

CPGFT Transition 2019

Status of transition of students from the expiring Certificate in Plumbing and Gasfitting to the New Zealand Certificates in Plumbing, Drainlaying and Gasfitting.

1. INTRODUCTION

The CPGFT (Certificate in Plumbing and Gasfitting, Level 4) was due to be discontinued on 31 July 2019. After an initial request to NZQA for an extension till 2022 was declined, a one-month grace period was granted.

A Unitec project team was formed in July to ensure that the 251 students recorded as active in the programme were transitioned prior to 31 August, with arrangements made to transition 96 of those into the replacement NZ Certificates in Plumbing, Gasfitting, Drainlaying (a suite of three Level 4 managed apprentice programmes).

This is an abbreviated version of the [full report](#) which summarises the status of the transition and work of the Project Team as at 30 August, the day before CPGFT expiry.

2. TARGETS, PROGRESS AND OUTCOMES

All students were successfully exited from the CPGFT by 29 August.

Behind the scenes, members of Plumbing, Gasfitting and Drainlaying, Te Korowai Kahurangi, Te Puna Ako, Enrolments, Timetabling, Graduation Office and Student Success teams collaborated to design an appropriate APL construct; set up new courses (for funding purposes); meet with the majority of transition students face to face; adapt assessments and complete development of new courses; and enrol students.

The significant amount of work that was achieved in July-August would not have been possible without the outstanding teamwork and commitment of all involved.

Three cohorts of transition students have now been welcomed to Unitec and completed a 2-week block course in their new programme.

Work related to the transition is not complete but will be manageable. The greater risk now is related to known issues in the replacement programmes that transition students are being moved into.

Table 1: Summary of work achieved July – August 2019 (see [full report](#) for detailed explanation of each section)

Workstream	Main objective	Status	Perceived risk
1.APL construct	Map the old programme to the new to determine APL arrangements for transitioning students	Mapping complete; APL construct designed and implemented. Additional evidence to be collated before all documentation sent to an external moderator for review.	LOW - External review challenges approach taken.
2.Funding	Secure TEC approval of funding	Achieved	None
3.Exit from CPGFT	Ensure all students are out of the CPGFT before expiry	No students remained in the programme as at 29 August.	None
4.Communication	Ensure effective communication with students /employers throughout the transition.	Face to face communication with all transitioning students is likely to be achieved prior to their first block course.	LOW
5.Entry to NZCP4/NZCG4	Ensure set up is complete to enrol transition students into the new programme on time.	New courses and classes set up in Peoplesoft. Most students in Bronze, Cream, Copper, Chester, Rinnai and Brown cohorts are enrolled or admitted. About 20 students still to sign the consent form to be transitioned (as at 29 August). Students and employers still to sign the Tripartite Agreement.	MEDIUM – HIGH AL has not been able to make site visits to get Tripartite agreement signed – this should have been done before students were enrolled. Ongoing administrative support needed to oversee enrolments and admissions
6.Assessment & moderation	Fair assessment and sufficiency of evidence in line with APL arrangements.	Assessments for 6 courses developed. Assessments for 16 courses still to be developed (or adapted). Pre/post moderation evidence needed. Robust systems for storing assessment evidence, and tracking/reporting progress needed.	MEDIUM - HIGH Development of the NZCPG4 that students are transitioning into was under-resourced and is still incomplete. Significant programme level issues need resolving. Improved systems are vital to ensuring academic quality.

3. REFLECTIONS

The CPGFT transition reflects a clear failure in leadership and institution channels of communication. Unitec received NZQA notice in July 2017 informing of the programme's impending expiration. Further, in December 2018 another notice detailing the expiry was received with continued inaction.

By the time Unitec had concluded that withdrawal from CPGFT was a matter of urgency, close to two years had passed since the original notice. At various stages over this period, the Plumbing team received inaccurate guidance on how to proceed.

While withdrawal from the CPGFT was successfully achieved through July and August 2019, it was down to the wire, and put undue stress on an already overloaded team. Had Unitec responded to the first notice appropriately, there would have been lead time to allow for effective planning, preparation which would have resulted in significant gains in the quality of work and governance of the Plumbing programmes.

In relation to the project team, there were also actions which should have been taken earlier to avoid the rush to ensure effective transition of the first cohort. Nevertheless, all this frantic activity pales to insignificance when consideration is given to the anticipated volume of future work relating directly to the new programmes (New Zealand Certificates), anticipating and preventing issues which have plagued the CPGFT.

4. RESOURCING REQUIREMENTS

4.1 Short term

The Project Team will remain in place to ensure the transition process is supported till it can be assured that transition students are well supported.

Action: Restart Project Team meetings and collate outstanding targets to an actionable Project Plan.

Much of the work ahead relates to ensuring that the risks associated with the new programmes do not compromise student success. There are programme level issues with the new NZCs that pose a high level of risk to Unitec and will require communication between Plumbing and central to resolve.

Staffing requirements are being managed so that course development support remains in place, with three staff members on 0.4FTE time release till end of year (2019). The School has also embedded a TPA Adviser for the rest of the year who will have approx. 0.2FTE capacity to support Plumbing post-CPGFT.

A critical member of the Plumbing team is the administrator. The contract of this staff member expires November 2019.

Action: Renew administrative support contract

An additional barrier is that the Plumbing team has only one vehicle and one staff member. This makes visiting all employers on site unfeasible, and is the key reason the Tripartite Agreement remains unsigned.

Action: Vehicle(s) and staff resource needed to ensure transition students and their employers are visited on site to sign the Tripartite Agreement for entry to the new programme.

3.2 Future state

As the transition from CPGFT to NZCP4/NZCG4 enters its final stages, thoughts must turn to future state. Let's not forget however, the history of the Plumbing, Gasfitting and Drainlaying team.

In the past year, the department has been through an EER (as a focus area), a review, and the expiry of the CPGFT. All while facing ongoing programme development challenges. The dysfunctional CPGFT left its mark, by way of assessment and moderation issues that had sparked discord with the ITO and NZQA. Further, relationships with the Plumbers and Drainlayers Board (PDB) were fractious and the IAC is in need of resurrection.

Managed apprenticeships are highlighted by Project Takohanga as urgent and high risk to the school. The NZCs are a step change with significant differences in their design to include workplace assessment. Unitec is one of the few ITPs that offer MAs (in Automotive and Carpentry in addition to Plumbing). All three have unique problems relating to resourcing, quality of scheme, delivery, tracking and reporting mechanisms, and funding.

The implications of RoVE must be considered in any future thinking conversations. As reported 28 August, Transitional ITOs will have tight bounds from 1 April 2020, operating with minimal freedom, and a strong push towards passing their roles on to others.

Whatever form the ITO's morph into, they have capability, skills and knowledge which ITPs would be wise to leverage. ITP/ITO collaboration in the apprentice space would significantly reduce the risk to ITPs of running MAs. Skills ITO has recently approached Unitec and engaged in discussion, indicating a willingness to start a conversation regarding the Plumbing and Electrical apprenticeships. Given the current risks that all MAs including Plumbing pose to Unitec, this is an opportunity that warrants serious consideration.

5. PROJECT TEAM

The project team put together by Simon Nash, Dean of Āko at the start of July comprised:

Simon Tries	Manager Te Korowai Kahurangi
Lee Baglow	Head of School of Trades and Services
Stuart Peden	Academic Leader /Operations (PDGF)
Denyse Martin	Academic Projects Coordinator, Trades and Services
Cath Delaporte	Academic Adviser, Te Puna Ako
Jackie Timms	Programme and Course Development Lead, Te Korowai Kahurangi
Luan Rose	Project Coordinator, Te Korowai Kahurangi

The support and involvement of the following people is acknowledged:

Rakesh Patel	Business Analyst
Aroha Lewin	Principal Continuous Improvement Lead, Operations
Jasmine Tuheke	Academic Administrator, Te Korowai Kahurangi
Dan Brady	Director Enrolments and Academic Operations
John Pepere	Academic Leader/Lecturer, NZCP4
Simon Goodlud	Academic Leader/Lecturer, NZCG4
Colin Corkhill	Lecturer, NZCP4
Craig Goodhue	Lecturer, NZCP4
Nick Wilson	Corporate Communications Manager

Abbreviated report prepared by Lee Baglow and Cath Delaporte.

Full report prepared by Cath Delaporte in collaboration with Lee Baglow, Denyse Martin, Simon Tries, Rakesh Patel, Stuart Peden and Nick Wilson.