



Te Pūkenga

Te Pūkenga Council Meeting

Date	Tuesday 2 February 2021
Time	9.00am – 12.30pm
Venue	The Long Room, Wintec House, Hamilton
Council Members	Murray Strong (Chairperson), Kim Ngārimu (Deputy Chairperson), Maryann Geddes, Kathy Grant, Tania Hodges, Sam Huggard, Peter Winder, John Brockies

OPEN AGENDA

Item	Subject
1.	Karakia
2.	Welcome/Apologies/Notices
3.	Minutes from 1 December 2020 (open part of meeting)
4.	Register of Interests
5.	Te Poari Akoranga report
6.	CE Verbal Update
7.	Changes to GAAP Policy for 31 December 2020 Financial year
8.	Update on the co-design process for the Te Pūkenga Operating model
9.	Incoming Correspondence
10.	Resolution to Exclude Public in accordance with the Public Excluded agenda
11.	Whakatuwhera and Close of open part of meeting

PUBLIC EXCLUDED AGENDA

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**) and the particular interests protected by section 9 of the Official Information Act 1982 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, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of LGOIMA for the passing of the resolution are as follows:

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
12.	Minutes from public excluded meeting from 1 December November 2020	Section 9(2)(b)(ii) of the Official Information Act - 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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
13.	Appointment of co-chair, Te Poari Akoranga	Section 9(2)(a) of the Official Information Act – To protect the privacy of natural persons	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
14.	Work-based Learning Subsidiary and TITO Transition Plan	Section 9(2)(b)(ii) of the Official Information Act - 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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
15.	Group Debt Financing Arrangements	Section 9(2)(b)(ii) of the Official Information Act - 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)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
16.	Subsidiary Reserved Matters	Section 9(2)(b)(ii) of the Official Information Act - 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)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
17.	Subsidiary Board Membership Verbal update	Section 9(2)(a) of the Official Information Act – To protect the privacy of natural persons	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
18.	Items to be moved to Open Agenda for next Council meeting	Section 9(2)(b)(ii) of the Official Information Act - 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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

The Chair will also move that certain employees from Te Pūkenga 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.

Te Pūkenga - New Zealand Institute of Skills and Technology (Te Pūkenga)

Minutes of a meeting of the Council of Te Pūkenga (the Council)

Tuesday 1 December 2020 at 9.00am

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Minutes

These are the minutes of a meeting of the Te Pūkenga Council held on Tuesday 1 December 2020 at Manukau Institute of Technology in Auckland.

Present

Members present: Kim Ngārimu (Deputy Chair), Kathy Grant, Maryann Geddes, Peter Winder (9.05am – 2.35pm), Sam Huggard, Tania Hodges and John Brockies.

Kim Ngārimu Chaired the meeting.

In attendance: Stephen Town (Chief Executive), Vaughan Payne (DCE Operations), Merran Davis (DCE Transformation and Transition) Angela Beaton (DCE Delivery and Academic), Warwick Quinn (DCE Employer Journey and Experience), Tania Winslade (DCE Learner Journey and Experience), Ana Morrison (DCE Partnerships and Equity), Alex Cabrera (Interim DCE), Gillian Hamilton (Executive Assistant/Council Secretariat), Heather Geddes (PMO Lead), Michelle Teirney (Interim CFO), Phillip Jacques (Interim Director Finance), Denise Mackay (Communications Manager), Keri-Anne Tane (Director People and Culture), Angela Harford (Partner, Bell Gully 9am – 11.50am).

Quorum

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

Karakia (Agenda Item 1)

The meeting Chair opened the meeting with the Te Pūkenga karakia.

Welcome/Apologies/Notices (Agenda Item 2)

The meeting Chair welcomed Keri-Anne Tane (Director People and Culture) and Phillip Jacques (Interim Director Finance) to their first Council meeting.

The meeting Chair welcomed other attendees of the meeting, including the members of the public in attendance.

Murray Strong was an apology for the Council meeting.

Minutes of the meeting held on 3 November 2020 (Agenda item 3)

The Members noted the minutes from the open section of the 3 November 2020 Council meeting.

Resolution

Moved by Peter Winder, seconded by Sam Huggard

The Council resolved that the minutes from the open section of the 3 November 2020 Council meeting are approved as a true and accurate record.

Register of Interests (Agenda Item 4)

- Members confirmed that all interests were recorded in the Council interests register in the Council meeting papers; and
- The meeting Chair noted an additional interest of Chair of the Gisborne DHB Laundry Services to be added to the register.

Poari Akoranga Report (Agenda Item 5)

The Members discussed the Poari Akoranga report and minutes from the meeting held on Wednesday 11 November 2020.

In particular, Members:

- Noted the update from the meeting;
- Noted the meeting with NZQA to discuss key items including ensuring New Zealand qualifications reflect Mātauranga Māori;
- Noted the five workstreams for 2021 of quality, delivery, product development, research and international; and
- Noted the ongoing discussion on priority areas and encouraged health and social services to be included as a priority.

CE Verbal Update (Agenda Item 6)

The Members received a verbal update from the Chief Executive.

In particular, the Chief Executive:

- Noted the core group of staff are now onboard and are now at the stage of alignment; and
- Thanked staff for the work throughout the year and thanked the Council for their support in the last six months.

Travel and Expenses Policy (Agenda Item 7)

The Members considered a request to approve the travel and expenses policy.

Resolution

Moved by Peter Winder, seconded by Tania Hodges

The Council resolved that the Travel and Expenses Policy is approved with the removal of 'including any controlled entities' from the scope.

Credit Card Policy (Agenda Item 8)

The Members considered a request to approve the credit card policy.

Resolution

Moved by Sam Huggard, seconded by Tania Hodges

The Council resolved that the Credit Card Policy is approved.

Bank Signatory Updates (Agenda Item 9)

The Members considered a request to approve changes to Bank Authorised Persons for all Te Pūkenga bank accounts.

Resolution

Moved by Peter Winder, seconded by Maryann Geddes

The Council resolved:

- to approve the following changes to Bank Authorised Persons for all Te Pūkenga bank accounts:
 - The addition of the Interim Director Finance Phillip Jacques
 - The removal of the Interim CFO Michelle Teirney; and
- that the Council Chair and Chair of the Risk and Audit Committee authorise the relevant forms to effect this change.

Audit Plan and Audit Proposal Letter (Agenda Item 10)

The Members considered the Audit plan and Audit Proposal Letter received from Audit NZ on 24 November.

In particular, Members:

- Noted the Risk and Audit Committee considered the original documents at their meeting on 10 November. The only amendment since the original version is the addition of dates from Audit NZ;

- Noted the importance of subsidiaries delivering financial results on due dates; and
- Requested contact is made with the Auditor General in relation to a fee for Te Pūkenga and subsidiaries.

Resolution

Moved by Peter Winder, seconded by Sam Huggard

The Council resolved to:

- approve the Audit Plan for the year ending 31 December 2020;
- approve the Audit Proposal Letter relating to the audit for the three financial years ending 31 December 2020, 2021 and 2022; and
- authorise the Chairman of the Council to sign the Audit Proposal Letter on page 6 of the Audit Proposal Letter.

Partnerships & Equity Update (Agenda Item 11)

The Members considered and noted an update from the DCE Partnerships and Equity.

In particular, Members:

- Noted a Chair has been confirmed for the Interim Māori Komiti Establishment Board;
- Noted some iwi may not want an arrangement with subsidiaries and each situation should be viewed individually; and
- Noted the importance of the relationship in practice, not just in the agreement.

Resolution

Moved by Peter Winder, seconded by John Brockies

The Council resolved to approve the recommendation to encourage all subsidiaries to report on progress towards establishing treaty partnerships by 30 April 2021.

Resolution to Exclude Public in accordance with the Public Excluded Agenda (Agenda Item 12)

Resolution

Moved by Kim Ngārimu, seconded by Peter Winder

The Council resolved that the public be excluded from the remainder of the meeting in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) and the particular interests protected by section 9 of the Official Information Act 1982 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, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of LGOIMA for the passing of the resolution are as follows:

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
14.	Minutes from public excluded meeting from 3 November 2020	Section 9(2)(b)(ii) of the Official Information Act - 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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
15.	Council Committee Updates	Section 9(2)(b)(ii) of the Official Information Act - 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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
16.	Chief Executive KPIs	Section 9(2)(a) of the Official Information Act – To protect the privacy of natural persons	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
17.	Te Pūkenga Consolidated Budget 2021	Section 9(2)(b)(ii) of the Official Information Act - 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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
18.	Draft Statement of Intent/Statement of Performance Expectations	Section 9(2)(b)(ii) of the Official Information Act - 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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

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Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
19.	Te Pūkenga Investment Plan 2021	<p>Section 9(2)(b)(ii) of the Official Information Act - 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</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
20.	Brand Guide and Co-branding pilot	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
21.	Request from Tē Pūkenga Subsidiaries for Te Pūkenga Approval to Reserved Matter	<p>Section 9(2)(b)(ii) of the Official Information Act - 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</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
22.	Items to be moved to Open Agenda for next Council meeting	Section 9(2)(b)(ii) of the Official Information Act - 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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

The Council resolved that Te Pūkenga employees Stephen Town, Merran Davis, Vaughan Payne, Ana Morrison, Tania Winslade, Warwick Quinn, Angela Beaton, Alex Cabrera, Heather Geddes, Michelle Teirney, Phillip Jacques, Keri-Anne Tane, Denise Mackay, Gillian Hamilton, along with Angela Harford of Bell Gully 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. The Te Pūkenga Council also resolved that Rowena Schwabe be permitted to join for item 20 because of their specific knowledge in relation to this item.

Whakatuwhera and close of open part of meeting (Agenda Item 13)

The open part of the Te Pūkenga Council meeting was closed at 9.45am.

The public excluded session commenced at 10.10am.

Public Excluded Agenda

The minutes relating to the Public Excluded Agenda are set out in Schedule 1 to these minutes.

Karakia Whakatuwhera

There being no further business the Chair declared the Te Pūkenga Council meeting closed at 11.50am.

Dated: February 2021

Signed as a correct record

Murray W. Strong
Chairman

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Te Pūkenga

Register of Interests

	Member	Chairperson/ Deputy Chairperson / Member
1.	Murray Warren Strong	Chairperson
	<p><u>Disclosure of Member's Interests (if any) in relation to matters being considered by the Council under these resolutions</u></p> <p>Chairperson Centre of Digital Excellence Trustee GRŌW Ō Tautahi, Christchurch Director National Infrastructure Service, Wellington Chairman Christchurch Multi Use Arena Director Tai Poutini Polytechnic Limited (TPP) Director The Open Polytechnic of New Zealand Limited Independent Chairman - Southern Lakes Events Investment Panel - effective 1 November</p>	
2.	Mereana Kim Ngārimu	Deputy Chairperson
	<p><u>Disclosure of Member's Interests (if any) in relation to matters being considered by the Council under these resolutions</u></p> <p>Council member Medical Council of New Zealand Member Waitangi Tribunal Board member Heritage NZ Council member Māori Heritage Council Board member Te Māngai Pāhō Māori Broadcasting Funding Agency Director and shareholder NTK Limited and Tāua Ltd Husband Herewini Te Koha, CE of Te Rūnanganui o Ngāti Porou, signatory to regional submissions on RoVE. Chair Tairāwhiti DHB Director Northland Polytechnic Limited (NorthTec) Director Eastern Institute of Technology Limited (EIT) Chair Gisborne DHB Laundry Services – effective December 2020</p>	
3.	Maryann Lillian Geddes	Member
	<p><u>Disclosure of Member's Interests (if any) in relation to matters being considered by the Council under these resolutions</u></p> <p>Director ServiceIQ Director Ara Institute of Canterbury Limited (Ara) Director Otago Polytechnic Limited</p>	

	Member	Chairperson/ Deputy Chairperson / Member
	Director Southern Institute of Technology Limited (SIT)	
4.	Kathleen (Kathy) Grant	Member
	<p><u>Disclosure of Member's Interests (if any) in relation to matters being considered by the Council under these resolutions</u></p> <p>Deputy Chair and member Dunedin City Holdings Limited</p> <p>Deputy Chair and member Dunedin City Treasury Limited</p> <p>Deputy Chair and member Dunedin Stadium Property Limited</p> <p>Person closely related Board member Leslie Groves Home & Hospital</p> <p>Person closely related Chair Dunedin Diocesan Trust Board</p> <p>Person closely related Past president Otago Racing Club</p> <p>Director Nelson Marlborough Institute of Technology Limited (NMIT)</p> <p>Director Wellington Institute of Technology Limited and Whitireia Community Polytechnic Limited</p> <p>Director Dunedin Railways Limited</p> <p>Trustee Central Lakes Trust (as from 1 December)</p>	
5.	Tania Lee Hodges	Member
	<p><u>Disclosure of Member's Interests (if any) in relation to matters being considered by the Council under these resolutions</u></p> <p>Board member Whanau Ora Independent Reference Group to Minister of Whanau Ora</p> <p>Managing Director and Shareholder Digital Indigenous Ltd</p> <p>Trustee Whanau.com Trust</p> <p>Director Waikato Institute of Technology Limited (Wintec)</p> <p>Director Toi Ohomai Institute of Technology Limited</p> <p>Independent Member Waikato Tainui Koiora Strategy Panel</p>	
6.	Peter David McGredy Winder	Member
	<p><u>Disclosure of Member's Interests (if any) in relation to matters being considered by the Council under these resolutions</u></p> <p>Director McGredy Winder & Co</p> <p>Committee member Member, State Services Commission Risk and Audit Committee</p> <p>Trustee McGredy Winder Family Trust</p> <p>Director Sound of Music Education Ltd</p> <p>Director Unitec New Zealand Limited (Unitec)</p> <p>Director Manukau Institute of Technology Limited (MIT)</p>	
	Sam Huggard	Member

	Member	Chairperson/ Deputy Chairperson / Member
7.	<p><u>Disclosure of Member's Interests (if any) in relation to matters being considered by the Council under these resolutions</u></p> <p>Trustee 350 Aotearoa Charitable Trust</p> <p>Consumer Representative Utilities Disputes Ltd Energy Complaints Scheme Advisory Committee</p> <p>Advisory Board Member Centre for Labour, Employment and Work, School of Management, Victoria University of Wellington</p> <p>Director Tai Poutini Polytechnic Limited (TPP)</p> <p>Director Western Institute of Technology at Taranaki Limited (WITT)</p> <p>Employee E tū union</p> <p>Member Lottery Grants Board Community and Outdoor Safety Committees</p>	
8.	John Charles Brockies	Member
	<p>Director Branz Inc, Branz Ltd, Branz Pty Ltd</p> <p>Director Resolve Group Ltd</p> <p>Director Walworth Ltd</p> <p>Chair Waiari Project Advisory Board (Tauranga City Council)</p> <p>Chair Te Maunga Project Advisory Board (Tauranga City Council)</p> <p>Trustee Natomi Family Trust</p> <p>Director Northland Polytechnic Limited (NorthTec)</p>	



Te Pūkenga

Te Pūkenga Council Meeting

2 February 2021

Agenda item number:	5
Provided by:	Dr Angela Beaton, DCE Delivery and Academic
Title:	Te Poari Akoranga report
For:	Noting

Recommendation

1. It is recommended the Council:
 - a) Note the academic report from Te Poari Akoranga meeting held via zoom on 9 December 2020.

Key points

- Draft Poari Akoranga Terms of Reference were reviewed. Following discussion and feedback the TOR are expected to be submitted to Te Poari Akoranga in February, and to Te Pūkenga Council for approval in March.
- Te Pūkenga academic regulations (Ngā tikanga akoranga-a-motu) are expected to be completed by 31 March 2020 and submitted to Te Pūkenga Council for approval in April. The associated academic policy and process development is currently being scoped and a detailed work plan prepared to ensure the necessary resources are allocated to meet the required timelines.
- The 2020-2022 delivery and academic portfolio work plan and the associated 2021 Te Poari Akoranga forward work plan were reviewed and endorsed by Te Poari Akoranga.
- Planning is underway for three key Q1, 2021 workstreams: (1) scoping the Quality Assurance approach and Quality Management System (QMS) to facilitate qualification transfer to Te Pūkenga; (2) the development of the Ako (Teaching and Learning) Directions for Te Pūkenga, including capability development needs; and (3) the development of a Product Development Excellence Framework. Te Poari Akoranga is supportive of taking a similar approach to the ākonga at the centre co-development to establish key academic frameworks.
- Work is underway to clarify the interim role of existing local academic committees (Komiti akoranga-a-rohe) in relation to Te Poari Akoranga per current delegated roles and functions and to ensure the most effective use of network capability and capacity.

Poari Akoranga

MINUTES

9 December 2020 from 10 am – 1 pm

WELCOME AND ATTENDANCE

Karakia timatanga

Chair welcomed everyone to the online meeting held via Zoom.

Present

Angela Beaton (Chair), Neil Carroll, Greg Durkin, Lorna Gillespie, Jeanette Grace, Oonagh McGirr, Kieran Hewitson, Nita Hutchison, Sue Smart, Deborah Young, Glynnis Brook (*from 10.20am*).

In Attendance

Vikki Roadley (Interim GM, Te Pūkenga)

Phil Alexander-Crawford (Interim Operational Manager, Partnerships & Equity, Te Pūkenga) (*from 10.30am*)

Kelly Hynes (Minute taker)

Observer

Chris Williams (Quality Specialist, Wintec)

Apologies

Natalie Waran

Luana Te Hira

MINUTES OF THE PREVIOUS MEETING

Scheduled Meeting

Corrections to attendee record – Glynnis Brook was an apology and Phil Alexander-Crawford was in attendance for the meeting.

Resolution

Moved by Deborah Young, seconded by Neil Carroll

Te Poari Akoranga resolved that the minutes of Te Poari Akoranga meeting held on 11 November 2020 were approved as a true and accurate record, with corrections to attendee record.

Matters Arising – Previous Action Items

	Detail	Owner	Status
0720-1	Confirm timeline for the Regulating for Excellence project <i>Phil Ker and Te Urikore Biddle are working on Te Pūkenga Academic Regulations. Fionna Moyer, Quality and Academic Advisor, has been seconded for 2021 to commence work on the policies and processes relating to the Academic Regulations.</i>	AB	In progress
0720-2	Provide workstream overview document for Poari Akoranga information <i>Poari Akoranga workstream overview working draft and forward work plan for 2021 (working draft) tabled at this meeting.</i>	AB	Complete
0720-3	Determine principles and framework for an audit/stock	All	In progress

	Detail	Owner	Status
	take of current subsidiary and ITO programmes <i>In process of reviewing applicants for PMO roles to support delivery and academic workstreams, which will include this work alongside all delivery and academic workstreams.</i>		
0820-2	Communications to CEs, Academic Managers and Subsidiary Academic Committees to establish interim staff and learner voice <i>Planning for interim forums starting in 2021 and how to ensure a strong Māori voice from the subsidiaries.</i>	KH/AB	In progress
0920-2	ITO Learner nominations – Interim staff and student voice. ITOs are transitioning at different rates. Currently no mechanism for exploring what representation could look like. Suggestion from ITO members to put on hold and pick up when Transitional ITOs are part of Te Pūkenga.	LG/GD	On hold
0920-4	NZQA Advisory group updates/reports provided in the minutes <i>Complete - To occur as possible, depending on timing.</i>	CC	Complete
0920-6	Accountancy pilot for common programme <i>Representatives have been put forward from ITPs to support a collaborative approach. Initial meeting planned for early 2021. Update to be provided to standard setting bodies.</i>	SS/AB	In progress
1020-1	Work with the Academic Directors to draft a response to NZQA on the management of the collection and storage of assessments – verbal update item 5 <i>Complete - Updated at November 2020 meeting.</i>	AB	Complete
1020-2	It was agreed that a working group will lead the drafting of a terms of reference and bring a draft back to Poari Akoranga with Te Pūkenga input <i>Draft Poari Akoranga Terms of Reference tabled at this meeting.</i>	DY/NW/ SS/ GD/JG	In progress

Other Matters Arising

NZQA consultations with subsidiary ITPs

It was noted that NZQA consultations with subsidiaries are currently taking place, with the sessions being well attended. Associated feedback from subsidiary ITPs for further consideration was noted, including:

- Expectations for the development and delivery of culturally responsive learning are increasing and may be challenging for some staff, therefore associated capability development is required to support this change.
- It was noted that the current NZQA consultation is focused on Levels 1 to 6, which led to concern from some staff regarding the ongoing importance of L 7+ programmes within Te Pūkenga mix of provision.
- It was noted that, in due course, clarification of the links and interactions between Te Pūkenga and WDCs would be helpful to ensure strong collaboration and support effective and efficient programme development.

Action: Future agenda discussion item.

1. Academic updates

Te Pūkenga December Council Meeting

Council received the November Poari Akoranga report. The key updates for Council from the November Poari Akoranga meeting were noted including: discussions with Grant Klinkum and Anthony Karauria from NZQA, the five broad Te Pūkenga delivery and academic workstreams



and key components, agreement for the co-development of Ako Teaching and Learning Directions and product development excellence framework as two key activities/outputs for Te Pūkenga in Q1 and Q2 2021, and an update on the Regulating for Excellence Academic Regulations co-development mahi.

NZQA/Te Pūkenga November advisory meeting

Online/offshore delivery was a key focus for discussion. Collaboration across the network progressing for NMIT NZ Certificates in English Language (levels 3, 4 and 5) and Open Polytechnic Business 5. Individual subsidiaries have been asked through communications to CEs of their interest to opt-in to the arrangement for delivery of the programme/s. Detailed discussions will take place following confirmation of interested subsidiaries. Involvement is subject to the absence of any significant quality concerns for onshore delivery of these programmes. These arrangements provide opportunity to apply the intention of working together as Te Pūkenga to improve quality, test collaboration, message and model the changes required, maximise resources, and establish processes, protocols and ways of working.

2. Draft Poari Akoranga Terms of Reference

Draft Poari Akoranga Terms of Reference tabled. Discussion and feedback included:

- Application of Te Pae Tawhiti
- Consideration for how Te Poari Akoranga and the sub-committees will work going forward in line with the operating model for Te Pūkenga, which is currently under development
- Further review of Section 3 Tikanga to clarify governance focus, balancing the need to monitor adherence to the Charter from an academic perspective
- Ability to direct academic developments to meet the goals of the Charter

Action: Draft Poari Akoranga Terms of Reference to be revised further before seeking approval from Te Poari Akoranga and Te Pūkenga Council (DY/JG/PA-C/AB).

Action: Māori translations in the Poari Akoranga Terms of Reference to be checked with Whitireia te reo Māori experts (JG).

3. Road Maps: Te Pūkenga Transition and Delivery and Academic Portfolio

The Transition Road Map was outlined, with a focus on how the academic workstreams/pathway fits with the transition work. Feedback and discussion included:

- Benefits of leveraging existing discipline communities of practice across the network and establishing new groups as reviews/development processes are occurring for suites of programmes
- Willingness across the network to work collaboratively and that processes are needed to support those wanting to get on board early
- The need to utilise learnings from previous TRoQ collaborations
- Collaborative approaches and Te Pae Tawhiti provide opportunities to draw people together as a tool for self-reflection and unification through a shared kaupapa
- IS Strategic Plan work has commenced with EY and EY Tahi, and will include Student Management System considerations
- TITOs transitioning at different times, with some in 2021 and others taking a more staged approach over 2021-2022, in line with industry feedback. Alignment of processes will occur in preparation for these transitions.

The 2020-2022 Delivery and Academic Portfolio Road Map (and associated Te Poari Akoranga 2021 forward workplan) were outlined, with a focus on the key activities that must be completed during 2021. Feedback and discussion included:



- 5 broad workstreams: Quality, Delivery, Product Development, Research and Rangahau Māori, and International
- Business analyst resource to support workstreams will be available in 2021
- Regular reporting through Te Poari Akoranga in 2021
- 2021 workplan timelines are indicative of when pieces of work will commence/be taking place through 2021
- These documents are working drafts, timelines are indicative and may need to move to align with other portfolios/related workstreams
- Quality workstream is inclusive of Regulating for Excellence Academic Regulations, Qualification Framework, QMS and the overall quality assurance approach for Te Pūkenga
- Subsidiary academic committees currently remain responsible for business as usual. A paper outlining the responsibilities of Te Poari Akoranga and existing Academic Committees will be presented to Poari Akoranga in due course
- Opportunity to drive uplift of integration through the academic and delivery workstreams
- Preparation for 2022 timeliness will be reviewed to commence earlier, including any plans for international onshore delivery in 2022.

Resolution

Moved by Angela Beaton, seconded by Oonagh McGirr

Te Poari Akoranga resolved to approve in principle the 2020-2022 Delivery and Academic Portfolio Road Map and Te Poari Akoranga 2021 forward work plan.

4. Ako (Teaching and Learning) Directions for Te Pūkenga

The Ako (Teaching and Learning) Directions workstream was outlined in more detail:

- Oonagh McGirr has been seconded to Te Pūkenga for 2021, 0.5 FTE Senior Advisor (Quality and Academic), and will facilitate the co-development of Ako (Teaching and Learning) Directions and alignment with capability development needs.
- This workstream will inform capability development needs.
- Feedback was sought from members regarding the best approach for driving and including stakeholders in the Ako Directions co-development:
 - Support a similar approach to the model/processes utilised in the ākonga at the centre work – with people from each subsidiary/ITO involved in the co-design. Adapt based on learnings from that process
 - Utilise expertise across the network
 - Build on the existing teaching and learning advisory group forming across the network
 - Ensure a robust integrated framework that supports development/re-development, learner success and agility
 - Quality and Te Pae Tawhiti embedded
 - Alignment across Ako Directions and the product development excellence framework, with both informing the development of the operating model.
- Members encouraged to provide further feedback to Angela Beaton &/or Oonagh McGirr.

5. Product Development Workstream

The product development workstream was outlined in more detail:



- A key aim is to take a collaborative approach to product development, delivery and quality assurance (prior to January 2023).
- The rationale for this collaborative approach were reiterated including:
 - opportunity to lift quality across the network;
 - inform product development excellence framework;
 - the new operating model will require much higher levels of academic collaboration;
 - benefit in understanding and trialling collaboration models for development, delivery, academic governance and quality assurance; and
 - supporting multiple developments of the same qualification is not the best use of resources.
 - Proposed that initial focus areas be identified using a planned, pragmatic approach to prioritise common challenges and upcoming NZQA version updates. There was support from members for this approach.
- Poari Akoranga to provide leadership and support for overall direction and in setting expectations for development.
- A common model/process for collaborative development will be established, building on existing good practice.
- Product development plans are currently being shared to inform initial focus areas.
- Options for development include sharing existing curriculum/programme (recently redeveloped or current), codeveloping new curriculum/programme drawing on existing good practice, and brand-new programmes for the network.
- PMO resource will be provided to lead, manage and coordinate product development workstreams with teams.
- Associated technical details are also being considered including: focus on SDR quality, subsidiary ITP SME resource, timelines, enrolments, LMS, curriculum and delivery variation, curriculum writer capability across the network, Mātauranga Māori expertise across the network, Te Pae Tawhiti, use of reference groups, composition of academic governance groups and a common approach to professional accreditations.
- Analysis of the combined delivery portfolio will begin in 2021 to inform future mix of provision.

6. Information to include in the December Poari Akoranga Pānui

Key points from the Poari Akoranga December meeting minutes to be noted: Reason for extended timeline for development of Poari Akoranga Terms of Reference.

CLOSE AND NEXT MEETING

First meeting for 2021 planned for February. Date to be confirmed following review of member availability. 2021 meeting dates will be shared.

Karakia mutunga

Actions from this meeting

	Detail	Owner	Due Date
1220-1	Relevant people to be invited to a future meeting to discuss collaboration between Te Pūkenga and WDCs.	AB	Later in 2021



	Detail	Owner	Due Date
1220-2	Te Reo Māori translations in Poari Akoranga Terms of Reference to be checked with Whitiorea te reo Māori experts.	JG	February 2021
1220-2	Draft Poari Akoranga Terms of Reference to be revised. Previous draft and revised draft to be shared.	DY/JG/ PA-C/AB	February 2021





Te Pūkenga

Te Pūkenga Council Meeting

2 February 2021

Agenda item number:	7
Provided by:	Merran Davis, DCE Transformation and Transition
Title:	Update on the co-design process for the Te Pūkenga Operating model
For:	Noting

Recommendation

1. It is recommended the Council:
 - a) Note the approach to co-design that is being used to develop the Te Pūkenga operating model uses a tight co-design team comprising learners, employers, thought leaders and independent members;
 - b) Note that the candidates for the tight co-design team have been confirmed and that Te Pūkenga is working to achieve at least 50% of Māori members on the team;
 - c) Note the role of reference groups in the co-design process will be to provide feedback and engage on concepts throughout the process primarily via a digital platform; and
 - d) Note that the first co-design wānanga will commence on 11 February 2021.

Purpose

This memorandum provides an update on the progress of the co-design activity as part of the development of the Te Pūkenga operating model. Specifically, it provides:

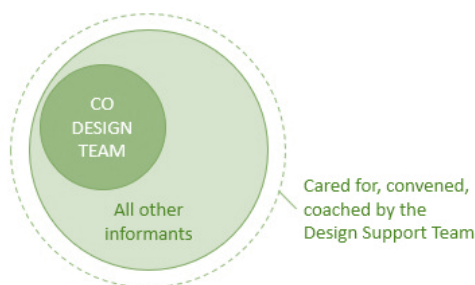
- Background to the co-design approach and roles.
- Approach to identifying and selecting the tight co-design team.
- The role of reference groups (internal and external) in the co-design.

Background to the co-design approach and roles

Co-design is part of a broader design-led thinking philosophy. The key difference is that the co-design process moves beyond collaboration to power-sharing. In this case, power-sharing means that decisions on design will be made between Te Pūkenga and its Te Tiriti partners.

Figure 1 provides an overview of the key roles in the co-design process.

Figure 1: Co-design Roles



- **Co-design team** includes learners, employers, thought leaders and independent members. We are seeking high Māori participation to ensure the knowledge generated equally reflects te ao Māori.
- **Co-design team** hosts dialogue with the big circle of reference groups, by way of digital conversations and in-person wānanga.
- **Co-design team** makes recommendations to the ELT and Te Tiriti partners on the scope of design and the new service concepts that are taken to Council and Te Tiriti partners for decision and recommendation to the Minister.
- **Reference groups** will be invited to provide feedback during the design process and crowd-source ideas through a digital engagement platform.
- **Design support team** helps the co-design team with the strategic thinking that results in the operating model conceptual design.

Composition of the co-design team

The co-design group of approximately 35 members is currently being formed. The co-design group members include learners, employers and thought leaders. Learners in the co-design team include Māori, Pasifika, and people with disabilities; work based, on campus, online learners and those with rich stories who have personally struggled in the current education system but have also demonstrated the strengths to succeed.

Thought leaders in the design process include education professionals who share backgrounds or have worked closely with the target learner cohorts and are influencers for system change. They also include Independents who are critical thinkers from different contexts and can challenge education professionals.

Finally, the team includes representatives of the Executive Leadership Team and Te Tiriti partners. This is to ensure good flow of information, avoid surprises when decisions about design must be made, and build knowledge and confidence in the design process.

The work of the co-design group and the five wānanga

The co-design team will be invited to challenge current state assumptions, articulate solutions that achieve equity based on lived experience, and grow its own capacity to positively influence change once design is delivered. Five wānanga will be held at key stages in design to advance and validate findings:

- Wānanga 1 (February): getting to know the participants and setting up ways of working
- Wānanga 2 (February): review research done and receive feedback; agree the key opportunities for design
- Wānanga 3 (March): Generate ideas in relation to the design opportunities and their primary benefits

- Wānanga 4 (April): Validate service concepts and identify important improvements
- Wānanga 5 (May): Validate high level conceptual operating model

The output of the co-design is a service model. The service model includes the key enablers or organisational capabilities. The enablers help shape the design of the operating model. The service model also indicates how service interactions with learners lead to future outcomes for them and their whānau. It will also indicate how interactions with employers help achieve business and industry objectives.

Approach to identifying and selecting the co-design members

Potential candidates were sourced from the following groups:

- Learners – an expression of interest was sought from participants in the Ākonga at the Centre learner mapping research
- Thought leaders and independents – an expression of interest was sought from people that were involved in the Mobilising the New World programme, and nominations sought for employers from the TIOs directly, and the Te Pūkenga Executive Leadership Team (ELT).

To select the final tight co-design group members ELT agreed the criteria that would be applied to selecting candidates from these three groups. The criteria applied to select the members are set out in Table 1.

Table 1: Criteria applied to select members of the tight co-design group.

Cohort	Criteria
Lived experience - learners	<ul style="list-style-type: none"> • 50% or over Māori, mix of North and South Island urban, rural and remote, • Pacific and Disabled learners. Mix of modes of delivery (online, campus, work-based). • Mix of ages and levels – with good representation non-degree e.g. certificate level learners. • Mix of rich lived experiences where the candidates have the ability to reflect on those experiences.
Lived experience - employers	<ul style="list-style-type: none"> • Experience as trainers or supporters of (in particular Māori and Pasifika learners, and learners with disabilities). • Diversity of experience in business sectors and size of organisations (collectively). • Evidence of working constructively and collaboratively on challenging issues with diverse voices. • Including Māori businesses or Māori leadership in business. This is to honour our commitment as Te Tiriti partners
Professionals	<ul style="list-style-type: none"> • Clear interest in the objectives. • Evidence of critical thinking in education. Evidence of working constructively and collaboratively on challenging issues with diverse voices. • Shared backgrounds or close working experience with our target learner cohorts, in particular Māori, Pasifika, and people with disabilities. • Ability through present or past networks or roles, to be influencers for system change.

Independents	<ul style="list-style-type: none"> • Evidence of applied critical thinking from a context other than education or mainstream education. • Ability to confidently and respectfully challenge education professionals.
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To reflect the need to achieve equity in the co-design group, the ELT also agreed that it was desirable to have 50% of the co-design group identify as Māori. To achieve this, Māori thought-leader candidates will be individually approached and asked to participate to achieve this.

The outcome of the selection process is still being finalised.

Role of the reference groups in co-design

In addition to the tight co-design group, 30 reference groups have been identified to date. The role of these groups is to provide feedback to the design as it progresses.

These reference groups will be engaged throughout the co-design process using the digital engagement platform and focus group discussions. Through this platform they will be able to feedback on design opportunities and service concepts for example.

Next steps

The priority next step is to identify, approach and confirm the independent Māori thought leader candidates for the co-design group in advance of the first wānaga in mid February. Identification of potential candidates is currently under way.



Te Pūkenga

Te Pūkenga Council Meeting

2 February 2021

Agenda item number:	8
Provided by:	Phillip Jacques, Interim Director Finance
Title:	Changes to GAAP Policy for 31 December 2020 Financial year
For:	Approval

Recommendation

1. It is recommended the Council:

- a) Approve the changes to the GAAP policy for the 31 December 2020 Financial year as presented.

Purpose

The purpose of this paper is to update the previously approved GAAP policy in order to meet the financial reporting requirements for the 31 December 2020 Annual Financial Statements.

Background

In May 2020 the Council approved GAAP policy as prepared by PwC. In November as part of the process of preparing our Annual Financial Statements template Audit NZ reviewed the policies and identified several areas which were not fully compliant with current GAAP.

The changes relate to the decision not to early adopt any new accounting standards in the 2020 year and the original GAAP policy draft reflected some of the requirements of the new standards (PBE IPSAS 41 & IFRS 9).

The updated policy presented complies with the standards being applied for the 31 December 2020 annual financial accounts for the group.

The amendments relate to policies regarding Accounts receivable, NZ Government bonds and Unlisted shares. Also in regard to the policy on Internally developed courses the amendment is to remove reference to courses needing to be "unique". Audit NZ have advised that uniqueness of course materials is not a requirement of GAAP, therefore "and unique" needs to be struck from the policy in order to be GAAP compliant.

For a detailed review of changes please refer to the Convene Document Library.

Updated GAAP Policy

Accounts receivable

Short-term receivables are recognised initially at fair value (the amount due) and subsequently measured at amortised cost using the effective interest method, less provision for impairment. At the end of each reporting period an assessment is made of whether there is objective evidence that short-term receivables is impaired. They are impaired and impairment losses are incurred only if there is objective evidence of impairment as a result of one or more events that occurred after the initial recognition of the receivable (a 'loss event') and that loss event (or events) has an impact on the estimated future cash flows from the receivable that can be reliably estimated.

Evidence of impairment may include indications that the debtors or a group of debtors is experiencing significant financial difficulty, default or delinquency in interest or principal payments, the probability that they will enter bankruptcy or other financial reorganisation, and where observable data indicate that there is a measurable decrease in the estimated future cash flows, such as changes in arrears or economic conditions that correlate with defaults.

The amount of the loss is measured as the difference between the receivable's carrying amount and the present value of estimated future cash flows (excluding future credit losses that have not been incurred) discounted at the receivable's original effective interest rate. The carrying amount of the asset is reduced and the amount of the loss is recognised in surplus or deficit.

If, in a subsequent period, the amount of the impairment loss decreases and the decrease can be related objectively to an event occurring after the impairment was recognised, the reversal of the previously recognised impairment loss is recognised in surplus or deficit.

Other financial assets and liabilities

New Zealand Government bonds

Government bonds are classified as available-for-sale financial assets are non-derivatives that are either designated in this category or not classified in any of the other categories of financial asset. They are included in non-current assets unless the bonds mature or are intended to be disposed of within 12 months of the end of the reporting period.

Bonds are recognised initially at fair value plus transaction costs. Subsequent to initial recognition bonds are carried at fair value with changes in their fair value recognised in other comprehensive revenue and expense.

At the end of each reporting period an assessment is made of whether there is objective evidence that investments in bonds are impaired. Evidence of impairment may include indications that the debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payment and where observable data indicate that there is a measurable decrease in the estimated future cash flows, such as changes in arrears or economic conditions that correlate with defaults.

If any such evidence exists the cumulative loss – measured as the difference between the acquisition cost and the current fair value, less any impairment loss on that financial asset previously recognised in surplus or deficit – is removed from equity and recognised in surplus or deficit.

If, in a subsequent period, the fair value increases and the increase can be objectively related to an event occurring after the impairment loss was recognised in surplus or deficit, the impairment loss is reversed through surplus or deficit.

Other financial assets and liabilities

Unlisted shares

Investments in unlisted shares are classified as available-for-sale financial assets. They are included in non-current assets unless it is intended that the investments will be disposed of within 12 months of the end of the reporting period.

Unlisted shares are recognised initially at fair value (plus transaction costs). Subsequent to initial recognition they are carried at fair value with change in their fair value recognised in other comprehensive revenue and expense.

At the end of each reporting period an assessment is made of whether there is objective evidence that they are impaired. A significant or prolonged decline in the fair value of the shares below their original cost is considered evidence that they are impaired. If any such evidence exists, the cumulative loss – measured as the difference between the acquisition cost and the current fair value, less any impairment loss on that financial asset previously recognised in surplus or deficit – is removed from equity and recognised in surplus or deficit. Impairment losses recognised in surplus or deficit are not reversed through surplus or deficit.

Internally developed courses

Course development costs are expensed when incurred unless the course development costs are directly attributable to the design of identifiable courses and programmes controlled by the group in which case they are recognised as intangible assets where all of the following criteria are met:

- (a) The course material is identifiable and the use and redistribution of course material is controlled by the group through legal or other means.
- (b) It is probable that the courses will generate future economic benefits attributable to the course and the cost can be reliably measured. This is the case when:
 - (i) it is technically feasible to complete the development so that the course or programme will be available for use and/or sale;
 - (ii) management intends to complete the development of the course or programme and use or sell it;
 - (iii) there is an ability to use or sell the course or programme;
 - (iv) it can be demonstrated how the course or programme will generate probable future economic benefits;
 - (v) there are adequate technical, financial and other resources available to complete development of the course or programme and to use or sell the course or programme; and
 - (vi) the expenditure attributable to the course or programme development can be reliably measured.

Capitalised course development costs related to courses that are not yet available for use are tested for impairment annually and whenever there is an indication that the asset may be impaired.

Capitalised course development costs are amortised from the point at which the course or programme is ready for use and are amortised over a period not exceeding 5 years. They are carried at cost less accumulated amortisation and impairment losses. They are tested for impairment whenever there is an indication that the asset may be impaired.

Costs associated with maintaining courses and programmes are recognised as an expense as incurred.



TEU

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26 November 2020

Mr Murray Strong, Chair of Te Pūkenga

CC: Mr Stephen Town, Chief Executive of Te Pūkenga

Dr Angela Beaton, DCE Delivery and Academic, Te Pūkenga

Sent by e-mail attachment

Tēnā koe,

Please find attached a document by The Tertiary Education Union, English Language Literacy in Te Pūkenga.

Thank you for your attention to these matters. I look forward to hearing your thoughts at the next NZIST Council meeting.

Nāku noa, nā,

Michael Gilchrist
National President, TEU

26 November 2020

English Language Literacy in Te Pūkenga

The purpose of this brief paper is to highlight the nature and strategic importance of English Language Literacy in Te Pūkenga, identify some key resources for improving the achievement and utilisation of such literacy and to ask the board to consider some recommendations for strategic initiatives in this space.

English Language Literacy – how important is it?

A notable feature of the final version of the government's Tertiary Education Strategy is the elevation of the provision of literacy and numeracy to a priority in the strategy, as part of the second major objective of tertiary education, Barrier Free Access (the first objective is Learners at the Centre).

The TES states first :

Ensure every learner/ākonga gains sound foundation skills, including language, literacy and numeracy.*

And elaborates:

Ensure adult learners/ākonga can access opportunities in their communities, workplaces or while studying at a TEO to develop their literacy and numeracy capabilities.

And

Ensure all learners/ākonga have ongoing opportunities to develop key capabilities and qualities, including communication, problem solving, critical thinking and interpersonal skills.

In the Minister of Education's Letter of Expectation to the Chair of the Te Pūkenga Board, dating from April this year, there is an explicit requirement that the priorities of Te Pūkenga reflect the priorities of the Tertiary Education Strategy, including placing Learners at the Centre and Barrier Free Access, as well as 'developing an organisation-wide learner success approach (p.1).'

The importance of literacy and of some organisation wide strategy for ensuring that a lack of literacy is not a barrier to participation is not in dispute, then. But the exact nature of the challenge facing Te Pūkenga may not be well understood.

First, while there may be some learners/ākonga or potential learners/ākonga who lack sufficient levels of literacy in any language to participate successfully in vocational education and training, there are many more who are perfectly literate in their native language but who lack sufficient English Language Literacy to gain access and succeed. The likely scale of this issue is startling: 39.1%¹ of Aucklanders were born overseas, for example; half of all students at Unitec have English as an additional language. This situation is well recognised elsewhere in the sector, such as in the 2018 ERO report which recommended that schools improve their response to culturally and linguistically

¹ <http://infoshare.stats.govt.nz/Census/2013-census/profile-and-summary-reports/qstats-culture-identity-auck-mr.aspx#gsc.tab=0>

diverse learners and support their acquisition of English². Over half of funding which supports ESL learning in schools is spent in Auckland.

Considering the hundreds of thousands of immigrants who have swelled our population over the last decade this situation is not surprising. Currently, post-COVID unemployment may well be impacting this group disproportionately, leading them to use tertiary study to improve their employment prospects. So a major part of the challenge is about enabling sufficient levels of English Language Literacy to ensure the success of immigrants and refugees.

Second, 'literacy' in this context means the ability to write 'academic' English, whether in a degree or sub-degree context and the ability to talk about all aspects of work with customers and fellow practitioners – 'the communication, problem solving, critical thinking and interpersonal skills' described above, in English.

Third, identifying the issue in this way is not in any sense intended to deprecate the use of other languages – and one of the means to reducing barriers to success is identified in the Tertiary Education Strategy as to:

Value the languages spoken by Pacific and Māori learners/ ākongā and provide opportunities to use and to build on them.

But while additional steps would be needed, valuing, using and building on other languages is also facilitated and supported by developing English Language Literacy.

A quick survey of teaching staff at Unitec conducted last year gives some indication of the English language literacy challenge for ākongā/learners, at least as that is perceived by those involved in teaching and learning with them. Of the 53 staff surveyed, 80% said that more than 20% of their students had poor written and/or spoken English (over 40% said that this was true of half of their students) and that the staff wanted help in meeting these students' learning needs.

In summary, while international students who come directly from overseas to study at our institutions have been seen as the primary users of English Language Literacy teaching and learning, at various levels, they are just the tip of the iceberg in comparison to recent migrants and refugees, or those who have fallen through the cracks in the New Zealand system, who also need this education.

Resources in Te Pūkenga

All subsidiary institutions in Te Pūkenga currently have staff working in developing English Language Literacy, in one aspect or another as it is defined above. That may be in roles such as Student Learning Support, Academic Support or English Language Teaching. The former two roles mainly work with students who self-identify as needing support. Some English language teachers are currently involved in courses such as construction or engineering, for example, teaching that broad range of literacy and 'soft' skills (communication, interpersonal etc skills) mentioned above on a regular basis. But these are the exception rather than the rule.

² <https://www.ero.govt.nz/assets/Uploads/ALD-report2.pdf>

Almost all groups of English Language Teachers, however, who have been mainly involved in teaching English as an additional language to overseas students (usually with strong credentials such as at least one Masters level qualification) are currently subject to significant job cuts. In many cases, this is a process that has been going on for some time before the impact of the COVID pandemic but it has been accelerated by that shock.

Another key resource that has emerged quite recently and which anticipates the emphasis on literacy and numeracy in the Tertiary Education Strategy and the goals of Te Pūkenga is Auckland University's Diagnostic English Language and Numeracy Assessment (DELNA) tool. Currently all those who enrol as students at Auckland University are required to participate in a DELNA assessment. That includes students at all levels of achievement. They then must take a range of steps to address their needs, during the course of their degree. While implementation is apparently still very uneven, this approach clearly offers some lessons for Te Pūkenga.

Recommendations:

1. Te Pūkenga undertake a more carefully designed, organisation-wide survey of staff along the lines of that conducted in a rough and ready fashion at Unitec, as mentioned above, to get a picture of the extent of the literacy (and numeracy) challenge.
2. Te Pūkenga explore the adaptation and introduction of a DELNA type tool for all ākonga/learners after enrolment - and do some work establishing the scope of what may be required to meet the needs identified by a DELNA.
3. Te Pūkenga utilise existing expertise in the above processes, particularly English Language Teachers.
4. Te Pūkenga should consider carefully any change proposals to reduce English language Teachers (or learning and academic support staff) in subsidiaries, with an eye to meeting the English Language Literacy challenge in Te Pūkenga and future demand for English Language Literacy education across the organisation.