## SCHEDULE A CONTRACTOR’S SERVICES

**Programmes covered under this agreement**

The monitor will provide monitoring services for the following programmes:

[list each programme covered by this monitoring contract]

**Responsibilities of Unitec**

### Unitec is responsible for:

### proposing a date for the visit

### coordinating the timing of the visit with the monitor in advance of the proposed date

### coordinating any requirements relating to the monitoring visit with the monitor

### providing appropriate documentation to the monitor at least one month before the visit

### confirming or correcting the factual accuracy of the draft monitoring report with the monitor, within ten working days of receipt of the report

### raising any issues with NZQA which may have an impact on the monitoring process or outcome.

**Responsibilities of the Monitor**

### The monitor is responsible for:

### coordinating and agreeing on the timing of the visit with Unitec in advance of the proposed date;

### preparing for the visit, i.e. reading all relevant documentation in advance of visit;

### conducting the monitoring process with Unitec by undertaking an onsite visit to meet with students, industry/community stakeholders, and staff;

### giving advice on courses and other matters under development, the development of the programme(s) research profile, and any other issues which arise;

### sharing preliminary observations resulting from the visit of the programme(s) with staff at the conclusion of the visit, including any commendations, recommendations or requirements;

### completing a draft monitoring report, no later than ten working days after the visit, in accordance with the report guidelines provided by Te Korowai Kahurangi;

### forwarding the draft report to Te Korowai Kahurangi ([TKK@unitec.ac.nz](mailto:TKK@unitec.ac.nz)) to seek confirmation of the factual accuracy of the report from Unitec;

### providing the final monitoring report (in an editable electronic format) to Te Korowai Kahurangi ([TKK@unitec.ac.nz](mailto:TKK@unitec.ac.nz)) within ten days of receipt of the confirmed factual accuracy from Unitec;

### raising any issues with NZQA which may have an impact on the monitoring process or outcome.

### The Monitors Report

### The monitor will produce a report of findings and recommendations for improvement/ development that will inform Unitec and NZQA of the outcomes of the monitor’s visit. Where there are multiple Monitors assessing a programme at the same time, then there will be a single joint report.

### The report will contain evidence and analysis confirming that:

### the programme continues to meet the programme approval and accreditation criteria;

* the Unitec quality systems, as included in the programme approval documentation, are being applied and are effective in supporting the delivery and development of the programme;
* evaluation mechanisms are working effectively;
* evaluation findings are used to correct problems and/or prevent problems occurring, and to improve practice.

### there has been ongoing consultation with stakeholders;

### minor changes and developments have been approved by Unitec’s Academic Board.

### The draft report and final report will be sent to Te Korowai Kahurangi ([TKK@unitec.ac.nz](mailto:TKK@unitec.ac.nz)) to be distributed to Unitec stakeholders.

### Monitoring findings and actions arising from this report will be incorporated into Programme Evaluation and Planning.

### Other provisions:

### One of more programmes:

### If more than one programme is being Monitored as part of the visit then the report will include individual sections for each programme, or individual reports for each programme as determined by agreement between the Monitor and Unitec.

### More than one Monitor:

### Where there are multiple Monitors assessing a programme at the same time, then there will be a single joint report.

### Te Korowai Kahurangi ([TKK@unitec.ac.nz](mailto:TKK@unitec.ac.nz)) is the Academic Quality Centre for Unitec.