

# Te Ohu Whakahaere Academic Quality - 13 September 2024



13 September 2024 11:00 AM - 01:00 PM

Agenda Topic	Presenter	Time	Page
<a href="#">Karakia tīmatanga</a>			4
1. Administration		11:00 AM-11:05 AM	7
1.1 Welcome and apologies Apologies: J. Taylor, G. Durkin, C. Terpstra			
1.2 <a href="#">Te ohu whakahaere membership 2024</a>			7
1.3 <a href="#">Register of Interests</a> Members must declare any agenda items where a conflict arises between their role as a member of Te Poari Akoranga and the role they are usually employed in, or any private or other external interest they may have and stand aside from decision making in respect of that item.			8
1.4 <a href="#">Workplan 2024</a>			10
1.5 <a href="#">Minutes of previous meeting held 17 July 2024</a> RECOMMENDATION: THAT Te Ohu Whakahaere Academic Quality approve, as a true and accurate record, the minutes of the Te Ohu Whakahaere Academic Quality held 17 July 2024.			11
2. Monitoring Report - Bachelor of Accounting	D. Young and F. Moyer, co-chairs	11:05 AM-11:15 AM	
Verbal update on the recent first monitoring visit for the unified Bachelor of Accounting, its organisation, and lessons learned.			
3. <a href="#">National Programme Committee Terms of Reference</a>		11:15 AM-11:25 AM	15
4. <a href="#">2025 Meeting Dates</a>	R. Donne, Governance Director	11:25 AM-11:35 AM	20

RECOMMENDATION:  
Te Ohu Whakahaere Academic Quality:  
a) Receive the report titled 'Proposed dates 2025';  
b) Provide feedback on the draft meeting dates for 2025; and  
c) Recommend to Te Poari Akoranga that it approves the meeting dates for 2025.

5.	<a href="#">Update to Terms of Reference</a>		11:35 AM-11:40 AM	22
	RECOMMENDATION: THAT Te Ohu Whakahaere Academic Quality: a) Receives the report titled 'Te Ohu Whakahaere Academic Quality Terms of Reference'; b) Considers whether any additional changes are required to its Terms of Reference so that these can be incorporated at the same time; and c) Recommends to Te Poari Akoranga that it approves the revised Terms of Reference.			
6.	NZQA Self-Assessment update	D. Young, Ako Excellence Director	11:40 AM-11:45 AM	
	Verbal update from the Ako Excellence Director.			
7.	Updates from Te Poari Akoranga		11:45 AM-11:55 AM	29
	RECOMMENDATION: THAT Te Ohu Whakahaere Academic Quality: a) receives minutes of the Te Poari Akoranga meeting held 26 July 2024 - open portion; and b) receives the report titled '30 August 2024 Te Poari Akoranga hui - open portion'.			
	7.1	<a href="#">26 July 2024 minutes - open portion</a>		29
	7.2	<a href="#">30 August 2024 hui summary - open portion</a>		34
8.	<a href="#">Resolution to exclude the public</a>			39
	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 as outlined in the agenda.			
9.	Administration - public excluded		11:55 AM-12:00 PM	41
	9.1	<a href="#">Minutes of previous meeting held 17 July 2024 - public excluded</a>		41
		RECOMMENDATION: THAT Te Ohu Whakahaere Academic Quality approve, as a true and accurate record, the minutes of the public excluded portion of the meeting of Te Ohu Whakahaere Academic Quality held 17 July 2024.		
	9.2	<a href="#">Action List</a>		43
10.	Update from Te Poari Akoranga - public excluded		12:00 PM-12:10 PM	44
	RECOMMENDATION: THAT Te Ohu Whakahaere Academic Quality receives the report titled '18 June 2024 Te Poari Akoranga hui– public excluded portion'.			
	10.1	<a href="#">26 July 2024 meeting minutes - public excluded portion</a>		44
	10.2	<a href="#">30 August 2024 meeting summary - public excluded portion</a>		47
11.	Academic Risk		12:10 PM-12:25 PM	
	<a href="#">Karakia whakakapi</a>			48

**Next meeting**

11:00am, Wednesday 9 October 2024

# Karakia tīmatanga

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

**Māku e huaki te wānanga nei.**

I'll open our shared space.

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

May our shared space be opened with karakia.

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

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

## Karakia tīmatanga Opening incantation

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

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

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

**Tēnā koe i tō karakia mai.**

Thank you for delivering karakia.

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

With heartfelt gratitude, thank you for delivering karakia.

**Kia waiho mā ēnei kupu e kawē 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.



## 2024 Karakia Lead Schedule - TOW Quality

As at 4 September 2024

### Te Ohu Whakahaere Academic Quality

Meeting dates	Name
<i>Fri 13 September</i>	<i>Greg Durkin</i>
<i>Wed 9 October</i>	<i>Carmel Haggerty</i>
<i>Wed 6 November</i>	<i>Gianetta Lapsley</i>
<i>2025</i>	<i>Sue Roberts</i>
<i>2025</i>	<i>Joan Taylor</i>
<i>2025</i>	<i>Caroline Terpstra</i>
<i>2025</i>	<i>Fiona Campbell</i>
<i>2025</i>	<i>Deb Young</i>
<i>2025</i>	<i>Fionna Moyer</i>

## Schedule D

### Sub-Delegations from Te Poari Akoranga

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

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

Ref	Subject	Description	Sub-delegation
4.	Quality Assurance	To set and monitor the application of Te Pūkenga quality assurance processes for the development and delivery of all courses and programmes (including with respect to learning, teaching, assessment, learner support and learner performance) through quality evaluation, review and reporting processes.	<b>Te Ohu Whakahaere Academic Quality Co-Chairs</b> To approve minor changes to academic procedures, within academic policy.

**Te Ohu Whakahaere Academic Quality**

Name	Role	Meeting dates
Deb Young	Co-Chair	<del>Thurs 7 March</del>
Fionna Moyer	Co-Chair	<del>Wed 3 April</del>
Fiona Campbell	Member	<del>Wed 8 May</del>
Greg Durkin	Member	<del>Fri 17 May – e-meeting</del>
Carmel Haggerty	Member	<del>Wed 5 June</del>
Gianetta Lapsley	Member	<del>Wed 17 July</del>
Sue Roberts	Member	<del>Wed 7 Aug – cancelled</del>
Sue Roberts	Member	Fri 13 September
Joan Taylor	Member	Wed 9 October
Caroline Terpstra	Member	Wed 6 November



# Te Ohu Whakahaere Academic Quality Register of Interests

**As at 2 September 2024**

Name	Interest	Nature of Interest
<b>Deborah Young</b> Co-Chair	Te Pūkenga	Director Ako Excellence
	Ara Institute of Canterbury	<ul style="list-style-type: none"> <li>- Ako Excellence Director</li> <li>- Chair, Academic Committee</li> <li>- Member of Programme Assurance Committee               <ul style="list-style-type: none"> <li>o Member of Research, Rangahau and Postgraduate Committee</li> </ul> </li> </ul>
<b>Fionna Moyer</b> Co-Chair	Waikato Institute of Technology	Quality Specialist
<b>Carmel Haggerty</b> Member	Whitireia and WelTec	Head of School, Te Kura Hauora
	External monitor	<ul style="list-style-type: none"> <li>- NMIT – Bachelor of Nursing</li> <li>- WITT – Bachelor of Nursing</li> <li>- WINTEC – Bachelor of Nursing</li> </ul>
<b>Caroline Terpstra</b> Member	Otago Polytechnic	Director, Academic Excellence   Te Kaihāpai
<b>Fiona Campbell</b> Member	Manukau Institute of Technology	Academic Quality Assessor
	Chester Grey Chartered Accountants	<ul style="list-style-type: none"> <li>- Shareholder</li> <li>- Director</li> </ul>
<b>Gianetta Lapsley</b> Member	UCOL	Executive Director Quality and Academic Assurance
<b>Greg Durkin</b> Member	BCITO	Director
<b>Joan Taylor</b> Member	NorthTec	Academic Registrar
<b>Sue Roberts</b> Member	Connexis   Infrastructure Training and EarnLearn	Group Manager, Learning Solutions





Te Ohu Whakahaere Academic Quality - 13 September 2024 - Administration

Te Ohu Whakahaere Academic Quality	Monthly	Thur 7 Mar	Wed 3 Apr	Wed 8 May	Wed 5 June	Wed 10 Jul	Fri 13 Sept	Wed 9 Oct	Wed 6 Nov
Te Ohu Whakahaere Terms of Reference review									
Review workplan for 2024									
Review membership of Te Ohu in line with structure changes within Te Pūkenga									
Entry Requirements project document									
Review of draft Entry Requirements									
Review of degree monitoring resources									
Policy reviews 2024									
Other projects				Reporting template, approval process					
Review Generative AI Position Statements									
Assurance Reporting template for Unified Programmes									
Review policies to support Te Kawa Maiororo									
Develop approval process and templates									
Finalise L1-6 Programme Approval and Accrediation document									
Review any self-assessment activity from NZQA									
Monitoring Reports							BAccounting		
Academic Risk									
2025 meeting dates									
Self assessment for 2024									
Working groups update									
Ako Excellence Director updates									
Review Academic Matters Decision form (as required)									
Review governance and operational structures of academic matters (as required)									



## Minutes for open portion of Te Ohu Whakahaere Academic Quality – 17 July 2024

17/07/2024 | 01:00 PM - Auckland, Wellington New Zealand Standard Time

Online via MS Teams

### Attendees (9)

Fionna Moyer (Chair); Deb Young; Greg Durkin; Carmel Haggerty; Gianetta Lapsley; Sue Roberts;  
Joan Taylor; Caroline Terpstra;

**In attendance:** Louise Courtney (Governance Advisor)

### Karakia tīmatanga

The meeting opened with karakia lead by F. Moyer at 1:04pm.

## 1. Administration

### 1.1 Welcome and apologies

No apologies were received.

### 1.2 Te ohu whakahaere membership 2024

Te ohu whakahaere membership 2024 was noted.

### 1.3 Register of Interests

The register of interests was noted.

C. Haggerty advised the following interests:

- NMIT – Bachelor of Nursing
- WITT – Bachelor of Nursing
- WINTEC – Bachelor of Nursing

### 1.5 Minutes of previous meeting held 5 June 2024

There were no matters arising from the minutes.

**RESOLVED: (G. Lapsley / J. Taylor)**

*THAT Te Ohu Whakahaere Academic Quality approve, as a true and accurate record, the minutes of the Te Ohu Whakahaere Academic Quality meeting held 5 June 2024.*

**CARRIED**

## 2. Assurance Reporting Template for Unified Programmes

Te Ohu received the report noting the feedback provided at its June meeting had been incorporated into the template. Each Local Academic Committee would determine how it gathered the information to complete its annual report, with a reporting schedule still to be confirmed with the Quality Managers from across the Te Pūkenga network.



Te Ohu noted that the report would be provided by the National Programme Committees, not the lead provider, and was intended for any programme that has more than one provider. There are limited programmes unified across Work Based Learning business divisions (WBLs) and former Institutes of Technology and Polytechnics (ITPs).

**RESOLVED: (C. Haggerty / G. Lapsley)**

*THAT Te Ohu Whakahaere Academic Quality:*

- a) Receives the report titled 'Assurance Reporting for Unified Programmes';*
- b) Reviews the draft reporting template for unified programmes;*
- c) Approves the reporting schedule for unified programmes, subject to Quality Managers' input, and Te Ohu Whakahaere Academic Quality review process of completed reports; and*
- d) Approves the Te Pūkenga Unified Programme Quality Assurance Template for release to the Te Pūkenga network, subject to the following amendment for local changes "...where the level of unification allows, describe any local changes to assessment..."*

**CARRIED**

**3. Te Pūkenga Level 1-6 programme approval and accreditation template**

Te Ohu received the template for new Level 1-6 programme approval and accreditation, noting the significant input from Quality kaimahi and that the template was developed with upcoming changes to vocational education in mind.

Te Ohu provided the following feedback:

- that the Ako Excellence Director be explicit about what the template is for and why it is required, when it is released to the network, to ensure clarity that the template is for changes to legacy programmes;
- that the reporting line be communicated once the new structure for vocational education has been announced.

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

*Te Ohu Whakahaere Academic Quality:*

- a) Receives the report titled 'Te Pūkenga Level 1-6 programme approval and accreditation template';*
- b) Reviews the draft Levels 1-6 Programme Approval and Accreditation template;*
- c) Approves the Levels 1-6 Programme Approval and Accreditation template for release to the Te Pūkenga network; and*
- d) Notes feedback from members of the Educational Quality Form has been incorporated into the template.*

**CARRIED**



#### 4. Review of policies for Te Kawa Maiooro

Te Ohu determined that there were no policies missing from Te Kawa Maiooro, but suggested that the Research and Supervisions policy be reviewed by Te Ohu Whakahaere Rangahau Research and Postgraduate to ensure it was still fit for purpose.

*ACTION: Follow up the status of Ākonga Rights and Responsibilities policy (Assignee(s): Deborah Young; Due Date: 07/08/2024)*

#### 5. NZQA Self-Assessment update

Te Ohu received a verbal update from the Ako Excellence Director from her regular meetings with the New Zealand Qualifications Authority (NZQA) including moderation activities that will soon be announced.

#### 6. Update from Te Poari Akoranga - 18 June 2024

**RESOLVED: (G. Durkin / C. Terpstra)**

*THAT Te Ohu Whakahaere Academic Quality receive the report titled '18 June 2024 Te Poari Akoranga hui'.*

**CARRIED**

#### 7. Resolution to exclude the public

**RESOLVED: moved from the Chair, F. Moyer**

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

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

Item	General subject of each matter to be considered	Section(s)
7.	Administration – public excluded	
7.1.	Minutes of hui held 5 June 2024 - public excluded	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA



7.2.	Action List	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
8.	<b>Update from Te Poari Akoranga – public excluded</b>	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
9.	<b>Academic Risk</b>	

**Interests**

Section	Interest
Section 9(2)(g)(ii) OIA	To maintain the effective conduct of public affairs through the protection of such Ministers, members of organisations, officers, and employees from improper pressure or harassment.
Section 9(2)(i) OIA	To enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.

**CARRIED**

*Te Ohu Whakahaere Academic Appeals moved into public excluded at 1:50pm.*

**Karakia whakakapi**

The hui | meeting closed with karakia lead by F. Moyer at 2:04pm.



## Tā Te Pūkenga Komiti Pūrongo

### Te Pūkenga Te Ohu Whakahaere Academic Quality Report

13 September 2024

<b>Title</b>	<b>National Programme Committee Terms of Reference</b>
<b>Provided by</b>	Education Quality Forum
<b>Author</b>	Deborah Young, Ako Excellence Director, Te Pūkenga
<b>For</b>	Approval

### Te Taunaki | Recommendation(s)

It is recommended that Te Ohu Whakahaere Academic Quality:

a)	Receives the report titled 'National Programme Committee Terms of Reference';
b)	Notes that amendments have been made to the Terms of Reference due to feedback received from Educational Quality Forum members and lead providers; and
c)	Provides feedback on any additional changes to the Terms of Reference so that these can be incorporated at the same time.

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

The purpose of this report is for Te Ohu Whakahaere Academic Quality (Te Ohu) to review the proposed amendments to the Terms of Reference (TORs) for National Programme Committees.

### Te Tāhuhu Kōrero | Background

The current TORs for National Programme Committees were approved by Te Ohu at its meeting in November 2023. Subsequently, Te Poari Akoranga has reviewed and clarified its delegations from Te Pūkenga Council and its sub-delegations, and approval of these TORs are no longer the responsibility of Te Poari Akoranga nor Te Ohu.

At its August meeting the Education Quality Forum (EQF) proposed amendments (see Appendix 1) to align with the sub delegations from Te Poari Akoranga to Local Academic Committees of business divisions within Te Pūkenga.

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

Despite the clarification of delegations, Te Ohu's feedback on the TORs is still valued. Marked up changes to the TORs are outlined in Appendix 1, so that these reflect changes required in order to implement them.

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



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

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

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

The TORs will be formatted and shared with the EQF members, lead providers and Business Division leads. They will also be published to Te Whare.

## **Ngā Tāpiritanga | Appendices**

**Appendix 1:** Proposed new Terms of Reference for the National Programme Committees (tracked changes)



## National Programme Committee Terms of Reference

[Programme Name] – [List BDs]

### 1. About

These terms of reference set out the purpose, role and protocols of the National Programme Committee – Unified [Programme Name] Programme (the Committee). or suite of programmes

### 2. Purpose

The purpose of the Committee is to:

- Provide objective reflection and review across the motu to ensure delivery upholds expected academic quality and delivery.
- Provide thought leadership and champion for programme excellence across the motu.
- Ensure that the unified programme meets the expectations of stakeholders, including ākonga, iwi, registration bodies, New Zealand Qualifications Authority and other interested partners.

### 3. Membership

The Committee is to be comprised of:

At least one member of the programme leadership team (e.g. Academic Manager, Programme Leader, Head of School, or similar) or delegate from each Business Division for the programme(s).

Representation from the Education Quality Forum (EQF) group or delegate from the lead provider.

Representation from Māori, Pacific and disabled communities.

Members of the Committee can represent multiple groups.

A Chair should be appointed by, and from within, the Committee members. The Chair will be from the Lead Provider.

Others may attend at the invitation of the Committee.

### 4. Responsibilities

Responsibilities may be delegated to subcommittees.

#### a) Self-assessment and Reporting

- Receive and review reports from Business Division programme committees to identify academic risk, areas for improvement, good practices, and opportunities for change
- Ensure annual programme evaluation review (APER), external evaluation review (EER), programme monitoring are completed as per NZQA requirements
- Engage with national stakeholders, as appropriate
- Review and respond to government initiatives and priorities

- Ensure programme re-accreditation is completed as per registration/professional body requirements (if relevant)

**b) Assessment, Moderation and Academic Integrity**

- Ensure assessment design is authentic, valid and transparent.
- Manage, monitor, and oversee the programme moderation system including setting national programme moderation plans
- Set national programme moderation plans
- Enable and support the provision of professional learning, support, collaboration, and calibration opportunities for kaimahi involved with assessment and/or moderation
- Facilitate comparability moderation and external moderation activities
- Review learnings and insights generated through programme-wide comparability moderation activities, disseminate across Business Divisions
- Coordinate regulatory body moderation requirements
- Monitor and maintain academic integrity guidelines and practices for the programme

**c) Programme Review and Changes**

- Maintain document control of the unified programme curriculum
- Receive, review and respond to reports from Business Divisions programme committees, including recommendations for programme changes
- Engage with national stakeholders, as appropriate through National Stakeholder and Industry Advisory
- Endorse programme change requests for approval, and action in accordance with Te Pūkenga policy and procedures
- Monitor the efficacy of improvements made to the programme
- Lead programme reviews and confirm ongoing need for delivery

**d) Delivery**

- Ensure programme delivery, including ākonga entry, accessibility and supports, aligns to expectations set out in:
  - o Te Kawa Maiorooro,
  - o Te Pūkenga policy and procedures,
  - o The unified programme document(s),
- Oversee quality assurance and related activities to ensure consistent delivery across the programme
- Maintain a programme credit recognition register
- Identify and coordinate opportunities for collaborative resource development and delivery

**e) Rangahau, Research and Professional Development**

- Monitor research and professional development activity across the programme

- Facilitate and embed a research culture and research-informed teaching, and collaborative community of practice
- Share professional development resources, activities, and opportunities

## 5. Quorum

A quorum is half the standard membership if the standard membership is even, or half the standard membership plus one if the standard membership is odd.

## 6. Meetings and Reporting

### Frequency of Meetings:

- Three times per year or more frequently as required.

### Reporting Requirements:

- Meeting agenda will be distributed at least ~~three~~ five working days prior to the meeting date.
- Minutes of each meeting will be formally recorded, reviewed and confirmed by members of the committee.
- Minutes and tabled reports will be stored where all members can access them.
- Report annually to te Ohu Whakahaere Academic Quality, subcommittee of Te Poari Akoranga.

## 7. Review

- These terms of reference will be reviewed on a two-year cycle or as required, and approved at Te Ohu Whakahaere Academic Quality.

## Tā Te Pūkenga Komiti Pūrongo

### Te Pūkenga Te Ohu Whakahaere Academic Quality Report

**13 September 2024**

<b>Title</b>	Proposed dates 2025
<b>Provided by</b>	Rebecca Donne, Governance Director
<b>For</b>	Discussion

### Te Taunaki | Recommendation(s)

It is recommended that Te Ohu Whakahaere Academic Quality:

a)	Receive the report titled 'Proposed dates 2025';
b)	Provide feedback on the draft meeting dates for 2025; and
c)	Recommend to Te Poari Akoranga that it approves the meeting dates for 2025.

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

The purpose of this report is to provide a first draft of proposed 2025 meeting dates for Te Ohu Whakahaere Academic Quality (Te Ohu) to review.

### Te Tāhuhu Kōrero | Background

As part of the consultation on the future of vocational education in New Zealand, the Minister for Tertiary Education and Skills and the Tertiary Education Commission (TEC) have confirmed that Te Pūkenga will continue to exist until the end of 2025. It is a requirement under the Education and Training Act that Te Pūkenga has an academic board.

At its August meeting, Te Poari Akoranga (Te Poari) discussed proposed dates for 2025 for Te Poari which are proposed to be bi-monthly as it has delegated several matters to local academic committees.

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

It is proposed to hold meetings for ngā ohu whakahaere approximately two weeks prior to each meeting of Te Poari to ensure that any matters which need to be brought to the attention of Te Poari can be brought to the next meeting.

#### Proposed 2025 dates

Month	Te Poari Akoranga	Te Ohu Whakahaere Academic Quality
January	Tuesday 28 January (if required)	

Month	Te Poari Akoranga	Te Ohu Whakahaere Academic Quality
February	-	Wednesday 19 February Subject to local graduation ceremonies
March	Thursday 13 March	
April	-	Wednesday 30 April
May	Thursday 15 May	
June	-	Wednesday 18 June
July	Thursday 10 July	
August	-	Wednesday 20 August
September	Thursday 11 September	
October	-	Wednesday 15 October
November	Thursday 6 November	
December	-	

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

With a reduced frequency, there may be items that require approval outside of the scheduled meetings. These can be determined by calling an extraordinary meeting if required.

### Te Ahunga Ki Mua | Next steps

Following feedback from Te Ohu members, the dates will be confirmed with the Co-Chairs of Te Ohu and invitations will be circulated to members.

A workplan will be drafted following the outcomes of the current consultation and shared with Te Ohu for feedback towards the end of 2024.



## Tā Te Pūkenga Komiti Pūrongo

### Te Pūkenga Te Ohu Whakahaere Academic Quality Report

13 September 2024

<b>Title</b>	Te Ohu Whakahaere Academic Quality Terms of Reference
<b>Provided by</b>	Fionna Moyer and Deborah Young, co-chairs of Te Ohu Whakahaere Academic Quality
<b>Author</b>	Louise Courtney, Governance Advisor
<b>For</b>	Recommendation to Te Poari Akoranga

### Te Taunaki | Recommendation(s)

It is recommended that Te Ohu Whakahaere Academic Quality:

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

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

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

### Te Tāhuhu Kōrero | Background

The current TORs for Te Ohu were approved by Te Poari at its meeting of 28 March 2024.

Te Poari Akoranga (Te Poari) reviewed its delegations from Te Pūkenga Council at its meeting of 18 June 2024 and formalised several sub-delegations in respect of these at its meetings of 18 June and 26 July 2024. These are contained in Appendix 1, which is an extract from the Delegations Register published on Te Whare. These changes now need to be reflected in the TORs for ngā ohu whakahaere.

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

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

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

### Te tirohanga taha pūtea | Financial considerations

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



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

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

## **Ngā Tāpiritanga | Appendices**

**Appendix 1:** [Sub-delegations from Te Poari Akoranga](#)

**Appendix 2:** Proposed new Terms of Reference for Te Ohu Whakahaere Academic Quality (tracked changes)



# Te Ohu Whakahaere Academic Quality Terms of Reference

## Terms of Reference

### 1. Whakapapa | Background

- (a) In accordance with the Te Pūkenga Delegations Policy, Te Poari Akoranga (Te Poari) may establish any ohu whakahaere (sub- committees) as are deemed necessary for the efficient and effective operation of Te Poari and make appointments to the same.
- (b) The Ohu Whakahaere (national subcommittees of Te Poari) will provide assurance and confidence that academic leadership is strengthened in its key area of focus.

### 2. Ngā Tikanga | Purpose / Scope

- (a) To provide leadership in academic evaluation and quality assurance;
- (b) To ensure quality improvement by overseeing and monitoring the consistent application of the quality assurance system, including reviewing and recommending to Te Poari Akoranga approval of policies relating to delivery, learning and learners and operating procedures.

### 3. Powers and Authority

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

Ref	Subject	Description	ObjectiveSub-delegation
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.	<p><b><u>Te Ohu Whakahaere Academic Quality Co-Chairs</u></b></p> <p><del>To approve minor changes to academic procedures, within academic policy/Provide assurance and confidence:</del></p> <p><del>b. of the effectiveness of teaching, learning and research within the organisation with a focus on outcomes.</del></p> <p><del>c. that work-based learning is applied throughout packages of learning being 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.</del></p>

- (b) In addition, Te Poari delegates approval of minor changes to academic procedures, within academic policy, to the Co-Chairs, Te Ohu Whakahaere: Academic Quality.
- (c) In enacting the sub-delegations outlined in this section, Te Poari requires:
  - i) Any policies related to the responsibilities are approved by Te Poari Akoranga;
  - ii) Decisions made by the body receiving the sub-delegation are reported to Te Poari Akoranga.





- iii) All formal sub-delegations will be included in the Academic Delegations Register which will be updated each time a power is sub-delegated.
- (d) All media and public comment should be considered in consultation with Te Poari Akoranga.
- (e) Any official information requests to Te Ohu should be directed to the Official Information Act (OIA) team of Te Pūkenga.

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

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

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

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

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

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



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



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

## 6. Responsibilities and duties

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

## 7. Pūrongo | Reporting obligations

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

## 8. Accountability

Te Ohu Whakahaere Academic Quality shall:



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

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

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

Approved by Te Poari Akoranga on **28 March 2024**

\_\_\_\_\_  
Kieran Hewitson  
**Te Poari Akoranga Co-Chair**

\_\_\_\_\_  
Deborah Young  
**Te Poari Akoranga Co-Chair**



## Minutes for Te Poari Akoranga | Academic Board 26 July 2024 hui

26/07/2024 | 09:30 AM - Auckland, Wellington New Zealand Standard Time

Online via MS Teams

### Attendees (8)

Paora Ammunson; Henry Geary; Linda Aumua; Fionna Moyer; Fiona Beals; Nita Hutchinson; Scott Klenner; Deborah Young

**Chair:** Deborah Young

### In attendance:

Tagaloatele Peggy Fairbairn-Dunlop (Council observer, items 1-9), Louise Courtney (Governance Advisor - minutes), Dell Raerino (Co-Chair Te Ohu Whakahaere Appeals, items 5.2 and 10.1), Jamie Smiler (Te Pounuku Rangahau, item 9)

### Karakia tīmatanga

The hui opened with karakia lead by D. Young at 9:31am.

### 1. Welcome and apologies

Te Poari Akoranga (Te Poari) received and accepted apologies for absence from K. Hewitson, M. Carroll, D. Pouwhare, D. Lithgow, and T.U. Biddle.

### 2. Administration

#### 2.1 Te Poari Akoranga membership and meeting schedule calendar 2024

Te Poari noted the membership and meeting scheduled.

#### 2.2 Te Poari Akoranga Workplan 2024

Te Poari noted the 2024 workplan.

#### 2.3 Register of Interests Te Poari Akoranga 2024

Te Poari noted the Register of Interests.

#### 2.4 Open minutes of hui 18 June 2024.

#### **RESOLVED: (F. Moyer / L. Aumua)**

*THAT Te Poari Akoranga accept as a true and accurate record the minutes of the open portion of Te Poari Akoranga meeting held 18 June 2024.*

#### **CARRIED**



### 3. Te Poari Akoranga Delegations Register

**RESOLVED: (F. Moyer / H. Geary)**

*THAT Te Poari Akoranga:*

- a) Receives the report titled 'Te Poari Akoranga Academic Delegations Register – final sub-delegations'; and*
- b) Approves the following sub-delegations from Te Poari Akoranga:*
- 1. to Te Ohu Whakahaere Appeals to:*
    - receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes);*
    - support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals;*
    - if necessary, make recommendations about policies, procedures, or the provision of services; and*
  - 2. to Local Academic Committees to review and approve changes to existing courses and programmes and approve the withdrawal/closure or suspension of existing courses or programmes.*

**CARRIED**

### 4. Te Poari Akoranga Terms of Reference July 2024

Te Poari provided feedback on editorial amendments to the terms of reference, but provided no substantive changes.

**RESOLVED: (D. Young / F. Moyer)**

*THAT Te Poari Akoranga:*

- a) Receives the report titled 'Te Poari Akoranga Terms of Reference July 2024';*
- b) Notes that amendments have been made to the Terms of Reference due to changes to the delegations from Te Pūkenga Council to Te Poari Akoranga; and*
- c) Considers whether any additional changes are required to its Terms of Reference so that these can be incorporated at the same time.*

**CARRIED**

*ACTION: Assess and report on transition risk in relation to Mātauranga Māori. (Assignee(s): Paora Ammunson; Due Date: 30/08/2024)*

### 5. Ngā Ohu Whakahaere o Te Poari Akoranga

#### 5.1 Te Ohu Whakahaere Academic Quality

Te Poari received a verbal update from the co-chair, F. Moyer, and noted the changes to the Level 1-6 reporting template for unified programmes and the Approval and Accreditation template for new Level 1 - 6 programmes to reflect the move away from a central organisation.



Te Poari enquired how the templates were being received by business divisions and the Ako Excellence Director advised that the templates had been requested by business divisions, and outlined the process, which included regional leads, to therefore have buy-in from them. Te Poari noted that this provided consistency across the network. Te Poari also noted that rebuilding capability could take some time.

Communities of practice will ensure a collaborative approach in the future vocational education model, as well as National Programme Committees providing leadership and decision-making.

**RESOLVED: (H. Geary / S. Klenner)**

*THAT Te Poari Akoranga:*

- a) Receives the report titled 'Te Ohu Whakahaere Academic Quality hui July 2024 - open';*
- b) Notes that Te Ohu Whakahaere Academic Quality approved the reporting template and schedule for unified programmes; and*
- c) Notes that Te Ohu Whakahaere Academic Quality approved the approval and accreditation template for new Level 1-6 programmes.*

**CARRIED**

## 5.2 Te Ohu Whakahaere Appeals

Te Poari welcomed and received an update from Te Ohu Whakahaere Appeals co-chair, D. Raerino.

**RESOLVED: (D. Young)**

*THAT Te Poari Akoranga:*

- a) Receives the report titled 'Te Ohu Whakahaere Appeals hui July 2024 – open';*
- b) Appoints Adele McLean as co-chair of Te Ohu Whakahaere Appeals;*
- c) Recommends to Te Pūkenga Council to appoint Adele McLean to Te Poari Akoranga*

**CARRIED**

## 5.3 Te Ohu Whakahaere Rangahau Research and Postgraduate

**RESOLVED: (F. Beals / D. Young)**

*THAT Te Poari Akoranga receives the report titled 'Te Ohu Whakahaere Rangahau, Research and Postgraduate hui – July 2024'.*

**CARRIED**

## 6. Local Academic Committees

### 6.1 Update from Western Institute of Technology at Taranaki Academic Committee

Te Poari noted its expectation that all local academic committees provide regular reports to it now that it has sub-delegated some matters to these committees.



**RESOLVED: (D. Young / F. Moyer)**

THAT Te Poari Akoranga:

- a) Receives the report titled ‘Western Institute of Technology at Taranaki Academic Committee Report - 26 June 2024 meeting’;
- b) Note that the WITT Academic Committee approved:
  - amendment to the Academic Statute, Teaching and Learning Committee membership
  - Certificate Graduands as eligible to graduate; and
- c) Provides feedback to WITT Academic Committee that the content provided meets the expectations of Te Poari Akoranga.

**CARRIED**

**7. Resolution to exclude the public**

**RESOLVED: (D. Young / F. Moyer)**

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

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

Item	General subject of each matter to be considered	Section(s)
<b>8.</b>	<b>Administration</b>	
8.1	Minutes of the public excluded portion of the meeting held 18 June 2024	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
8.2	Action List	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
<b>9.</b>	<b>Research Productivity and Compliance Risk Assessment Tool</b>	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
<b>10.</b>	<b>Ngā Ohu Whakahaere o Te Poari Akoranga - public excluded</b>	
10.1	Te Ohu Whakahaere Appeals	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA





**Interests**

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

*The following employees from Te Pūkenga, and its business divisions, were permitted to remain at the meeting, after the public had been excluded, because of their specific knowledge in relation to the above items. This knowledge is relevant to discussions related to the matters noted above because they have assisted in the progression of such matters. These employees were Jamie Smiler and Dell Raerino.*

**CARRIED**

*Te Poari Akoranga moved into public excluded at 10:12am.*

**Karakia whakakapi**

The hui closed with karakia lead by D. Young at 11:19am.

## Pūrongo Kaunihera a Te Pūkenga | Council Report

**12 September 2024**

<b>Title</b>	<b>30 August 2024 Te Poari Akoranga hui – open</b>
<b>Provided by</b>	Deborah Young, and Kieran Hewitson, co-chairs Te Poari Akoranga
<b>Author</b>	Louise Courtney, Governance Advisor
<b>For</b>	Information

### Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Council:

a)	Receives the report titled 30 August 2024 Te Poari Akoranga hui – open’;
b)	Notes that Te Poari Akoranga approved the revised Te Ohu Whakahaere Approvals Terms of Reference;
c)	Notes that Te Ohu Whakahaere Approvals approved for submission to the New Zealand Qualification Authority: <ul style="list-style-type: none"> <li>the New Zealand Certificate in Electrical Equipment in Explosive Atmospheres (Level 4) for submission to the New Zealand Qualifications Authority</li> <li>the New Zealand Diploma in Information Technology (Technical Support) (Level 5);</li> <li>the new delivery site application of Te Pūkenga (unified) New Zealand Diploma in Remedial Massage 2741 (Level 6), at Toi Ohomai Institute of Technology.</li> </ul>
d)	Notes that Wintec’s Academic Committee approved Type 1 changes to the following legacy programmes: <ul style="list-style-type: none"> <li>Process Control and Automation – change in version for US22744</li> <li>Te Awa Koiora – change in assessment structure to include portfolio</li> <li>Short Course in Cervical Screening – change in version for US29566;</li> </ul>
e)	Notes that Connexis Academic Committee approved 4922 Temporary Traffic Management Plan Design (Level 4) to the New Zealand Qualifications Authority for submission to the New Zealand Qualifications Authority;
f)	Notes that the Southern Institute of Technology’s Academic Committee approved Type 1 changes to MC4384 Kia Tu - Pathway Planning;
g)	Notes that the Otago Polytechnic Academic Committee approved the following Type 2 changes: <ul style="list-style-type: none"> <li>Bachelor of Occupational Therapy to enable delivery at NorthTec</li> <li>Entry Requirements for OT 4688 Bachelor of Midwifery;</li> </ul>
h)	Notes that the Otago Polytechnic Academic Committee approved Type 1 changes to the following programmes:

	<ul style="list-style-type: none"> <li>• Bachelor of Design (Communication)</li> <li>• Bachelor of Information Technology, Graduate Certificate and Graduate Diploma in Information Technology</li> <li>• New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4)</li> <li>• Otago Secondary Tertiary College/ Trade Academy – Trades: Sportsturf</li> <li>• STAR programme (BCATS);</li> </ul>
i)	<p>Notes that the NorthTec Academic Committee approved:</p> <ul style="list-style-type: none"> <li>• New Teaching Sites at: <ul style="list-style-type: none"> <li>- Johnson Contractors Limited, 4 Park Road, Kaikohe 0405</li> <li>- Heasley Fencing 2000 Limited, 100 Darnley Road, Waipara 7483</li> </ul> </li> <li>• Type 1 changes to NZ Certificate in Health and Wellbeing (Social and Community Services) (Level 4)</li> <li>• Submission of Puawananga Tapuhi Māori (Bachelor of Nursing Māori) (Level 7) to NZQA and the New Zealand Nursing Council for approval (by virtual meeting on 1 July 2024)</li> <li>• Clinical/Fieldwork Access Agreements, Licence to use Premises Agreement and other agreements</li> <li>• Sub-contracted Delivery agreement for submission to NZQA</li> <li>• Changes to local policies</li> <li>• Deregistration of permanent sites subject to final review by Pathway Managers</li> <li>• Granting of awards outlined in the Qualification Award Summary Report and the Supplementary Report;</li> </ul>
j)	<p>Notes that Toi Ohomai Academic Committee approved:</p> <ul style="list-style-type: none"> <li>• Toi Ohomai Graduands</li> <li>• Non-Formal Award Process; and</li> </ul>
k)	<p>Note that Ara Institute of Canterbury Komiti Akoranga approved variation to Award for one learner in Diploma in Computer Aided Design.</p>

## Te Tāhuhu Kōrero | Background

Te Poari Akoranga | The Academic Board (Te Poari) met on 30 August 2024 online via Microsoft Teams. Nita Hutchinson provided an apology. The summary below provides an overview of some key discussions and decisions by Te Poari during the open portion.

### Te Ohu Whakahaere Approvals

- The Ohu has trouble making quorum at some meetings. Regional representatives on Te Poari will provide nominations of additional members to the co-chair for consideration.

- Te Poari approved the revised Te Ohu Whakahaere Approvals Terms of Reference subject to specifying the approval process for Type 1 and Type 2 changes for unified programmes.
- Te Ohu Whakahaere Approvals approved for submission to the New Zealand Qualification Authority (NZQA):
  - the New Zealand Certificate in Electrical Equipment in Explosive Atmospheres (Level 4) for submission to the New Zealand Qualifications Authority
  - the New Zealand Diploma in Information Technology (Technical Support) (Level 5); and
  - the new delivery site application of Te Pūkenga (unified) New Zealand Diploma in Remedial Massage 2741 (Level 6), at Toi Ohomai Institute of Technology.

### **Local Academic Committee reports (open)**

Te Poari acknowledged the increased reporting from Local Academic Committees and looked forward to seeing reporting from all academic committee in future. Te Poari also acknowledged the Work Based Learning business divisions setting up their own academic committees which was not something they had prior to the establishment of Te Pūkenga.

Te Poari noted the following in respect of reports from Local Academic Committees:

- Wintec approved the following Type 1 changes to legacy programmes:
  - Process Control and Automation – change in version for US22744
  - Te Awa Koiora – change in assessment structure to include portfolio
  - Short Course in Cervical Screening – change in version for US29566
- Wintec approved 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.
- Connexis approved 4922 Temporary Traffic Management Plan Design (Level 4) for submission to NZQA.
- Southern Institute of Technology approved a Type 1 change to the unified programme MC4384 Kia Tu - Pathway Planning.
- Otago Polytechnic approved various Certificate of Proficiency enrolments and the following Type 2 changes:
  - Adding work-augmented delivery to Bachelor of Occupational Therapy to enable delivery at Northtec
  - Type 2 change to Entry Requirements for OT 4688 Bachelor of Midwifery - change to the entry criteria for registered nurses undertaking the degree to become registered midwives, shortened pre-registration as per Midwifery Council of New Zealand requirements received June 24;
- Otago Polytechnic approved the following Type 1 changes:
  - Bachelor of Design (Communication) – change to course title

- Bachelor of Information Technology, Graduate Certificate and Graduate Diploma in Information Technology - changes to course titles and SMS course codes
- New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4)
- Otago Secondary Tertiary College/ Trade Academy – Trades: Sportsturf - addition of unit standards.
- STAR programme (BCATS) – adding unit standards.
- Otago Polytechnic approved:
  - Change to programme of study for RECPD Real Estate Continuing Professional Development (Level 4) – fully self-funded programme
  - 2023 Annual Programme Evaluation Reports for Certificate of Achievement in Fundamentals of Mathematics, Communication for Learning (Level 3), New Zealand Certificate in Information Technology (Level 5) and New Zealand Diploma in Web Development and Design (Level 5)
  - Introduction of Interactive Oral Assessments as an assessment option
  - Appointment of members to ECE Stakeholder Advisory Group and Ethics Committee
  - Updates to the Credit Recognition schedule.
- Competenz Academic Committee Terms of Reference and membership are still being finalised and reporting of future meetings would be forthcoming.
- NorthTec approved:
  - New Teaching Sites at:
    - Johnson Contractors Limited, 4 Park Road, Kaikohe 0405
    - Heasley Fencing 2000 Limited, 100 Darnley Road, Waipara 7483
  - Type 1 changes to NZ Certificate in Health and Wellbeing (Social and Community Services) (Level 4)
  - Submission of Puawananga Tapuhi Māori (Bachelor of Nursing Māori) (Level 7) to NZQA and the New Zealand Nursing Council for approval (by virtual meeting on 1 July 2024)
  - Clinical/Fieldwork Access Agreements, Licence to use Premises Agreement and other agreements
  - Sub-contracted Delivery agreement for submission to NZQA
  - Changes to local policies
  - Deregistration of permanent sites subject to final review by Pathway Managers
  - Granting of awards outlined in the Qualification Award Summary Report and the Supplementary Report.
- Toi Ohomai approved:
  - Toi Ohomai Graduands
  - Committee Membership and Induction Process
  - Need Analysis Guidelines and Template



- Non-Formal Award Process
- 2026 Semester Dates
- Ara Institute of Canterbury's Komiti Akoranga approved:
  - Variation to Award for one learner in Diploma in Computer Aided Design
  - Extension to Programme Review/Reapproval Dates
    - Bachelor of Social Work
    - Postgraduate Certificate in Professional Supervision
  - Portfolio and Assurance Programme Change Report.

### **Unified Programmes**

Te Poari discussed transitional ownership of unified programmes, specifically whether business divisions that continue to deliver a unified programme could be allowed to work from their own iteration of the programme. It noted advice from the Ako Excellence Director that once more detail about the structure of vocational education has been announced, then further discussions and decisions can be made in respect of this. Until such time all business divisions which deliver a unified programme must comply with the current legislation.

### **Ngā Tāpiritanga | Appendices**

Appendix 1: [Te Poari Akoranga 30 August 2024 hui – open portion.](#)



## Te Ohu Whakahaere Academic Quality o Te Poari Akoranga

### Resolution to exclude the public

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

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

Item	General subject of each matter to be considered	Section(s)
<b>9.</b>	<b>Administration – public excluded</b>	
9.1.	Minutes of hui held 17 July 2024 - public excluded	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
9.2.	Action List	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
<b>10.</b>	<b>Update from Te Poari Akoranga – public excluded</b>	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
10.1.	26 July 2024 meeting minutes - public excluded portion	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
10.2.	30 August 2024 meeting summary - public excluded portion	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
<b>11.</b>	<b>Academic Risk</b>	Section 9(2)(g)(ii) OIA

### Interests

Section	Interest
Section 9(2)(g)(ii) OIA	To maintain the effective conduct of public affairs through the protection of such Ministers, members of organisations, officers, and employees from improper pressure or harassment.
Section 9(2)(i) OIA	To enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.





# Karakia whakakapi

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

## Māku e whakakapi te wānanga nei.

I will conclude our shared space.

## Kia whakakapia te wānanga nei ki te karakia.

May our shared space be concluded with karakia.

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

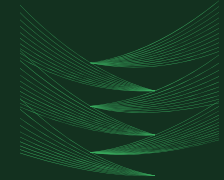
We're just about out of time, therefore I will conclude our shared space with karakia.

## Karakia whakakapi Closing incantation

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

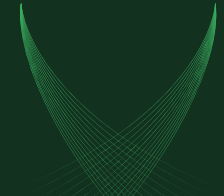
Hold fast,  
hold firmly the words of the  
academy  
cement them firmly  
fixed in the mind.  
Release ourselves  
of the decorum of formality  
let us take up the life giving  
cloak of Rongo  
the permanence of peace  
and harmony  
and bind it firmly,  
Firmly!

## Our values



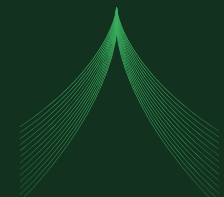
### Manawa nui

We reach out and welcome in



### Manawa roa

We learn and achieve together



### Manawa ora

We strengthen and grow  
the whole person