Unitec

For Discussion

To	Ako Ahimura	**From**	Simon Tries, Manager, Te Korowai Kahurangi
Title	Defining Learning Hours	**Date**	20 February 2020

Recommendation/s

That the Committee endorse the approach to defining notional learning hours within courses.

Purpose

To establish a consistent method for categorising notional learning hours within all courses approved for delivery.

Commentary

Since the beginning of 2018 it has been both an NZQA and TEC requirement to specify the learning activities that make up a programme. Notional learning hours are defined as:

> *all planned learning activities leading toward the achievement of programme or qualification learning outcomes[1]*

This requirement is based upon the expectation that 1 credit equates to 10 notional hours of learning and that all learning is "directed". To date, Unitec has not had a consistent approach to either the classification of learning, nor the demonstrating of how the learning in individual courses meets the 10 hours/credit requirement.

The intent is to address these shortcomings as part of the Programme Refresh Project which is being implemented to address the underlying issues identified during the Course Durations Project at the end of 2019, and to bring all Unitec programmes to a state of full alignment with NZQA and TEC requirements.

The Learning Hours template (appended) has been designed to meet the NZQA and TEC requirements while not being so prescriptive as to restrict the ability of teaching staff to respond to the changing needs of their student cohorts. It has been adapted from an original template (provided by UCOL). It is currently with NZQA to confirm that it will meet their requirements.

Next Steps

Once endorsed by Ako Ahimura, the template will be developed into a spreadsheet (one per programme). This will allow for the real time amendment of the distribution of hours within a course by teaching staff while ensuring that any changes remain compliant with what is approved.

The learning hours spreadsheet will then be utilised during the Programme Refresh Project whereby each programme team will be required to populate the spreadsheet to confirm alignment with

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[1] https://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/programme-approval-and-provider-accreditation/definition-of-learning-hours/

programme approval. Once the types of learning are confirmed, relevant student information sources will need to be confirmed as aligning with what is approved.

Contributors

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Appended:

Learning Hours template 20200218