agenda

Academic Board Standing Committee
Electronic Meeting 12-14 September 2018

1. Programme Approval

1.1 Nursing Competency Assessment Programme (CAP)

memo

To	Academic Board Standing Committee	Date	12/09/2018
From	Luan Rose, Te Korowai Kahurangi	Phone No.	ext. 7149
Subject	Approval of Nursing Competency Assessment Programme (CAP)		

Recommendation:

That Academic Board Standing Committee approves the programme documentation for the following training scheme, effective from Semester 1 2019, for submission to NZQA:

- **Nursing Competency Assessment Programme Training Scheme with strands in Competency Assessment for Return to Nursing, and Competency Assessment for Internationally Qualified Nurses (Level 7, 30 Credits)**

Rationale

The proposed Nursing Competency Assessment Programme Training Scheme sits within the Nursing Practice Pathway.

This proposal seeks to establish a training scheme to replace two short courses with a training scheme. This proposal also ensures compliance with TEC and NZQA rules regarding International Student access to a Competency Assessment Programme for Internationally Qualified Nurses (L7)

This is a replacement for existing courses of the same length to comply with TEC and NZQA rules.

The documentation has been reviewed by the Academic Approvals Committee (AAC) to ensure that it meets Unitec and NZQA regulatory and compliance requirements. The recommendations made by the AAC were addressed as appropriate and approved at the Committee meeting of 5 September 2018. The AAC now recommend that Academic Board approve this programme for submission to NZQA.

The Training Scheme proposal form is attached.

Overview			
Training Scheme Title	Nursing Competency Assessment Programme (CAP) with strands in Competency Assessment for Return to Nursing, and Competency Assessment for Internationally-qualified Nurses.		
Code	NCAP		
Course catalogue numbers	NURSTS001 Competency Assessment for Return to Nursing NURSTS002 Competency Assessment for Internationally-Qualified Nurses		
Development Type	Training Scheme	Course Type	Assessed
Level:	7	Subject code:	NZSCED 060301
Delivery Mode(s):	WBL + Face to Face	Directed Hours: Workplace Hours: Student Directed: **Total Hours:**	30 220 50 **300**
Credits, level, qualification and programme ownership	Credits: 30 Level: 7 Qualification: Unitec owned Training Scheme aligned with Nursing Council requirements for competency assessment		
Certification	Certificate of Competency recommending either the award of a current practicing certificate *or* New Zealand Registration to the New Zealand Nursing Council		
Expected start	Semester 1, 2019		
Student Profile:	Domestic & International		
Funding	TEC Funded		
Purpose Statement:	This scheme is designed to provide competencies required by the Nursing Council of New Zealand for the following participant groups: • New Zealand Registered Nurses who are required by Nursing Council to complete the scheme to obtain a current practising certificate; • New Zealand Registered Nurses who have been directed to undertake a competence assessment programme by Nursing Council of New Zealand or an employer; • Internationally-qualified nurses who currently live in New Zealand or those who are visiting New Zealand and want to gain the skills and knowledge to practice within New Zealand's health context. Objectives for New Zealand Registered Nurses: • To examine and apply current research and evidence based knowledge and skills to make the transition to the role of competent returning practitioner. • To develop the skills of enquiry, reflective practice and critical thinking and demonstrate the competencies for the registered nurse scope of practice.		

	Objectives for Internationally-qualified Nurses:
	• To provide an understanding of nursing in a New Zealand context.
	• To assess competence for the international nurse's scope of practice within a New Zealand health care setting (under the Health Practitioners Competency Assurance Act2003).

Short Course / Training Scheme / Vocational Pathway Course Details

Structure of the scheme	This training scheme is design with two strands: Strand one is entitled '**Return to Nursing'** and is for New Zealand Registered Nurses who are required by Nursing Council to complete the scheme to obtain a current practising certificate; and New Zealand Registered Nurses who have been directed to undertake a competence assessment programme by Nursing Council of New Zealand or an employer. Strand two is entitled **'Internationally-qualified Nurses**', and is for Internationally-qualified Nurses who currently live in New Zealand or those who are visiting New Zealand and want to gain the skills and knowledge to practice within New Zealand's health context. Both strands share the majority of class work in the scheme which runs over 12 weeks (full and part-time). This scheme has some flexibility, designed to meet individual needs. The scheme includes a six-week theoretical component shared between the two strands, including applied learning at Waitakere Hospital's Simulation Lab. The theoretical component runs two days a week, 9am-3pm. Students will complete 6 weeks of clinical practice where they are required to attend placement Monday to Friday. Shift times are 7am-3pm or 3-11pm unless requested otherwise by the clinical placement. During the theory-weeks and mid-way through the clinical experience students will be assessed formatively. A clinical portfolio will be collected and clinical performance will be assessed at the end of the clinical experience by a Nurse Lecturer or Clinical Educator. Clinical practice placements provided are in acute, primary or aged care facilities only.
Learning Outcomes	Generic Learning outcomes • Critically examine the socio-political environment and its impact on contemporary professional nursing practice. • Apply critical thinking in relation to clinical assessment and decision making while practicing as a reflective practitioner. Return to Nursing Course: • Demonstrate effective nursing care for individuals and their families in a designated nursing context. • Demonstrate competence in the Nursing Council of NZ competencies for the registered nurse scope of practice appropriate for the returning practitioner. • Demonstrate the application of research findings to clinical practice in order to develop a culture of evidence-based practice. Internationally Qualified Nurse Course: • Evaluate nursing models that underpin the provision of health care in New Zealand. • Demonstrate safety and competence in nursing practice according to Nursing Council requirements. • Demonstrate the requirements of lifelong learning within a nursing context.

Content	Socio-political environment of current nursing practice; New Zealand Society and Culture; New Zealand Legislation and Nursing Practice; Principles of Tiriti o Waitangi and Kawa Whakaruruhau and practice; Kawawhakaruruhau (Cultural Safety); Current Health Trends e.g. PHC strategy & targets; Professional issues e.g. Ethical dilemmas and practice; Code of Conduct; Professional boundaries. Direction, delegation and supervision; Theories of Nursing; Critical Reflection; Preceptorship; Management and leadership within nursing; Practice knowledge update and designated practice area e.g. Diabetes; Pain management; Pharmacology/Drug Calculations; Therapeutic communication; Nursing of persons within a designated nursing context - Clinical problem solving (assessment, planning, implementation and evaluation of nursing care) at a beginning level of autonomous practice; post registration framework; Mental Health legislation, practice and assessment Critical inquiry; Evidence based practice and research; Skills update related to designated practice area e.g. Manual handling; CPR; Deescalation techniques; Clinical Update/Skills; Nursing Ethics; Clinical Problem solving; Evidenced based Practice; Models of assessment; Technology; Nursing & Medical Abbreviations; Epidemiology; Communication; Pharmacology/Drug Administration; Cardio-pulmonary resuscitation; Health Care Organisation; Documentation; Developing a framework within which to begin and maintain on-going professional practice; Portfolios& CV Development
Delivery methods	The scheme runs over 12 weeks (full and part-time). This scheme has some flexibility, designed to meet individual needs. Learning and teaching will include: Lectures; tutorials; simulation; self-directed learning; E-learning platform (e.g. Moodle); on-line discussions; news forums; group work; formative review; summative assessments The scheme includes a six-week theoretical component including applied learning at Waitakere Hospital's Simulation Lab. The theoretical component runs two days a week, 9am-3pm. Students will complete 6 weeks of clinical practice where they are required to attend placement Monday to Friday. Shift times are 7am-3pm or 3-11pm unless requested otherwise by the clinical placement. During the theory-weeks and mid-way through the clinical experience students will be assessed formatively. A clinical portfolio will be collected and clinical performance will be assessed at the end of the clinical experience by a Nurse Lecturer or Clinical Educator. Clinical practice placements provided are in acute, primary or aged care facilities only. **Evaluation:** The methods implemented for evaluations are as follows: • Participant evaluations at the end of each module • Employer feedback • Pre and post moderation of assessment practices • Peer review of teaching • Module reports completed after the delivery of each module
Resources and Staff	Teaching staff will include: Robina Mall Post Grad Dip Nursing, Post Grad Certificate in Tertiary Teaching, Diploma in Teaching and Administration, **Masters in progress

	Kate Barry Masters in Nursing, Grad Dip in Adult and Tertiary Teaching Dianne Roy PhD (Nursing) Teacher Training Certificate Norberto Ricacho M Sc (Microbiology) Leslie Kistan Masters in Nursing, PG Cert Nursing Education Ida Shepherd Masters in Nursing, PGDip Clinical Supervision and Education Jenni Huri Master of Nursing, PG Dip Nursing, Advanced diploma in Nursing Education Kate Watson from NZNO - the Code of Conduct and Nursing ethics. The Awhina health campus Sim Lab consists of the following facilities available to the Bachelor of Nursing students and staff members. • Waitakere Conference Room (12 metres *15 metres): 150 seat lecture theatre with twin data projectors and VC with adjoining Breakout Lunch Area (11 * 13) and kitchen with adjoining toilets • Seminar Room 1 (8 *6): 30 seat seminar space with data projector and adjoining computer study space • Clinical Seminar room (10 * 7): 25 seat seminar room (with data projector) and adjoining 3 bed clinical practice space • Nikau Seminar Room (7 * 7): 25 seat seminar room • Green meeting Room: 12-15 seat meeting room with board table and large screen TV and VC • Assessment Ward (L Shaped; 4 *9 AND 4 * 5): 6 bed ward style clinical practice area with large screen TV - Critical Care Ward (7* 5): 3 bed (adjoining Assessment Ward) clinical practice space with large screen TV - Theatre/Simulation Room (6*6 plus control room and scrub bay) • Examination Clinic (8 * 6): 3 bed multipurpose space with big screen TV • Bedsit (4 *3): Community styled small practice space • Centre Kitchen Unitec Library supports the teaching, learning and research needs of the Unitec community, through its collection and resources, and its librarians who enjoy an excellent reputation for their professionalism and enthusiasm.
Information for Students	**Entry Criteria:** To be eligible for admission to this training scheme, all applicants must meet the following admission requirements: • Applicants must be either a New Zealand Registered Nurse or an Internationally Qualified Nurse; • Applicants must have been employed as a Registered Nurse for at least one year; • Applicants must meet English language requirements. **Specific requirements for New Zealand Registered Nurses:** • Provide a written recommendation (from within the last 12 months) from the Nursing Council of New Zealand (NCNZ) outlining the requirement to complete a CAP programme. **Specific requirements for Internationally Qualified Nurses:** • Hold an approved registration in a country other than New Zealand; • Provide a letter from the Nursing Council approving their qualification and documenting the theoretical and practical requirements that they must meet in order to gain registration in New Zealand; • Have a current visa or other evidence of right to study in New Zealand with the appropriate letter to allow entry to the clinical workplace. **Additional Requirements for all applicants:**

- Complete a self-declaration of criminal conviction(s) and any medical condition(s) that may prevent full participation in the programme and/or prevent registration with a regulatory authority (as applicable); and
- Consent to a Safety Check which meets the requirements of the Vulnerable Children Regulations 2015 including:
  - Provide two forms of ID and evidence of any name changes
  - Consent to a NZ police vetcheck
  - Provide the names of two referees who Unitec or your placement provider can contact
  - If required, participate in an interview
  - If required, provide a chronological summary of your work history for the past 5 years and the name of any professional organisations, licensing authorities and registration authorities that you have been or are a member of; and
- Provide Police clearance from any Country where you have lived other than New Zealand; and
- Provide evidence of immune status and must be in good health (Medical Certificate required); and
- Be able to participate in the practical aspects of the scheme; and
- Meet health screening requirements (In order to participate in the clinical components of the programme, applicants must meet various Health Authority requirements. Currently, MRSA clearance is required by clinical practice areas).

English Language Admission Requirements:
Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 8 credits at NCEA Level 2 in English (4 in Reading, 4 in Writing).

International applicants must also meet the English Language Entry Requirements.
Applicants must have at least **ONE** of the following:
A. Gained NCEA level 3 and met New Zealand University Entrance requirements;

B. Clear evidence that they satisfy one of the criteria for existing English proficiency:
1) **Previous primary and secondary study in English**: International students from countries with a student visa approval rate of at least 80 per cent1 that can provide clear evidence of either:
   a) completion of all primary education and at least three years of secondary education (that is, the equivalent of New Zealand Forms 3 to 7 or years 9 to 13), or
   b) completion of at least five years of secondary education (that is, the equivalent of New Zealand Forms 3 to 7 or years 9 to 13) at schools using English as the language of instruction are eligible for enrolment at all levels of the NZQF.
2) **Previous tertiary study in English:** International students are eligible for enrolment at all levels of the NZQF when they can provide clear evidence of completion of a Bachelor Degree, Graduate Certificate, Graduate Diploma, Bachelor Honours Degree, Postgraduate Certificate, Postgraduate Diploma, Master's Degree or Doctoral Degree with English as the language of instruction, from tertiary education providers from New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States.
3) Achievement of the **Certificate in English Language**

	Teaching to Adults (CELTA)
	C. Achieved, within the preceding two years, an IELTS overall band score (academic) of 7.0, with no band score less than 7.0.
	Selection Criteria: Selection for each strand of this training scheme will be determined at the time of enrolment according to the following:
	• Strand one '**Return to Nursing'** and is for New Zealand Registered Nurses who are required by Nursing Council to complete the scheme to obtain a current practising certificate; and New Zealand Registered Nurses who have been directed to undertake a competence assessment programme by Nursing Council of New Zealand or an employer.
	• Strand two **'Internationally-qualified Nurses'**, is for Internationally-qualified Nurses who currently live in New Zealand or those who are visiting New Zealand and want to gain the skills and knowledge to practice within New Zealand's health context.
	Integrated Work-based Components: Students must attend 100% of off-site clinical practice. Any student who does not meet this requirement will need to make up clinical hours as determined by the Course co-ordinator and the Clinical co-ordinator.
	Assessment Grading Basis: Course grades will be determined according to the following criteria. Students must achieve all of the outcomes in order to pass competency based assessment. CBA – Competency based assessment [M; P; NC]
	Assessment in Te Reo Māori: All students have the right to submit any summative assessment task in Te reo Māori. The process for submission of summative assessment work in Te reo Māori is detailed on Programme Moodle pages and other course material. Assessment in Te Reo Māori is governed by the Unitec Assessment in Te Reo Māori policy.
	Submission and late submission of work: • Applications for extensions must be made in line with Practice Pathway/Network practice or under the Special Assessment Circumstances policy. • No assignments will be accepted five (5) days (inclusive of weekends) after the due date.
	Resubmission or Reassessment: • A student may apply to undertake a resubmission/reassessment for a failed assessment within 5 days of receiving their marked assessment. • Students is entitled to only one reassessment in their course. • All resubmissions/reassessments will be carried out within a specified time period as agreed with the relevant academic authority. • The maximum grade for any resubmission/reassessment of an assessment is the lowest pass grade.
Assessment	To successfully pass a course and to be recommended to the NZNC for a current practicing certificate or New Zealand Registration, applicants must meet minimum standards on the NZNC's four domains of competence as confirmed by the NZNC in relation to the RN scope(s) of practice (including individual conditions). Item 1: **Nursing** Practice assessment

	The student must demonstrate minimum safety standards in practice related to Nursing Council Competencies within the four domains of practice. **Formative:** • On-going assessment and feedback of nursing practice through the work-based practice experience(s) on NZNC competencies. • Mid-way nursing practice assessment during the key/acute care experience (self/clinical and academic staff) **Summative** • Final assessment for those with Mental Health scope of practice (if required) at the end of the Continuing Care experience • Final nursing clinical practice assessment in the final week of practice (acute care or selected area of practice). • Portfolio of evidence is submitted in the final week of the course To successfully pass this course and to be recommended to the NZNC for New Zealand Registration, applicants must achieve the NCNZ competencies within the four domains of competence. **Item 2: Portfolio of evidence.** This is submitted in the final week of the course. The Portfolio of evidence is designed to allow the student to demonstrate attainment of the learning outcomes employing a variety of methods, including: • Nursing practice evaluations and assessment (Self; Clinical/Academic staff) - Midway and end of experience • Exemplar/Reflection • Current nursing evidence-based publication relevant to practice and applied to client care. • Presentation evaluation and overview (related to Domain 2 NC: Management of Nursing Care) • Client assessment and nursing care plan. • Clinical based assessment/ handover. • CPR Certificate Any other item of evidence the candidate wishes to submit that contributes to demonstration of competence in practice.
Moderation	Unitec's Moderation of Assessment Policy stipulates that a system of internal and external moderation is applied to summative assessments in all Unitec programmes. This Training Scheme will be accredited and monitored against the Nursing Council's Competence Assessment Programme standards. This Training Scheme is a replacement for existing short course of the same length to comply with TEC and NZQA rules. Both internal and external moderation of assessment will be undertaken to ensure valid, reliable and consistent standards of assessment are maintained throughout the scheme. Moderation will ensure that assessment decisions are fair and reflect the marking guides, learning outcomes and graduate profile. Moderation is a negotiated process of agreement between designer and moderator (pre) and between moderator and marker (post). Moderation's main purpose is for continuous improvement with outcomes reported in a constructive and informative way. Results of moderation will be included in Self-Assessment and be recorded in Course Evaluation and Planning reports. **Quality moderation processes assure:** • All relevant information relating to the assessment process is provided. • Assessment documentation is complete and the instructions to the student are clear. • Assessments and learning activities are mapped to the learning outcomes and graduate profile and are at the appropriate level. • Marking criteria/guides, marks available and model answers are correct and clearly stated.

| | • Assessment processes are valid, authentic, consistent and easily understood.
• Changes recommended by moderators to improve assessments are incorporated where appropriate.

Moderation Plan:
These courses will be externally moderated by ARA Institute of Technology.
• Internal Pre-Moderation of assessment will occur prior to each delivery and will confirm the elements of the Portfolio of Evidence.
• Internal Post-Moderation of assessment will occur following each delivery and will be undertaken by a senior member of the Nursing Staff.
• External Moderation will occur immediately following the first delivery of the newly approved course, and then on a cycle of once every three delivery.

Moderation and review information from previous short courses:
Programme Approval: Nursing Programme & Academic Committee Unitec & Nursing Council Audit 2007/8 (Approved). Nursing Council audit 2014 - approved for a further 5 years. No conditions - recommended Course Coordinator continue to monitor documentation. Programme Review Date: Annual course review/Report to Programme Committee; Internal moderation of assessment. Externally moderated 2010 & 14. Five yearly review 2014, next due 2019. |

Strategic Case	
Strategic case	This proposal seeks to establish a training scheme to replace two short courses with a training scheme. This proposal also ensures compliance with TEC and NZQA rules regarding International Student access to a Competency Assessment Programme for Internationally Qualified Nurses (L7)
Need & market analysis	This is a replacement for existing courses of the same length to comply with TEC and NZQA rules.
Stakeholder support	**Endorsement for this Training Scheme** Approval received from Nursing Council of New Zealand for this Training Scheme on 20 September, 2018. [email attached below] **Endorsement for existing short course:** CAP programmes are accredited and monitored against the Nursing Council's Competence Assessment Programme standards. This is a replacement for an existing course of the same length to comply with TEC and NZQA rules. Previous courses information: Programme Approval: Nursing Programme & Academic Committee Unitec & Nursing Council Audit 2007/8 (Approved). Nursing Council audit 2014 - approved for a further 5 years. No conditions - recommended Course Coordinator continue to monitor documentation. Programme Review Date: Annual course review/Report to Programme Committee; Internal moderation of assessment. Externally moderated 2010 & 14. Five yearly review 2014, next due 2019. **Support from Nursing Council** **From:** Sandra Matheson <Sandra@nursingcouncil.org.nz> **Date:** Monday, 10 September 2018 at 12:38 **To:** Gwen Erlam <gerlam@unitec.ac.nz> **Cc:** Steve Marshall <smarshall@unitec.ac.nz>, Manpreet Malhotra <mmalhotra@unitec.ac.nz>, Debra Robertson-Welsh <drobertsonwelsh@unitec.ac.nz>, Jo Walton <Jo@nursingcouncil.org.nz> **Subject:** RE: CAP course restructure to meet NZQA & TEC requirements

	Dear Gwen, The documents that have been sent through to Council to support your change process are fine; we have compared old course descriptors with the new and we are happy to support the change process (i.e. the course structure) with NZQA. You are correct about accreditation, you will need to seek that renewal next year. Go well. Ngā Mihi **Sandra Matheson│Education Quality Manager** **Registrant Quality** Te Kaunihera Tapuhi o Aotearoa│Nursing Council of New Zealand PO Box 9644, Wellington 6141│Level 5, 22 Willeston Street, Wellington 6011 **Tel:** +64-4-381 9040 **Email:** sandra@nursingcouncil.org.nz │**Website:** www.nursingcouncil.org.nz ***Te whakarite i ngā mahi tapuhi kia tiakina ai te haumaru ā-iwi*** ***Regulating nursing practice to protect public safety*** This email and any files transmitted with it are confidential and contain privileged information. You must not present this message to another party without gaining permission from the sender. If you are not the intended recipient you must not copy, distribute or use this email or the information in it for any other purpose than to notify us. If you have received this message in error, please notify the sender immediately and delete this email from your system
Proposed learning & teaching model	The scheme runs over 12 weeks (full and part-time). This course has some flexibility, designed to meet individual needs. Learning and teaching will include: Lectures; tutorials; simulation; self-directed learning; E-learning platform (e.g. Moodle); on-line discussions; news forums; group work; formative review; summative assessments The scheme includes a six-week theoretical component including applied learning at Waitakere Hospital's Simulation Lab. The theoretical component runs two days a week, 9am-3pm. Students will complete 6 weeks of clinical practice where they are required to attend placement Monday to Friday. Shift times are 7am-3pm or 3-11pm unless requested otherwise by the clinical placement. During the theory-weeks and mid-way through the clinical experience students will be assessed formatively. A clinical portfolio will be collected and clinical performance will be assessed at the end of the clinical experience by a Nurse Lecturer or Clinical Educator. Clinical practice placements provided are in acute, primary or aged care facilities only.
Economic case	This is a replacement for existing courses of the same length to comply with TEC and NZQA rules.
Delivery resource requirements	This is a replacement for existing courses of the same length. There are no additional resources required.
EFTs value	20 EFTS annually (80 Participants X 0.25)
Advertising / marketing	This is a replacement for existing courses of the same length and already have a profile.

Benefits & risks	If the existing courses are not replaced we are at risk as we can no longer offer this to International Students.
Management case	This is a replacement for existing courses of the same length. There are no additional resources required.

Development Requirements	
Course / Scheme development resource requirements	Nil
Course development costs [Indicative]	Nil
Moodle	This is a replacement for existing courses of the same length. There are no additional resources required.
Return on investment	High

1.2   Bachelor of Veterinary Nursing

Unitec Institute of Technology
TE WHARE WĀNANGA O WAIRAKA

memo

To	Academic Board Standing Committee	Date	12/09/2018
From	Luan Rose, Te Korowai Kahurangi	Phone No.	ext. 7149
Subject	Approval of Bachelor of Veterinary Nursing		

Recommendation:

That Academic Board Standing Committee approves the programme documentation for the following training scheme, effective from Semester 1 2019, for submission to NZQA:

- **Approval of Bachelor of Veterinary Nursing (Level 7, 360 Credits)**

Rationale

The growth in recognition of the veterinary nursing profession brings an increased need for robust, evidence-based programmes of study that provide veterinary nurses the skills and knowledge they need to carry out the responsibilities associated with the role. Currently, there are limited opportunities in New Zealand for veterinary nursing students to complete study above Level 6. Unitec currently offers programmes leading to veterinary nursing qualifications at Level 5 and Level 6.

The Bachelor of Veterinary Nursing builds on the success of the current pathways, enabling graduates of the NZ Diploma in Veterinary Nursing (Level 6), to transition into a Bachelor's degree, by adding an additional year of full-time study to currently-available programmes at levels 5 and 6.

In August 2018, a proposal was submitted to the NZQA by Unitec for a veterinary nursing major within the existing Bachelor of Applied Science. This was however, withdrawn, following feedback from NZQA.

This proposal for a standalone Bachelor of Veterinary Nursing is being submitted after incorporating feedback from NZQA as well as key external industry stakeholders, graduates, current students and readers of the original programme document.

The factual summary is attached.

1 PROGRAMME FACTUAL SUMMARY

**Unitec Institute of Technology
Programme Factual Summary**

Programme Details

Programme title:	Bachelor of Veterinary Nursing
With majors, endorsements, pathways, or strands in (if applicable):	N/A
Programme abbreviation:	BVN
Level:	7
Total credits:	360
DAS (unit or achievement standards) credits:	0
Unitec credits:	360
Programme number:	*Allocated by NZQA at time of submission – please leave blank*
Programme owner:	Unitec Institute of Technology
Qualification:	Local Unitec Programme
Qualification award category:	20
NZSCED subject classification:	061199
Nature of approval sought:	Degree Approval and Accreditation SAC Funding
Proposed start date:	26/02/2019
New programme or existing programme amended:	☒ New programme ☐
Brief summary of changes made (if appropriate):	Not Applicable

Outcome statements

Strategic purpose statement:	The purpose of the Bachelor of Veterinary Nursing is to produce highly skilled graduates who place veterinary nursing in a scientific, evidence-based framework and who have a holistic view of animal health within the broader concept of environmental and human well-being. This qualification will prepare individuals for a diverse range of roles within the animal health industry and builds upon the skills embedded within the New Zealand Certificate in Animal Technology (level 5) and New Zealand Diploma in Veterinary Nursing (level 6) while at the same time placing them in a position to pursue further post graduate study
Graduate profile:	Graduates of the Bachelor of Veterinary Nursing will have the knowledge, skills, and abilities to critically evaluate current practice and contribute to the existing body of knowledge around animal health and welfare. Graduates will be able to: • contribute to the improvement of animal health and welfare as a highly capable member of the veterinary nursing profession • enhance professional development through the progression of evidence-based veterinary nursing • communicate and collaborate effectively with a range of internal and external stakeholders • recognise the place of Tikanga Māori, Te Reo Māori skills and Te Tiriti o Waitangi in the performance of duties as a veterinary nurse • model appropriate social, ethical, cultural and professional behaviour within the animal health industry • apply a range of facts, principles and theories of anatomy, physiology, animal behaviour, and animal health and welfare to their practice and/or research • incorporate critical thinking and problem-solving capabilities into veterinary nursing practice • conduct research relating to an area of inquiry in animal health and/or welfare
Education pathway:	Graduates of this degree may choose to undertake postgraduate studies in the fields of animal health, behaviour and welfare.
Employment pathway:	BVN graduates will be able to obtain employment as veterinary nurses in a range of settings, including: community veterinary clinics, animal nutrition, or animal pharmacology.

Content:	The Bachelor of Veterinary Nursing (BVN) offers learners a degree-level qualification in veterinary nursing, with an emphasis on courses in evidence-based medicine and animal welfare. The first 2 years of the degree align with the level 5 NZCAT and level 6 NZDVN respectively (both offered at Unitec). The additional level 7 year includes a core of compulsory courses (including research methods and a research project) and a range of electives in animal behaviour and welfare, conservation, biosecurity, business, communication and te ao Māori, and a work-based Internship course. Internationally, veterinary nursing is a regulated profession; veterinary nurses are generally required to have a Bachelor-level degree or equivalent in order to meet regulatory requirements. Whilst registration for veterinary nurses in New Zealand is currently voluntary, the growth in recognition of veterinary nursing as a profession in New Zealand brings an increased need for robust, evidence-based programmes of study that provide veterinary nurses the skills and knowledge they need to carry out the growing responsibilities associated with the role.

Programme specifications

Network(s):	Environmental and Animal Sciences
Practice pathway(s):	Environmental and Animal Sciences
Delivery mode:	Blended
Delivery methods:	- Case-studies/scenario-based learning - Flipped-classroom learning - Interactive lectures - Laboratory/practical learning - Online/e-learning - Project-based learning - Self-directed learning - Team/Peer-based learning - Tutorials/Small-group learning - Work-based learning
Delivery sites:	Mt Albert
Assessment methods:	- Assignments. - Case-studies. - Examinations. - Formative assessments. - Group/collaborative assessments. - Practical skills: demonstrations. - Practical skills: Written. - Presentations. - Reports. - Tests.
Assessment standards included: (if any)	N/A

Entry requirements for KIS:	To be admitted to the Bachelor of Veterinary Nursing degree, applicants must meet admission requirements under one of the provisions for General Admission, OR Special Admission OR Discretionary Admission. They must also meet the Additional requirements and the English language entry requirements. All of the requirements are set out in the Programme Regulations.
Entry requirements:	To be admitted to the Bachelor of Veterinary Nursing degree, applicants must meet admission requirements under one of the provisions for General Admission, OR Special Admission OR Discretionary Admission. They must also meet the Additional requirements and the English language entry requirements. All of the requirements are set out in the Programme Regulations.
Student profile:	☒ Domestic & International
Student destination:	☐ designed to lead to higher academically-based education ☐ designed to lead to higher vocationally-based education ☒ designed to lead directly to the labour market
Eligibility for student loans and allowances:	☒Access to loans ⌷ ☒Access to allowances ⌷
Nature of funding sought:	☒ SAC ☐ Entrepreneurial ☐ Contract for Service ☐ Other If approval for SAC (EFTS) funding is not being sought from the TEC, please indicate the source of funding for this programme. One of the following should be entered: Self-funded – student pays full fees STAR funded ACE funded OR enter other funding source with explanation
Expected student intake:	10 (The expected student intake at level 7 is likely to be 10 initially – however the level 5 courses are likely to have 80 EFTS and the level 6 courses 60 EFTS, the overall NZCAT/NZDVN/BVN will have 150 EFTS in total.)
EFTS	
Programme duration (full-time):	3 years
Programme duration (part-time):	6 years
Programme duration (maximum):	8 years
Total weeks of the programme (including holiday weeks):	117
Total teaching weeks (excluding holiday weeks):	96
Total weeks per year (including holiday weeks):	39
Total teaching per year (excluding holiday weeks):	32
Average directed hours per week:	15
Average work experience hours per week:	6
Average self-directed study hours per week:	16.5

Total study hours per week:	37.5
Total programme study hours:	3600

Contact details

Contacts:	Contact 1 Debra Robertson-Welsh Dean: Health and Community, and Environmental Animal Sciences Unitec Institute of Technology Private Bag 92025 Victoria St Auckland (09) 849 4321 Ext 7353 drobertsonwelsh@unitec.ac.nz Contact 2 Manpreet Kaur Malhotra Team Leader – Te Korowai Kahurangi Unitec Institute of Technology Private Bag 92025 Victoria St West Auckland (09) 849 4321 Ext 8771 mmalhotra@unitec.ac.nz
Date:	31/08/2018

Date: 29/August/2018

2. Correction to Factual Summary Sheet – Master of Teaching and Education Leadership (MTEL)

memo

To	Academic Board Standing Committee	Date	12/09/2018
From	Academic Approvals Committee	Phone No.	ext. 8771
Subject	Correction to the Factual Summary for the Master of Teaching and Education Leadership		

Recommendation:

That Academic Board approves the correction to the Factual Summary Sheet for the Master of Teaching and Education Leadership, for submission to NZQA and corresponding correction of the error in the NZQA Programme Details.

Background and Rationale

The Master of Teaching and Education Leadership was approved by NZQA at the end of 2017, and is delivered by The Mind Lab.

Through discussions relating to course set up earlier in the year, it became evident that there is an error in the stated number of total weeks (including holiday weeks) in the factual summary and subsequently, the NZQA Programme details information for the degree.

The correct calculation, as confirmed by relevant staff members from Mind Lab and Unitec, is the following:

- Total 100 weeks (of which 10 are in summer semester)
- Weeks per year is 45
- Dividing the remaining 10 summer school weeks by 2 (for an average per year), it comes to 50 weeks per year

This correction has been endorsed by the Academic Approvals Committee, and discussed with NZQA. Once approved, this will be formally submitted to NZQA with a request to make the corresponding change to the information appearing in the approved Programme Details Form.

1. Attachment 1 - Factual Summary Sheet showing the corrections required as tracked changes.

PROGRAMME FACTUAL SUMMARY

**Unitec Institute of Technology
Programme Factual Summary**

Programme Details

Title of programme:	Master of Teaching and Education Leadership
With Majors / Endorsements / Specialisations/ Pathways / Strands in (if applicable):	*Not Applicable*
Programme Abbreviation:	MTEL
Level:	9
Total credits:	180
DAS (unit or achievement standards) credits:	*Not Applicable*
Unitec credits:	180
Programme Number:	
Programme Owner:	Unitec Institute of Technology
Qualification:	Unitec Institute of Technology (Level 9)
Qualification award category:	Not Applicable
NZSCED subject classification:	070108
Nature of approval sought:	Approval and Accreditation SAC Funding
Proposed Start date:	19 November 2017
New programme or existing programme amended:	New Programme ☒ Existing Programme Amended ☐ (Complete next section "Brief Summary")

Brief Summary of changes made (if appropriate):	Not Applicable

Outcome Statements:

Strategic Purpose Statement: [Aims]	The purpose of the Master of Teaching and Education Leadership [Level 9, 180 credits] is to provide potential teachers and leaders from discipline areas identified by current market needs with a registrable Initial Teacher Education qualification in accordance with the ECNZ's Graduating Teacher Standards. The qualification aims to employ a collaborative and culturally responsible effort to develop exceptional teachers and inspirational leaders focusing on schools serving communities characterised as low-income and/or with high numbers of Māori and Pasifika learners in the context of inequity in Aotearoa New Zealand. *For example, in high-need specialist teaching areas identified by the NZ Ministry of Education*
Graduate Profile:	Master of Teaching and Education Leadership graduates will be able to: • Develop, adapt, apply and advance specialised curriculum knowledge, contemporary pedagogical approaches, and appropriate teaching and learning strategies to teaching practice and the learning environment. Indicative credit value: 45 • Collaboratively lead culturally responsive teaching practice in a bicultural context, with diverse learners and their communities, with a critical awareness of their obligations under Te Tiriti o Waitangi. Indicative credit value: 45 • Effectively lead change towards equity and social justice in Aotearoa New Zealand through collaborative teaching engagement with diverse learners and their communities. Indicative credit value: 45 • Improve teaching practice through the application of contemporary professional knowledge, engagement in contextualised self-reflection and practice-based research for effective teaching practice and education leadership. Indicative credit value: 45
Education Pathway:	None
Employment and/or Community Pathway:	Initial Teacher Education qualification leads to *Graduating Teacher Standards* enabling employment in Aotearoa New Zealand school education.
Content:	The MTEL programme is comprised of taught, practicum and research courses that are integrated through Learning Outcome and assessment. The final research paper applied in the classroom integrates learning from the whole programme.

Programme Specifications:

Network(s):	Te Miro Network
Practice Pathway(s):	Post Graduate pathway
Delivery mode:	Face to Face and Distance and Blended
Delivery methods:	*research, projects, small groups, 1:1 mentoring, reflective learning, presentations, hands-on workshops and on-site learning*
Delivery sites:	The Mind Lab by Unitec, Newmarket Tech Futures Lab, Newmarket The Mind Lab by Unitec, Gisborne
Assessment Methods:	*Individual, group and peer assessments, incorporating projects, essays, reflective portfolios, research project, artifacts*

Assessment standards included: (if any)	*Not Applicable*
Entry requirements:	To be eligible to apply for this programme, applicants must: • Have a bachelor's degree (of at least 360 credits) with a with a B grade average in a relevant discipline area; **OR** • Have a bachelor's degree (of at least 360 credits) in a relevant discipline area and provide documentary evidence of outcomes in the discipline work environment to demonstrate an ability to perform in the programme and commit to achieving its outcomes. **AND** • Have papers to at least level 7, in a relevant specialty subject area or equivalent experience in subject area. In addition, to be admitted to this programme, applicants must meet the selection requirements outlined in the Programme Regulations (4.1.) and must meet the criteria for provisional registration of the Education Council New Zealand. *Applicants may be eligible for admission if they meet the special admission requirements outlined below.* • A graduate diploma qualification (at level 7, at least 120 credits) in a relevant discipline area, with a B grade average or better, and has a minimum of two years' appropriate work experience approved by the Selection Committee; and • provide documentary evidence of outcomes in the discipline work environment to demonstrate an ability to perform in the programme and commit to achieving its outcomes; and • have papers to at least 300 level (or level 7), in a specialty taught or equivalent experience especially when the specialty area is Te Reo Māori. Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 8 credits at NCEA Level 2 in English (4 in Reading, 4 in Writing)
Student Profile:	Domestic Only ☒ Domestic & International ☐ International Only ☐
Student Destination:	More academically oriented ☐ More occupationally oriented ☒
Eligibility for student loans and allowances:	Access to loans ☐ Access to allowances ☐
Nature of Funding sought:	SAC ☒ Entrepreneurial ☐ Contract for Service ☐ Other ☐
Expected student intake:	30-60
EFTS	1.5
Duration of the Programme Full-time:	2 years
Duration of the Programme Part-time:	Not Applicable
Maximum duration of the Programme:	4 years
Total weeks of the programme (including holiday weeks):	~~84~~ 100

Total teaching weeks of the programme (excluding holiday weeks):	72
Total weeks of the programme per year (including holiday weeks):	~~43~~ 50
Total teaching weeks of the programme per year (excluding holiday weeks):	36
Average Directed hours per week:	4
Average Work Experience hours per week:	15
Average Self-directed study hours per week:	6
Total study hours per week:	25
Total Study Hours for the programme:	1800

Contact Details

Contacts:	**Contact 1** *[Dean of the Network the programme sits in]* Nick Sheppard Dean Innovation and Development | Bridgepoint and Te Miro Unitec Institute of Technology Private Bag 92025 Victoria Street West Auckland 1142 Phone: +64 (0) 21 2425231 Email: nsheppard@unitec.ac.nz **Contact 2** *[Institutional NZQA Liaison]* Manpreet Kaur Malhotra Team Leader – Academic Service Centre Unitec Institute of Technology Private Bag 92025 Victoria St West Auckland 1142 Phone: +64 (09) 849 4321 Ext 8771 Email: mmalhotra@unitec.ac.nz

Date: 17/08/2018

3. Administrative Programme Approval – Certificate of Personal Interest

To	Academic Board	Date	6 September 2018
From	Rakesh Patel Finance	Phone No.	021863375
Subject	Administrative Programme Approval - Certificate of Personal Interest		

<u>Background</u>

There are currently no administrative programmes in Unitec's Student Administration System (Peoplesoft) to facilitate the set-up and enrolment reporting for Professional Development courses.

In order to enable this, domestic students will need to enrolled in a Certificate of Personal Interest. These courses will be non-assessed and funded via the domestic full-fee paying funding source 03 (Arts; Advanced Studies for Teachers; Health Therapies; Humanities; Languages; Social Sciences) with a funding category of Z (Self-Funded). In the Single Date Return (SDR), this activity will be reported against the Qualification/ Prospectus code of CACPI.

For the purposes of offerings to an applicant, Unitec will use its own naming convention in Peoplesoft for this type of activity as per the examples below*. Course and Qualification completion data will not be reported for this activity in the SDR.

*Example:

Unitec Programme Name	Peoplesoft Academic Programme Code	Reference in the SDR (Qualification/ Prospectus Code)
Certificate of Personal Interest - APPLE	CPIAP	CACPI
Certificate of Personal Interest - IBM	CPIIB	CACPI

<u>Recommendation</u>

That Academic Board approves the Certificate of Personal Interest Administrative Programme for Professional Development study student enrolment.

Provider Code	6004
Qualification Code	CACPI
Qualification Name	Certificate of Personal Interest
ISCED Level	
Field of Study	
Sub Field	
Weeks per Year	41
Number of Years	1
Prog Award Code	Certificate of Personal Interest (XXCPI) / Professional Development programmes of study (eg: teacher)
Last Date	
Subsequent Destination	
Status	Active
Certifying Authority	6004 - Unitec
Approval Body Code	5
Approval Body Description	Academic Board
Funding Source	M
Funding Source Description	SELF FUNDED
Delivery Mode	N

Creation Date	
First Date	
NZQF Level	
Teaching Weeks	34
Credit Points	0
EFTS value	1
EFTS Eligibility Code	N
Student Allowance Approval	Not approved
Allowances Approval Date	
Student Loan Approval	Not approved
Loan Approval Date	
Approval Review Date	
Allowances Approval Withdrawn	
Loans Approval Withdrawn	
Aim	To provide for personalised approved programmes of study
Contents	Dependent on courses choses
Dept Sch	
Entry	Dependent on courses choses
Evaluation	No assessment
Learning Hours Per Year	1224
Modify Timestamp	15/09/2006
Program Quality Approved	Approval received
Self Learning Hours Per Week	16
Work Experience Hours Per Week	0
Vacation Weeks	7
Full Time	1
NZQA Credits	0
NZSCED Code	129999
Teaching Hours Per Week	20
Teacher Registration Approval	N
UTTA Approval Date	13/09/2006
Academic Approval UTTA	
Academic Approval Student Allowance	
Academic Approval Student Loan	
Qualification Identity	
Vocation	N