

COMMITTEE WORK PLAN // Quality Alignment Board 2020								
Month	Product Type	Source / Nature	Item / Topic / Focus	Presentation Frequency	Author	Submission Due	Presentation Due	Notes
EACH MEETING								
	Report	Progress Outcomes	Director Report - Māori	Every meeting	Director, Māori Success			Outlines progress against achievement of Priority Group Strategies and Operational Plans
	Report	Progress Outcomes	Director Report - Pacific	Every meeting	Director, Student Success			Outlines progress against achievement of Priority Group Strategies and Operational Plans
	Report	Progress Outcomes	Director Report - International	Every meeting	Director, Pacific Success			Outlines progress against achievement of Priority Group Strategies and Operational Plans
	Report	Progress Outcomes	Director Report - Under 25s	Every meeting	Director, International Success			Outlines progress against achievement of Priority Group Strategies and Operational Plans
	Report	Progress Outcomes	Teacher Capability Development	Every meeting	Manager, Te Puna Ako			Provides an update against Badging requirements
	Report	Progress Outcomes	Academic Quality Action Plan	Every meeting	Director, Ako			Provides an update on progress against AQAP actions and intended outcomes
	Report	Progress Outcomes	Assuring Consistency (Levels 1-6)	Every meeting	Lead, Quality Partnering			Provides an update on progress and outcomes from NZQA Consistency Reviews
	Report	RAG	Assuring Consistency (Levels 1-6)	Every meeting	Lead, Quality Partnering			Provides an overview of Unitec Relevant Consistency Reviews
	Report	Progress Outcomes	Degree Monitoring Outcomes	Every meeting	Lead, Quality Partnering			A rolling report on the outcomes from degree monitoring reports
	Report	RAG	Degree Monitoring RAG	Every meeting	Lead, Quality Partnering			Summarises progress and outcomes of degree monitoring
January			No Meeting					
February								
	Evaluation	SA	QAB Membership and Terms of Reference	Each Year	QAB Members			Annual Review of QAB Terms of Reference and Membership
March								
	Report	Update	Summary report on PAQC Chairs Reports PAQC Chairs Reports	Each Quarter	PAQC Chairs			Quarterly Report from each PAQC Chair, with summary report on PAQC Chairs' reports provided by Lead, Quality Partnering which provides a thematic analysis of all PAQC Chairs reports and identifies any institutional themes/issues and recommends actions (see report templates for full details)
April								
	Report	Report	Report on Process and Outcomes from PEP process	Each Year	Te Korowai Kahurangi & Te Puna Ako			Reports on process which supports Programme Evaluation and Planning and provides thematic analysis of reports and recommends actions to be adopted
	Report	Report	Student Performance Report	Each Year	Te Korowai Kahurangi			Reports achievement against EPI and Graduate outcome targets and identifies any actions required
May								
	Review	Internal Evaluation and Review	Report on the Internal Evaluation and Review in late March	Each Year	Director Ako			Reports on process and outcomes of IER
	Review	Report	Report on Stakeholder Engagement	Each Year	Director, Industry Engagement			Summarises approaches to and effectiveness of Schools' stakeholder engagement
June								
	Report	Survey	Graduate Survey report	Each Year	Te Korowai Kahurangi			
	Report	tbc	Results of Annual Attestation Compliance Process	Each Year	Te Korowai Kahurangi	Summarises evidence to support annual attestation and recommends outcome to AB and CE		
	Report	Update	Summary report on PAQC Chairs Reports PAQC Chairs Reports	Each Quarter	PAQC Chairs			Quarterly Report from each PAQC Chair, with summary report on PAQC Chairs' reports provided by Lead, Quality Partnering which provides a thematic analysis of all PAQC Chairs reports and identifies any institutional themes/issues and recommends actions (see report templates for full details)
July								
August								
	Report	Report	Report on CEP outcomes	Each Semester	Te Korowai Kahurangi			Summarises the key findings from the CEP process
September								
	Report	Update	Summary report on PAQC Chairs Reports PAQC Chairs Reports	Each Quarter	PAQC Chairs			Quarterly Report from each PAQC Chair, with summary report on PAQC Chairs' reports provided by Lead, Quality Partnering which provides a thematic analysis of all PAQC Chairs reports and identifies any institutional themes/issues and recommends actions (see report templates for full details)
October								
	Report	Report	Report on Process and Outcomes from Interim PEP process	Each Year	Te Korowai Kahurangi & Te Puna Ako			
November								
December								
	Report	Update	Summary report on PAQC Chairs Reports PAQC Chairs Reports	Each Quarter	PAQC Chairs			Quarterly Report from each PAQC Chair, with summary report on PAQC Chairs' reports provided by Lead, Quality Partnering which provides a thematic analysis of all PAQC Chairs reports and identifies any institutional themes/issues and recommends actions (see report templates for full details)
	Report	Report	Report on CEP outcomes	Each Semester	Te Korowai Kahurangi			Summarises the key findings from the CEP process
	Evaluation	Self assessment	Committee Self assessment	Each Year	QAB			Summarises the key findings from the CEP process