
To	Academic Board Te Poari Mātauranga	From	Simon Tries Manager, Te Korowai Kahurangi
Title	Course Durations Issue – Final Report	Date	29 January 2020

Recommendation:

That Academic Board receive the memo (below) provided to ELT and the Final Report on the Course Durations Issue and note that the Memo and Report have been provided to the New Zealand Qualifications Authority.

Purpose:

To provide Academic Board with a copy of the Memo and report considered by ELT on 20 January 2020.

Memo to ELT of 17 January 2020:**Purpose:**

To provide the Executive Leadership Team with the final report on the Course Durations Issue.

Recommendations:

That the Executive Leadership Team:

Note:

- the findings of the report
- that changes to currently non-compliant programmes are underway to ensure compliance as soon as possible
- that the *Programme Refresh Project* has been implemented to address the underlying issues identified from the Course Durations issue
- the additional checks being completed to ensure there has been no impact on student outcomes
- that we are currently investigating how to determine any possible breach of StudyLink rules

Approve:

- the provision of the report to the New Zealand Qualifications Authority

Commentary

The investigation into the Course Duration issue revealed a number of courses and programmes which were not fully compliant with NZQA and TEC approvals. The findings from the investigations,

the work undertaken in 2019 to address these issues and the work to be undertaken in 2020 are outlined below. The report on the course durations investigation is appended.

Course Durations Findings

The following overarching issues were identified during the Course Duration Investigation. The extent of the issues varied from programme to programme and School to School:

- Programmes were not necessarily being setup to be delivered as they were approved, noting that in some instances the data stating what was approved was inconsistent
- Courses were not always being setup in PeopleSoft (which is where data for SDR reporting is drawn) as they were approved due to the misinterpretation of requirements by some academic staff and the requirement and processes used to re-setup courses annually
- The learning hours (10 notional hours per credit) were not necessarily being delivered over the full duration of the course, contrary to NZQA and TEC requirements
- Programme documentation management was insufficient in scope and management leading to inconsistent understanding of what was approved

The Course Durations investigation revealed that of the 87¹ programmes reviewed:

- 69 had consistent data across NZQA, TEC and the programme document (includes 31 programmes where NZQA holds no data)
- 47 were 100% compliant at the commencement of work, 31 were non-compliant and 9 were “not applicable” due to not yet being delivered or similar
- 73 of 87 were compliant following amendments to course durations
- Of the 14 that remain non-compliant following this work:
 - 1 programme is set up in STEO for half its expected duration – suspected error in setup (GDCPM)
 - 1 is a programme which incorporates a thesis which doesn’t align with the programme duration. Courses within the programme are compliant. (MOST)
 - 1 is a graduate diploma which is non-compliant with TEC but which is compliant with the Bachelor’s degree to which it is aligned. Courses are co-taught. (GDBUS)
 - 1 is non-compliant with TEC but compliant with the programme document (NZDVN)
 - 3 have clinical placements which makes it difficult to confirm durations so compliance cannot be confirmed (BHSMI, BNURS, BN)
 - 3 are modern apprentice programmes whereby it was in the best interests of the students to maintain current delivery patterns for 2020 (NZCD4, NZCG4, NZCP4)

Actions undertaken in 2019

In addition to the investigation itself, a number of issues with programmes and courses were able to be rectified in 2019 to avoid compounding non-compliances in 2020. These include:

- The shifting of final assessment dates to the final two weeks of the semester
- Revising the course and activity durations for 2020 delivery in line with programme approvals

¹ Actually 86 but MAP SP and MAP PA were considered as separate programmes for this exercise

Actions to be undertaken in 2020

There are four key actions to be undertaken in 2020:

1. The current priority is to make the necessary changes to the non-compliant programmes noted above and gain the necessary NZQA and TEC approvals. Applications are expected to be with NZQA prior to the start of semester.
2. A review of the external moderation undertaken for any courses which were taught over a reduced activity duration will be reviewed to confirm that there has been no impact on student outcomes.
3. How best to approach an investigation into any possible breach of StudyLink Rules is also currently being determined so as to determine what if any impact there has been.
4. Resolve the root causes of the issues through the Programme Refresh Project which will:
 - Review and, as necessary, update programme documentation and make necessary applications to NZQA and TEC to ensure programme delivery matches what is approved
 - Review and document the Learning Hours of each course in line with NZQA and TEC requirements
 - Revise relevant processes to bring greater control to programme change and class setup processes

Further details of the project will be provided to ELT once relevant parties across Unitec have been consulted.

Appended

Final report on the Course Durations Investigation (16 January 2020)

Contributors (including to report):

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