
To	Quality Alignment Board	From	Glenn Nicholson Electrical and Applied Technology PAQC
Title	PAQC Quarterly Report for [March – May 2020]	Date	2020 / 03 / 26

Overview

General Committee Health Check

What is going well?

Completion and review of PEP reports for the BAT and NZCEE programmes.

What improvements can be made?

Inadequate representation at PAQC meetings. Lack of attendees. Need to review committee membership and recruit student representatives.

What support is needed (actions required)?

Recruit new representatives on to the PAQC committee.

Progress against 3 (max.) key actions

The previous cycle of the PAQC was focused on completion of finalised PEP documents for the NZCEE and BAT programmes. PEPs have now been finalised and approved by the PAQC. Updated action plans are included in the relevant PEPs.

Priorities (3-5) for cycle

- Tracking of student engagement: a significant issue in the NZCEE programme is the low course completion rate, and a lack of data regarding the reasons for this. The Learner Outreach Programme will be a major component in tracking (and hopefully improving) student engagement and course completion.
- Planning and tracking of internal and external moderation: ensuring that moderation plans are up to date and are being implemented.
- Strengthen industry engagement through direct consultation and Industry Advisory Committees. These committees exist but recent meetings have been cancelled. Industry engagement is essential for ensuring that our graduates are meeting the needs of industry.

Risk management

A risk analysis spreadsheet has been developed by the APM and to date no high risks or extreme risks have been identified. The risk analysis spreadsheet can be found



NZCEE risk 2020
March.xlsx

Quality Reporting

Programme Evaluation (PEP)

The NZCEE PEP was given an overall rating of 'Good' for quality of self-evaluation. Student success rate (SCC) at 70.7% is lower than the Unitec target but the key problems associated with this have been identified and corrective action has been initiated. Low student retention between the two semesters is of most concern. Identification of 'at risk' students and follow up through the Learner Outreach Programme will attempt to address this issue.

The BAT PEP was given an overall rating of 'Excellent'. This rating was discussed by the PAQC. The rating for most (4 out of 5) of the individual criteria within the PEP was 'Good', with only one criteria (How effectively are students supported and involved in their learning?) being rated as 'Excellent'. Representatives from the BAT programme on the PAQC were insistent that overall the evaluation of the programme should be excellent. The BAT programme has high student success rate (88.3%), but needs to address issues around facilities and resources, and to improve communication with industry stakeholders (reinvigorate the IAC).

Degree Monitoring

A degree monitoring report for the BAT programme was received 11 June 2019. The report provided a list of 13 recommendations around the areas of:

- facilities and resources
- support for international students and priority learners
- industry engagement

The PAQC prepared a response to the monitors report in 2019 that identified specific actions. The Response to Monitors Report document was endorsed by the PAQC.



BAT Monitor 2019
response Report Final

Programme Review

NZCEE programme review has commenced with 1 FTE allocated to conduct the review. The aim of the review is to streamline the programme by removing duplication across individual courses, and to identify and fill any gaps that are identified in the programme.

It is expected that the review will be completed by June 2020 and that applications for approval of recommended changes will be submitted soon after this date.

The Skills Organisation is concurrently reviewing the NZ Certificate in Electrical Engineering Level 3 qualification and is also intending to develop a programme that will lead to the qualification.

Summary Information & Compliance Overview

Grades

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

Grade Approval reports for NZCEE L3 and BAT 2019 semester 2 were received by the PAQC.

A list of missing grades for semesters 1192 and 1194 was received by the PAQC. Due to lack of representation from the NZCEE team at the meeting it was agreed that these would be dealt with at the next meeting. In the interim, the missing grades are being investigated by the Electrical Engineering/Applied Technology administrator. The two DEF grades are from the Bachelor of Applied Technology programme. Student needs to be externally moderated before grades can be released.

Missing & DEF Grade Report by Course Main Prog - by Course

Is Formal Qualification: All Reporting Year: 2019

School: Computing, Electrical... Main Prog: Multiple selections Course Subject: All Course Catalog: All

Missing or DEF Grade: DEF Grade Code is "Blank" means missing grade

Is MISC: All Is Pacific: All Is Under 25: All Select Funding: All

Grades not published at Course Level

Course Subject Code	Course Catalog Number	Course Name	EFIS	Grade Count	Course End Date
Grades not published (Blank)					
Grade Count					
DEF grades					
2					
Grade Count					

 Memo Grade
 Memo Grade
 Change of Grade
 Ratification to PAQC_I Ratification to PAQC_I Tracker_NZCEE & BAT

Completions

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

Qualification	Nbr of Application	Nbr of People Approved by AB	Nbr of Applicants declined	Approved By
Bachelor Applied Technology (BAT)	30	26	4	Mirjana Bogosanovic
New Zealand Certificate in Electrical Engineering (NZCEE)	36	34	2	Mirjana Bogosanovic
NCEE Lev 2&3	1	1	0	Mirjana Bogosanovic

 Completion Approval Certificate Request_B/
 Completion Approval Certificate Request_B/
 Completion Approval Certificate Request_B/
 Completion Approval Certificate Request_N/
 Completion Approval Certificate Request_N/
 Completion Approval Certificate Request_D/

 Completion Approval Certificate Request_C/

Moderation

Internal moderation plans for NZCEE L3 and for BAT have been created.

For NZCEE, all assessments in all courses will be moderated. Internal moderators for each course have been identified. External moderation will be conducted by the NZCEE cluster group that will meet in December 2020. The cluster group (Unitec, Wintec, Toi O Homai, UCoL) have not yet confirmed which courses will be externally moderated in 2020.

 Moderation Planner and Tracker_BAT.xlsx
 2019_NZCEE_ModPlan.xlsx

Course Evaluations (CEP)

Completed for previous cycle

Deployed and underway for new cycle



CEP-BAT 1192.pdf



CEP-NZCEE 1194.pdf



CEP-NZCEE 1192.pdf



CEP-BAT 1194.pdf



1) NZCEE CEP
Tracker.xlsx

Programme Development

Bachelor of Applied Technology BAT – Type 1 & 2 Change under process with APM and Co-ordinator.



BAT

ProgrammImprover

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Industry Engagement

The IAC for the NZCEE programme was held on 14 November 2019. The committee was updated on programme developments. Minutes of the meeting are attached. The next Electrical IAC meeting is scheduled for June 2020.



IAC Minutes 15
August 19.pdf



IAC Minutes 9 May
19.pdf



IAC Minutes_14
November 2019.pdf



IAC Minutes_14
November 2019.doc



IAC Minutes_22
August 2019.pdf



IAC Minutes_22
August 2019.doc

Attachments

PAQC Yearly Governance Information

This is the information sheet for our PAQC for this year. We had recently made changes to the chair. We thank and acknowledge Mirjana for Chairing last year and we welcome Glenn to the position.



2020 NZCEE
PAQC Info Sheet