

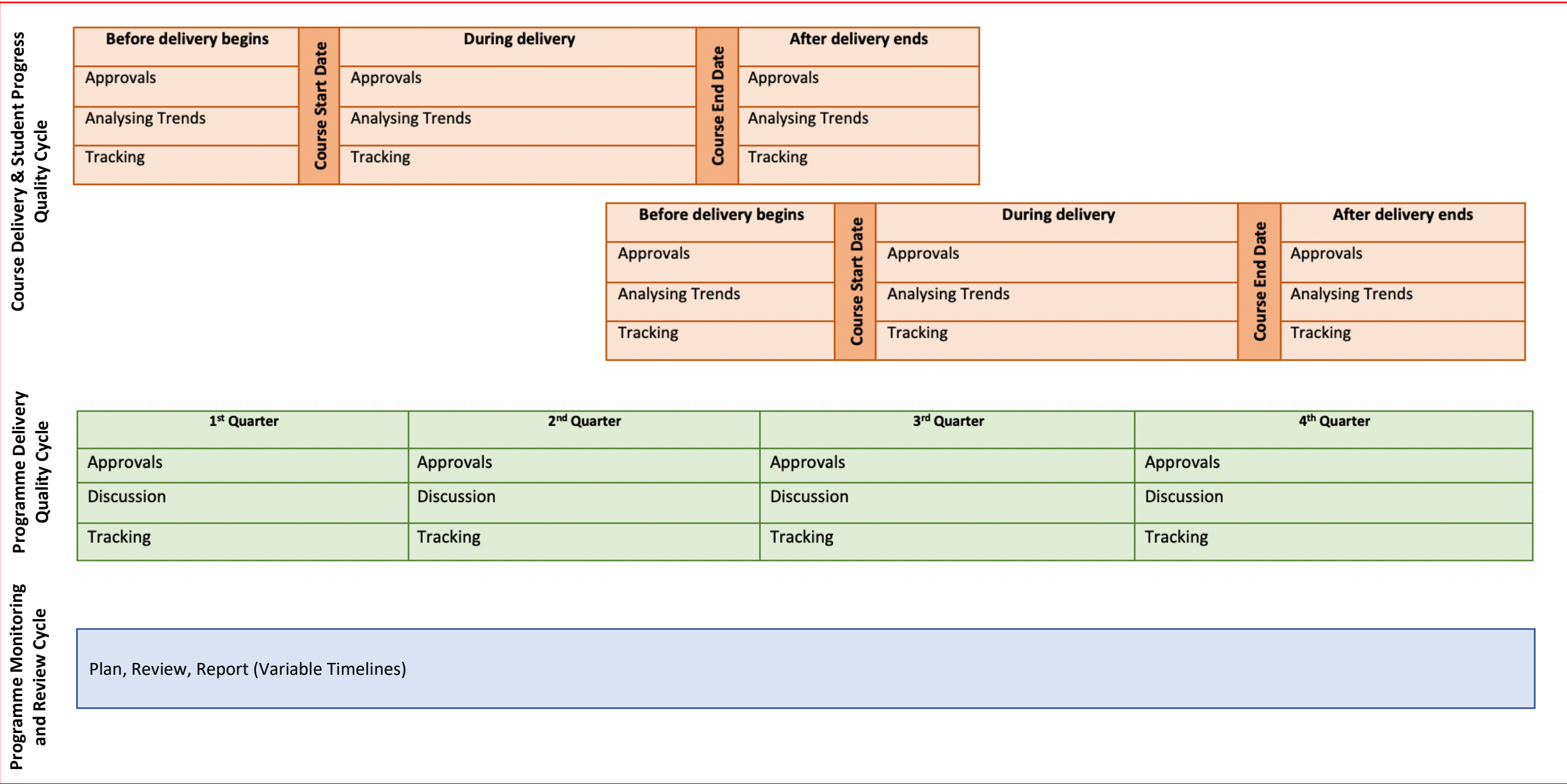
PAQC Work Plan - Visual Overview

Abbreviations used in this document:

<i>AAC</i>	<i>Academic Approvals Committee (a sub-committee of Academic Board which reviews all applications for development of new programmes and changes for existing programmes)</i>
<i>AB</i>	<i>Academic Board)The Committee to which the QAB reports)</i>
<i>APC</i>	<i>Affected Performance Consideration</i>
<i>AQAP</i>	<i>Academic Quality Action Plan (our response to the EER report)</i>
<i>CEP</i>	<i>Course Evaluation and Planning Report (completed by teachers for each course, this is the primary self-evaluation tool for courses)</i>
<i>EPI</i>	<i>Educational Performance Indicators (These include course completion, retention, and qualification completion rates)</i>
<i>GAC</i>	<i>Rōpū Whakaaetanga Aromatawai Grade Approval Subcommittee</i>
<i>IAC</i>	<i>Industry Advisory Committee</i>
<i>MOU</i>	<i>Memorandum of Understanding (used for agreements with other organisations)</i>
<i>NZQA</i>	<i>The New Zealand Qualifications Authority (The governing body for all of our qualifications)</i>
<i>PAQC</i>	<i>Te Komiti o ngā Hōtaka Programme Academic Quality Committee</i>
<i>PDG</i>	<i>Rōpū Hōtaka Whakawhanake Programme Development Group</i>
<i>PEP</i>	<i>Programme Evaluation and Planning Report (completed twice a year, this is the primary self-evaluation tool for whole programmes)</i>
<i>QAB</i>	<i>Quality Alignment Board (The Committee to which the PAQC reports)</i>
<i>TOR</i>	<i>Terms of Reference</i>

PAQC Workplan Visual Overview – The Cycles

- 1. The first is based on the quality requirements of time based course delivery which has a definitive start and end date;
- 2. The second is a quarterly based programme quality cycle; and
- 3. The third is for ad-hoc activities associated Programme Monitoring and Review and professional accreditation requirements.



PAQC Work Plan Detail

Course Delivery (Incl. Short Courses) and Student Progress Quality Cycle

	Before Delivery Begins		During Delivery		After Delivery Ends
PAQC Approvals	<ul style="list-style-type: none">• Ratification of Grades (<i>may be delegated</i>)<ul style="list-style-type: none">– Resolution of previous deferred grades• Exclusions from program/course<ul style="list-style-type: none">– 3rd time enrolments• Student Issues<ul style="list-style-type: none">– Consideration and resolution of escalated issues• Late Completions (<i>may be delegated</i>)<ul style="list-style-type: none">– Graduation confirmation– Student excellence (Senior Scholar Award, etc.)– Requests for correction of errors• Enrolments & Admissions (<i>may be delegated</i>)<ul style="list-style-type: none">– Cross credit/ Assessment of Prior Learning• Modified Program Study		<ul style="list-style-type: none">• Student Issues<ul style="list-style-type: none">– Consideration and resolution of escalated issues		<ul style="list-style-type: none">• Completions (<i>may be delegated</i>)<ul style="list-style-type: none">– Graduation confirmation– Student excellence (Senior Scholar Award, etc.)– Requests for correction of errors• Student Issues<ul style="list-style-type: none">– Consideration and resolution of escalated issues• Programme Evaluation & Planning Report (PEP) (<i>preparation may be delegated</i>)• Ratification of Grades (<i>may be delegated</i>)<ul style="list-style-type: none">– Approve deferred grades and set completion dates
Analysing Trends, Discussing & Reporting		Course Start Date	<ul style="list-style-type: none">• Student Progress (<i>may be evaluated by wider group</i>)<ul style="list-style-type: none">– Priority Groups in individual assessment– Early assessment outcomes• Affected Performance Consideration<ul style="list-style-type: none">– Volume by course, Themes, No. approved or declined• Resubmissions/Reassessment<ul style="list-style-type: none">– Volume by course• Complaints<ul style="list-style-type: none">– Volume by course, Themes, No. approved or declined	Course End Date	<ul style="list-style-type: none">• Student Progress (<i>may be evaluated by wider group</i>)<ul style="list-style-type: none">– Course success and retention rates– EPI/ Priority Groups at whole course level– Discretionary & Special Admissions• External Moderation (Themes only)• Students at Risk (<i>may be evaluated by wider group</i>)• Student evaluation of courses (<i>may be evaluated by wider group</i>)<ul style="list-style-type: none">– Themes & action plans (reported to QAB)• Appeals<ul style="list-style-type: none">– Volume by course, Themes, No. approved or declined• Grades<ul style="list-style-type: none">– Timeline compliance– No grades, Deferred grades, Change of grades
Tracking Progress	<ul style="list-style-type: none">• Class Set-up (Incl. correct start and end dates)<ul style="list-style-type: none">– Timetable teaching hours are correct• Course Descriptors/ My Course Details<ul style="list-style-type: none">– Approved programme improvements finalised and documented– Gradebook set-up• Moderation<ul style="list-style-type: none">– Pre-moderation compliance and process– Internal moderators assigned and suitably trained– Assessment Schedule complete• Student Information<ul style="list-style-type: none">– Student facing information deployed (Incl. Moodle Pages)– Handbook updated• Course Evaluation & Planning (CEP) (started and on track)		<ul style="list-style-type: none">• Student Course Evaluation<ul style="list-style-type: none">– Evaluations deployed & completed		<ul style="list-style-type: none">• Moderation<ul style="list-style-type: none">– Post-moderation complete– External moderation deployed• Grades (Compliance & Process)<ul style="list-style-type: none">– Assessment copies retained according to policy• Completions (Compliance & Process)<ul style="list-style-type: none">– Completion errors• Suspensions Postgraduate and Research programs• CEP (completed)

As noted above, some approval and analysis activities may be able to be delegated to Working Groups/Sub-committees, or even individuals. Any such delegations must be approved and recorded in PAQC minutes on a yearly basis.

Programme Delivery Quality Cycle

Year	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Approvals	<ul style="list-style-type: none">PAQ Committee<ul style="list-style-type: none">Yearly work-plan, including AQAP related targetsMembership informationDelegated Authority<ul style="list-style-type: none">Sub-Committees/Working Groups Convener & Membership, TOR & extent of authorityConfirm delegated authority to approve enrolmentsDelegated authority to individualsModeration<ul style="list-style-type: none">Update annual Moderation PlanMOU/Contracts in place for External ModerationIndustry Engagement<ul style="list-style-type: none">Advisory Committee scheduleEngagement outcomes plan	<ul style="list-style-type: none">Program Development (<i>preparation may be delegated</i>)<ul style="list-style-type: none">Review Program RegsReview Unit Standard Versions for next delivery cycleReview Contracted DeliveryType 1 & Type 2 Programme Improvements for next delivery cycle (submit to AAC for approval)	<ul style="list-style-type: none">Moderation<ul style="list-style-type: none">Update annual Moderation PlanEnrolments & Admissions<ul style="list-style-type: none">Study Plan updated and accurate	<ul style="list-style-type: none">Program Development (<i>preparation may be delegated</i>)<ul style="list-style-type: none">Review Program RegsReview Unit Standard Versions for next delivery cycleReview Contracted DeliveryType 1 & Type 2 Programme Improvements for next delivery cycle (submit to AAC for approval)Contracted/Subcontracted Delivery<ul style="list-style-type: none">Contract negotiation for following year
	<ul style="list-style-type: none">Program Development (Scheduled to conform with NZQA timelines) (<i>preparation may be delegated</i>)<ul style="list-style-type: none">Approve Type 2 major changes to Programmes Submit to Academic Approvals Committee for approvalApprove New Programme Developments Submit to Academic Approvals Committee for approval			
Discussion	<ul style="list-style-type: none">Industry Advisory Committee<ul style="list-style-type: none">Receive and discuss outcomesModeration<ul style="list-style-type: none">Review outcomes of External Moderation	<ul style="list-style-type: none">Industry Advisory Committee<ul style="list-style-type: none">Receive and discuss outcomes	<ul style="list-style-type: none">Industry Advisory Committee<ul style="list-style-type: none">Receive and discuss outcomesModeration<ul style="list-style-type: none">Review outcomes of External Moderation	<ul style="list-style-type: none">Industry Advisory Committee<ul style="list-style-type: none">Receive and discuss outcomes
Tracking	<ul style="list-style-type: none">Improvement & Action Plans<ul style="list-style-type: none">Monitor progress against plans	<ul style="list-style-type: none">Improvement & Action Plans<ul style="list-style-type: none">Monitor progress against plans	<ul style="list-style-type: none">Improvement & Action Plans<ul style="list-style-type: none">Monitor progress against plans	<ul style="list-style-type: none">Improvement & Action Plans<ul style="list-style-type: none">Monitor progress against plans

Programme Monitoring and Review Cycle

Year	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Oversight – Variable Timelines	<ul style="list-style-type: none">Degree Monitoring<ul style="list-style-type: none">Monitor progress against previous improvement planPreparation Monitor Visit Report received Response approved by PAQC Response submitted to QAB			<ul style="list-style-type: none">Degree Monitoring<ul style="list-style-type: none">Nominate new/confirm continuing MonitorSet visit dates for following yearMonitor Contracts
		<ul style="list-style-type: none">Program Review<ul style="list-style-type: none">Preparation to establish timeline Internal Evaluation Stakeholder Engagement Response approved by PAQC Response submitted to QAB		
	<ul style="list-style-type: none">Professional Accreditation/Registration (Scheduled as required)<ul style="list-style-type: none">Preparation Accreditation/Registration Visit Report received Response approved by PAQC Response submitted to QABConsistency Review (Scheduled as required)<ul style="list-style-type: none">Preparation Review Report received Response approved by PAQC Response submitted to QAB			

As noted above, some approval and analysis activities may be able to be delegated to Working Groups/Sub-committees, or even individuals. Any such delegations must be approved and recorded in PAQC minutes on a yearly basis.