
To	Quality Alignment Board	From	Clare Goodwin Bridging Education & Support Learning PAQC, Bridgepoint
Title	PAQC Quarterly Report for March 2020	Date	2020 / 04 / DD

Overview

General Committee Health Check

What is going well?

The Committee comprises senior staff from across the three Programmes NZCSC, NZSCP and NZCSL as well as TKK representatives, the Bridging Education kaihautū, a Subject Librarian representative, and a new chair. One of our members is the external representative on the School of Construction and Engineering PAQC and another member is the external representative on the Creative Industries PAQC.

Our first meeting in February focussed solely on reviewing the four PEPs; one for each of the Programmes above and one for the CUP which is no longer being delivered. The second meeting was postponed due to the Covid-19 lockdown but was held via Skype on 21 April.

What improvements can be made?

We still need to confirm our student representatives and our representative from another department. We have started the process of finding student class representatives and thought we could ask two of those students to be part of the Committee but with the Covid-19 outbreak, this process has not been completed. Finding a representative from an external School has proven difficult. There has either been no response or people say they are too busy. We will keep communicating with other Schools but if we continue to struggle to find a representative, we have discussed reciprocating with Language Studies. It would be good to learn from each other.

What support is needed (actions required)?

Some clarity regarding expectations of representative from other School. Is reciprocating with Language Studies acceptable?

We need to complete process for class and student representatives.

Progress against 3 (max.) key actions (*Each report*)

No action planner with key actions from the last cycle found. However, key actions would be the updates made to the NZCSP Programme Document with the addition of new approved pathways and changes to NZCSC Programme Document to align with these new pathways

Self-evaluation of Governance (*March & September*)

No self-evaluation completed. Will check to see if there is a template for this before the next meeting.

Priorities (3-5) for cycle (*March & September*)

- Getting people to engage with new on-line CEP format.
- Evaluating how the new on-line CEP works for different types of courses
- Updating moderation tracker to reflect actual practice
- Look into creating a Bridgepoint Priority Groups self-evaluative checklist, with input from the Success Champions.

Risk management (Each report – or out of sequence when there is a significant risk that needs to be escalated)

Covid-19 first and foremost in everyone's minds. APMs completed risk register. Clear guidelines on the Nest.

We expect Student Success and Retention will be impacted due to a range of factors including but not limited to:

- Lack of remote learning resources such as internet access, devices, art materials, a quiet space to study
- Health issues such as fear, depression, anxiety
- Family pressures such as caring for family members, no space away from family, sharing of resources
- Financial pressures such as job loss or extra work hours
- Stress due to changes to course delivery and assessments to be administered on-line

Staff stress levels increased due to

- Extra workload to adapt courses to an online delivery
- The need to upskill in online tools
- Their own family and health pressures
- Their own internet and device issues
- Concern for their students well-being and how best to support them
- How to keep up with the regular processes

Expectation flexibility

- Processes such as moderation, CEPs continue but with extended deadlines
- Student assessment deadlines are flexible and APCs will only be applied for at the end of the semester for those who can't complete by the end of the course
- There is a huge risk that this flexibility will create a bottleneck towards the end of semester for both students and staff

New applications for Semester 2 and Skills Reviews still occurring. Skills Review adapted so it can be administered online. The effectiveness of this will be monitored and reviewed.

Quality Reporting

Programme Evaluation (PEP) (*twice per year*)

The NZCSP was reviewed as Excellent due to the clear evidence supporting all commentary, and the identification of strengths and issues with realistic and achievable actions provided. The NZCSC and NZCSL were reviewed as Good with the comment to continue to involve the whole team through Āta-kōrero evaluative practices. More staff training on how to improve their evaluative practices and not get side-tracked or overly descriptive would be useful.

Addressing low literacy was a theme of NZCSC. These students were identified using the LNAAT. Some extra tutorials were offered on campus but this has ceased to be an option during the on-line provision as a number of the Step 2 students did not have internet access. Staff have been giving individual feedback to students with internet access.

Making sure the additional pathways in NZCSP were pre-moderated and ready for delivery was vital for this programme. EFTs met target for Level 4.

Creating a clear annual timeline of processes for staff to follow regarding academic procedures was the only action from the NZCSL PEP that was nearing its due date. The

APM said that giving the Supported Learning staff the link to this information on The Nest has clarified the timeline but he will check in again with his staff to see if they require any further information.

Programme Review (as required)

NZCSL Qualification is being reviewed at a national level.

NZCSC is due to be reviewed December 2020

Consistency Review (as required)

NZCSL was due April 2020 but got postponed due to Covid-19 shutdown. No new date yet.

NZCSP due for Consistency Review in June but have requested that this date be postponed due to Covid-19 shutdown.

Professional Accreditation/Other (as required)

Not applicable.

Appeals/Complaints (as required)

No appeals or complaints.

Affected Performance Consideration (twice in 2020 only to assist us to evaluate the change)

Extenuating circumstances with the Covid-19 shutdown will increase the number of APC applications towards the end of the semester. For the time-being staff are being encouraged to be flexible with assessment dates where possible, and to offer extensions rather than insisting on an APC application if students are stressed with the current situation. This may reduce the number of extra applications slightly.

Summary Information & Compliance Overview

The following are summaries collated and populated by TKK in collaboration with the Chair and APMs.

Grades (twice per year)

Statistical summary of previous semester grade ratification including resolution of previous outstanding grades

Grade Code	Missing Grade		DEF		Total	
Programme Code	Grade Count	EFTS	Grade Count	EFTS	Grade Count	EFTS
NZCSC			2	0.25	2	0.25

Completions (twice per year)

Statistical summary of Completions including Graduation confirmation and any requests for correction of errors

PROGRAMME	1194 COMPLETIONS
NZCSL	25
NZCSC	43
NZCSP	36
CUP	64

Moderation (twice per year)

Moderation Planning for each cycle is complete (twice per year) – *Reported via TKK tracking*

MOU/Contracts in place for External Moderation (once per year) – *Reported via TKK tracking*

Progress on moderation (twice per year) – *Reported via TKK tracking*

Summary of issues/or simply progress of External Moderation from last cycle (twice per year) – *Reported by TKK from minutes of discussions in meetings*

Student Evaluation of Courses (twice per year)

Summary of response rates for programmes – *Reported via TKK tracking*

Summary of issues and improvement plans (twice per year) – *Reported by TKK from minutes of discussions in meetings*

Course Evaluations (CEP) *(twice per year)*

Completed for previous cycle (1194)

PROGRAMME	PROG #	COURSE CODE	COURSE #	OFFERING	CEP INITATED	DESCRIPTION	APM
NZCSC	NZ2863	FSTU	2910	1	Y	Foundation Maths	Sue Tulett
NZCSC	NZ2863	FSTU	3902	1	Y	Pathway Project	Sue Tulett
NZCSC	NZ2863	FSTU	3910	1	Y	Maths with Numeracy	Sue Tulett
NZCSC	NZ2863	FSTU	3911	1	Y	Science Maths	Sue Tulett
NZCSC	NZ2863	FSTU	3912	1	Y	Introduction to Algebra	Sue Tulett
NZCSC	NZ2863	FSTU	3913	1	Y	Nursing Maths	Sue Tulett
NZCSC	NZ2863	FSTU	3914	1	Y	Maths Algebra	Sue Tulett
NZCSC	NZ2863	FSTU	3921	1	Y	Bioscience	Sue Tulett
NZCSC	NZ2863	FSTU	3922	1	N	Physics	Sue Tulett
NZCSC	NZ2863	FSTU	3924	1	N	Cultures in Aotearoa	Sue Tulett
NZCSC	NZ2863	FSTU	3925	1	Y	Introduction to Business	Sue Tulett
NZCSC	NZ2863	FSTU	3926	1	Y	Identity & Communication	Sue Tulett
NZCSC	NZ2863	FSTU	3927	1	Y	Sociology	Sue Tulett
NZCSC	NZ2863	FSTU	3928	1	Y	Psychology	Sue Tulett
NZCSC	NZ2863	FSTU	3930	1	Y	Children's Literature	Sue Tulett
NZCSC	NZ2863	FSTU	3931	1	Y	Art & Design 2D	Sue Tulett
NZCSC	NZ2863	FSTU	3932	1	Y	Art & Design 3D	Sue Tulett
NZCSC	NZ2863	MAOR	3991	1	N	Toi Maori	Sue Tulett
NZCSL	NZ2853	BPED	1201-SB	1	N	Developing Communication Kaupapa Korero Tahi (Sem A)	Dave Hicks
NZCSL	NZ2853	BPED	1202-SB	1	N	Managing Everyday Living Kaupapa Kaiao Tahi (Sem A)	Dave Hicks
NZCSL	NZ2853	BPED	1203-SB	1	Y	Health and Wellbeing Kaupapa Hauora Tahi (Sem A)	Dave Hicks
NZCSL	NZ2853	BPED	1204-SB	1	Y	Planning for Work Kaupapa Whaimahi Tahi (Sem A)	Dave Hicks

PROGRAMME	PROG #	COURSE CODE	COURSE #	OFFERING	CEP INITATED	DESCRIPTION	APM
NZCSL	NZ2853	BPED	1205-SB	1	N	Responsible Citizenship Kaupapa Raraunga (Sem A)	Dave Hicks
NZCSL	NZ2853	BPED	1206-SB	1	Y	Communication for Work Kaupapa Korero Rua (Sem A)	Dave Hicks
NZCSL	NZ2853	BPED	1207-SB	1	N	Health and Wellbeing for Work Kaupapa Hauora Rua (Sem A)	Dave Hicks
NZCSL	NZ2853	BPED	1208-SB	1	Y	Managing Everyday Living for Work Kaupapa Kaiao Rua (Sem A)	Dave Hicks
NZCSL	NZ2853	BPED	1209-SB	1	Y	Preparing for Work Kaupapa Whaimahi Rua (Sem A)	Dave Hicks
NZCSL	NZ2853	BPED	1210-SB	1	Y	Work-Based Learning Tumahi (Sem A)	Dave Hicks
NZCSP	NZ2860	BEBP	4201	1	N	Business Concepts and Communication	Sue Tulett
NZCSP	NZ2860	BEBP	4202	1	N	Using Business Software	Sue Tulett
NZCSP	NZ2860	BEBP	4203	1	N	Collaborative Project	Sue Tulett
NZCSP	NZ2860	BECI	4101	1	N	Art and Design Studio	Sue Tulett
NZCSP	NZ2860	BECI	4102	1	N	Processes, Procedures, Materials and Technology	Sue Tulett
NZCSP	NZ2860	BECI	4302	1	N	Moving Images	Sue Tulett
NZCSP	NZ2860	BECI	4803	1	N	Acting and Technical Production	Sue Tulett
NZCSP	NZ2860	BECI	4901	1	N	Collaborative Project	Sue Tulett
NZCSP	NZ2860	BPED	4001	1	N	Identity and Communication	Sue Tulett
NZCSP	NZ2860	BPED	4002	1	N	Collaborative Project	Sue Tulett

Deployed and underway for new cycle (1202)

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NZCSC	NZ2863	FSTU	2910	1	Y	Foundation Maths	Sue Tulett
NZCSC	NZ2863	FSTU	3902	1	N	Pathway Project	Sue Tulett
NZCSC	NZ2863	FSTU	3910	1	N	Maths with Numeracy	Sue Tulett
NZCSC	NZ2863	FSTU	3911	1	N	Science Maths	Sue Tulett
NZCSC	NZ2863	FSTU	3912	1	N	Introduction to Algebra	Sue Tulett

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NZCSC	NZ2863	FSTU	3913	1	N	Nursing Maths	Sue Tulett
NZCSC	NZ2863	FSTU	3914	1	N	Maths Algebra	Sue Tulett
NZCSC	NZ2863	FSTU	3921	1	N	Bioscience	Sue Tulett
NZCSC	NZ2863	FSTU	3922	1	N	Physics	Sue Tulett
NZCSC	NZ2863	FSTU	3924	1	N	Cultures in Aotearoa	Sue Tulett
NZCSC	NZ2863	FSTU	3925	1	N	Introduction to Business	Sue Tulett
NZCSC	NZ2863	FSTU	3926	1	Y	Identity & Communication	Sue Tulett
NZCSC	NZ2863	FSTU	3927	1	N	Sociology	Sue Tulett
NZCSC	NZ2863	FSTU	3928	1	N	Psychology	Sue Tulett
NZCSC	NZ2863	FSTU	3930	1	Y	Children's Literature	Sue Tulett
NZCSC	NZ2863	FSTU	3931	1	N	Art & Design 2D	Sue Tulett
NZCSC	NZ2863	FSTU	3932	1	N	Art & Design 3D	Sue Tulett
NZCSC	NZ2863	MAOR	3991	1	N	Toi Maori	Sue Tulett
NZCSL	NZ2853	BPED	1201-SA	1	N	Developing Communication Kaupapa Korero Tahi (Sem A)	Dave Hicks
NZCSL	NZ2853	BPED	1202-SA	1	N	Managing Everyday Living Kaupapa Kaiao Tahi (Sem A)	Dave Hicks
NZCSL	NZ2853	BPED	1203-SA	1	N	Health and Wellbeing Kaupapa Hauora Tahi (Sem A)	Dave Hicks
NZCSL	NZ2853	BPED	1204-SA	1	N	Planning for Work Kaupapa Whaimahi Tahi (Sem A)	Dave Hicks
NZCSL	NZ2853	BPED	1205-SA	1	N	Responsible Citizenship Kaupapa Raraunga (Sem A)	Dave Hicks
NZCSL	NZ2853	BPED	1206-SA	1	N	Communication for Work Kaupapa Korero Rua (Sem A)	Dave Hicks
NZCSL	NZ2853	BPED	1207-SA	1	N	Health and Wellbeing for Work Kaupapa Hauora Rua (Sem A)	Dave Hicks
NZCSL	NZ2853	BPED	1208-SA	1	N	Managing Everyday Living for Work Kaupapa Kaiao Rua (Sem A)	Dave Hicks
NZCSL	NZ2853	BPED	1209-SA	1	N	Preparing for Work Kaupapa Whaimahi Rua (Sem A)	Dave Hicks
NZCSL	NZ2853	BPED	1210-SA	1	N	Work-Based Learning Tumahi (Sem A)	Dave Hicks
NZCSP	NZ2860	BEBP	4201	1	Y	Business Concepts and Communication	Sue Tulett

PROGRAMME	PROG #	COURSE CODE	COURSE #	OFFERING	CEP INITATED	DESCRIPTION	APM
NZCSP	NZ2860	BEBP	4202	1	N	Using Business Software	Sue Tulett
NZCSP	NZ2860	BEBP	4203	1	N	Collaborative Project	Sue Tulett
NZCSP	NZ2860	BECI	4101	1	N	Art and Design Studio	Sue Tulett
NZCSP	NZ2860	BECI	4102	1	N	Processes, Procedures, Materials and Technology	Sue Tulett
NZCSP	NZ2860	BECI	4302	1	N	Moving Images	Sue Tulett
NZCSP	NZ2860	BECI	4803	1	N	Acting and Technical Production	Sue Tulett
NZCSP	NZ2860	BECI	4901	1	N	Collaborative Project	Sue Tulett
NZCSP	NZ2860	BECS	4703	1	N	Health and Wellbeing 4	Sue Tulett
NZCSP	NZ2860	BECS	4704	1	N	Exploring Leadership	Sue Tulett
NZCSP	NZ2860	BEEN	4102	1	N	Engineering Maths 1	Sue Tulett
NZCSP	NZ2860	BEHC	4403	1	N	Human Biology for Healthcare	Sue Tulett
NZCSP	NZ2860	BPED	4001	1	Y	Identity and Communication	Sue Tulett
NZCSP	NZ2860	BPED	4001	2	N	Identity and Communication	Sue Tulett
NZCSP	NZ2860	BPED	4001	3	Y	Identity and Communication	Sue Tulett
NZCSP	NZ2860	BPED	4001	4	N	Identity and Communication	Sue Tulett
NZCSP	NZ2860	BPED	4001	5	N	Identity and Communication	Sue Tulett
NZCSP	NZ2860	BPED	4001	6	N	Identity and Communication	Sue Tulett
NZCSP	NZ2860	BPED	4002	1	N	Collaborative Project	Sue Tulett
NZCSP	NZ2860	BPED	4003	1	N	Maths for Nursing and Healthcare	Sue Tulett
NZCSP	NZ2860	BPED	4004	1	N	Bioscience 4	Sue Tulett
NZCSP	NZ2860	BPED	4005	1	N	Psychology 4	Sue Tulett
NZCSP	NZ2860	BPED	4006	1	N	Applied Maths	Sue Tulett
NZCSP	NZ2860	BPED	4007	1	N	Literacy 4	Sue Tulett

Programme Development (*twice per year*)

Summary of Programme Development activity for both Type 1 & 2 changes and/or new development - *Provided by TKK from AAC records*

Industry Engagement (*twice per year*)

IAC (Industry Advisory Committee) scheduled - *Reported via School's BA*

Engagement outcomes plan in place – *Reported by APMs/Chair/HoS*

Supported Learning Stakeholder night was planned inviting employers of previous graduates to Unitec but got postponed due to Covid-19 shutdown. This would have provided useful industry evaluation of our NZCSL graduates. No new date yet.

Attachments**PAQC Yearly Governance Information (once per year or if significant updates)**

PAQC Information Sheet including Membership information, Meeting Dates and Delegated Authority (incl. Sub-Committees/Working Groups Convener/Individuals) - *provided by TKK*