



memo

To Te Poari Mātauranga Date 4 September 2019

From Simon Tries
Manager, Te Korowai Kahurangi

Subject **Report on Course and Programme setup and delivery**

Purpose:

To provide Academic Board with an overview of an issue relating to the setup and delivery of programmes and courses across Unitec.

Recommendations:

That Te Poari Iho receive the *Report on Course and Programme Delivery Setup 20190904* and note the summary findings and actions being taken to resolve the issues.

Summary findings

Investigations into the programmes and courses we are approved to deliver has been undertaken. The investigations have determined that the following situations exist, to variable degrees:

- There are a significant number of programmes for which we do not have up-to-date programme documentation
- What we have approval to deliver (from NZQA and TEC) does not always match our programme documentation
- The setup of programmes and courses in PeopleSoft does not always align with what we are approved to deliver and/or the 'current' programme documentation
- Course Duration setup within the Timetabling system does not always match what is expected given TEC approval (which is at programme/qualification level)
- Activity Duration setup *indicates* non-compliance with approved learning hours requirements
- In some areas there appears to be a lack of understanding regarding delivery against what has been approved and learning hours requirements

Identified actions to resolve the immediate issue (setup for 2020):

1. A full analysis of every course within every programme is being undertaken

2. Meetings will be held with APMs and relevant others to discuss and determine the correct course durations and to seek information regarding the week in which assessments (first and last) occur (to address the activity duration issue)
3. The Timetabling system will be setup to ensure we are compliant with what we have been approved to deliver
4. A set of guidelines will be developed over the time of the meetings above to provide consistent information regarding delivery of approved learning hours

Identified actions to resolve the longer term issues.

1. Te Korowai Kahurangi is introducing more effective programme document management procedures, including requirements around course durations
2. Academic Operations and Te Korowai Kahurangi will collaborate in the redevelopment of relevant systems and processes
3. Confirmation that all programme documentation is current and updating any that require it
4. A process to be put in place to ensure all academic staff understand the requirements around programme delivery

Contributors

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