learning and assessment resources to schools (hospitality) at a much lower rate.	Decrease of resource sales from schools undertaking hospitality	Key staff working with schools to continue promoting the quality of our resources	Actions: Monitoring resources sales and schools' feedback
Assessment storage	Assessments are kept for 18 months for moderation purposes. With limited office and storage space, boxes have been accumulating in offices.	<ul style="list-style-type: none"> Health and safety (boxes falling, potential mould) Fire hazard Inadequate security over assessments. 	<ul style="list-style-type: none"> Engaging storage options within network facilities. Storage rental Disposing old boxes Amending policy regarding assessment storage, destruction and privacy. 	Actions: Under action.
Museums L4 assessment marking delays	Marking timeframes from NSTP assessors are inconsistent and outside required timeframes.	Learners are not obtaining feedback or information on the outcome of their assessment in a timely manner. This could create barriers to achieve the programme and negatively impacts the learner experience.	<ul style="list-style-type: none"> Assessments from South Island trainees are currently being sent to a contracted assessor. 	Actions: In progress - GM IE to discuss with Te Papa management representative.
McDonalds Gateway Programme (Level 2)	McDonalds delivers Gateway Level 2 using their own resources - similar to a Qual Link offering. Review is overdue to ensure resources and delivery is fit for purpose.	Possible unsuccessful external post-moderation if resources are not current.	<ul style="list-style-type: none"> Matrix review has been completed, and US version changes are minor Moderation meeting to be booked in early 2025. Agreement review 	Actions: <ul style="list-style-type: none"> QA to complete a moderation and QL review New person has been appointed at McDonalds to oversee delivery.
Aviation Risks	Pilot programme may not be able to be delivered if unit standards expire and don't get extended.	<ul style="list-style-type: none"> NZDF won't be able to sign up their staff. Revenue loss 	<ul style="list-style-type: none"> Seeking further update from Ringa Hora and NZQA on keeping relevant standards active 	Meeting to be held with Ringa Hora.

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

13 March 2025

Title	Western Institute of Technology at Taranaki Academic Committee Report – 22 January 2025 Meeting
Provided by	Western Institute of Technology at Taranaki (WITT) Academic Committee
Author	Nita Hutchinson, Academic Director WITT

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled ‘Western Institute of Technology at Taranaki Academic Committee Report – 22 January 2025 Meeting’;
b)	Note that the WITT Academic Committee approved: <ul style="list-style-type: none"> • 2025 Schedule of Annual Activities • Certificate Graduands (including micro-credentials and training schemes) – 221 approved • Diploma and Degree Graduands – 144 approved • Exception to Programme Regulations – Postgraduate Certificate and Diploma of Applied Management

Whakarāpopototanga | Summary

At its meeting of 22 January 2025, the Western Institute of Technology at Taranaki Academic Committee covered the following matters:

Standing Reports received:

- Academic Standards Committee
 - Type 2 changes approved:
 - Bachelor of Engineering Technology
- Teaching and Learning Committees
 - School of Trades Training, Primary and Creative Industries; Engineering, Energy and Infrastructure
 - School of Nursing, Health and Wellness; Māori Enterprise, Business and Technology
- Te Poari Akoranga update.

Approved:

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

Ngā tino raru ka heipū mai | Key risks

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

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

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

13 March 2025

Title	Primary ITO Academic Committee report 28 January 2025
Provided by	Ginny Vincent – Academic Committee Chair
Author	Ginny Vincent – General Manager Academic

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

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

Whakarāpopototanga | Summary

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

Sub-delegations exercised

Sub-delegation	Details of how this has been exercised by the Local Academic Committee
Review and approval of changes to existing courses and programmes and approval of the withdrawal/closure or suspension of existing courses or programmes.	<ul style="list-style-type: none"> • LCP – Horticulture Practices Level 3 • LCP – Rural Servicing Level 4

Sub-delegation	Details of how this has been exercised by the Local Academic Committee
	<ul style="list-style-type: none"> Development of paper-based materials for two bio-security units standards to better support Corrections learners. Addition of four unit standards to the Level 5 Enchem programme (unfunded).
Approval of variations to an individual learner's course/programme of study outside programme regulations.	<ul style="list-style-type: none"> N/A
Approval and release of learner results and recognition of credit for assessment (including assessment of prior learning).	<ul style="list-style-type: none"> N/A
Approval of 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.	<ul style="list-style-type: none"> N/A

Ngā tino raru ka heipū mai | Key risks

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

Te Poari Akoranga o Te Pūkenga Meeting

5. Resolution to exclude the Public

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

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

Item	General subject of each matter to be considered	Section(s)
5.	Administration – public excluded	
5.1	Minutes of the public excluded portion of the meeting held 28 January 2024	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
5.2	Actions	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
6.	Academic risk monitoring	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA Section 9(2)(h)
7.	Ngā ohu whakahaere o Te Poari Akoranga (closed reports)	
7.1.	Te Ohu Whakahaere Academic Quality	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
7.2.	Te Ohu Whakahaere Appeals	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
7.3.	Te Ohu Whakahaere Rangahau Research and Postgraduate	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
7.4.	Te Ohu Whakahaere Approvals	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA

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

Interests

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

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