
To	Te Poari Whai Kounga Quality Alignment Board	From	Gerald Ryan
Title	PAQC Quarterly Report for March - April	Date	2020 / 04 / 24

Overview

Programme Improvement Group was formed and started work. Progress has been on-hold since resignation of TPA embedded resource. Currently working with TPA to locate a replacement person for the role.

Due to the number of programmes active across the School it was determined that the PAQC be separated in into two. They are:

- Technical Trades
- Construction related trades.

The next PAQC to QAB report for quarter 2 will therefore be a separate one for each committee.

General Committee Health Check

We are tracking well in recruitment of priority learners. EPI data has reported parity to be some distance away. It is noticed that the data does not yet tell the full story, e.g. apprenticeships

NAT literacy and numeracy assessment conducted across all level 3 cohorts and also for a level 4 drain-laying cohort.

What improvements can be made?

There is an issue of missing grades. This is attributable to learners enrolled in apprenticeship programmes. It is necessary for UNITEC to adapt its systems/process and reporting to better suit the apprenticeship mode of study.

Institutional response is needed for students identified as having poor numeracy and literacy skill/s.

What support is needed (actions required)?

Note: EER and up-coming consistency reviews (2).

Progress against 3 (max.) key actions

1. *Identified shortcomings with Moodle and identified other platforms that are being used. There is a recognition that there are security issues regarding maintenance and retrieval of data.*
2. *Missing grades were identified and extracted from BI. All full-timer missing grades were solved. Those that are outstanding were related directly to learners in work based study.*
3. *PEP- Ata korero proved to be quite successful in gathering data however in some cases this did not translate into an effective PEP document.*

Priorities (3-5) for cycle

1. *All academic staff submit high quality, informative CEPs.*

- ## Risk management

A risk focus group was empowered. It is tasked with the undertaking of a monthly risk assessment which is reported to HOS, APM, PAQC etc. on or by the 15th of each month. First meeting and assessment has been held (see risk spread sheet for details).

Quality Reporting

Programme Evaluation (PEP)

TKK have evaluated PEP and will disseminate their findings and recommendations to HOS. HOS will bring report back to PAQC in due course.

Consistency Review

Two consistency reviews are scheduled to occur in 2020. They are for:

- NZ Certificate in Mechanical Engineering (level 3)
- NZ Certificate in Automotive Engineering (level 3)

Both consistency reviews have been postponed.

Appeals/Complaints

Two student complaints received, one from welding and one from plumbing. These have been investigated and resolved. Data and findings were reported to appropriate persons.

Summary Information & Compliance Overview

Grades

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

We have understood that the missing grades are due to matters beyond academics control. There is a possibility that there is a systems issue with Plumbing, Drainlaying and Gasfitting but this has been escalated to TKK for support to mitigate the matter moving forward. As this is an on-going process, we are continuing to work with TKK to get this on-going issue sorted.

[illegible]

Copy of Grades not published at Course L 2020 Change of Grades Tracker.xlsx

Completions

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

As indicated below, we still have a few students who are declined based on credits missing. It is also indicated that we are still completing students from the old programmes who have applied to graduate.



Completions |

Qualification	Number of Applications	Number of People Approved by Academic Board	Number of Applicants declined
Certificate in Applied Technology (Automotive Engineering)	2	2	0
Certificate in Applied Technology (Autotronics)	2	2	0
Certificate in Applied Technology (Carpentry)	2	2	0
Certificate in Applied Technology (Welding and Fabrication)	1	1	0
National Certificate in Drainlaying	2	2	0
New Zealand Certificate in Automotive Engineering (Level 3)	59	54	5
New Zealand Certificate in Construction Trade Skills (Level 3) (Allied Trades)	7	7	0
New Zealand Certificate in Construction Trade Skills (Level 3) (Carpentry)	33	32	1
New Zealand Certificate in Mechanical Engineering (Level 3)	9	6	3
New Zealand Certificate in Plumbing Gasfitting and Drainlaying (Level 3)	17	15	2
Certificate in Automotive Mechanical Engineering	1	1	0
National Certificate in Motor Industry (Automotive Electrical Engineering)	1	1	0

Moderation

We have yet to approve our moderation plan as the school is still coming to terms with the expectations of the courses being moderated.

Course Evaluations (CEP)

Deployed and underway for new cycle

School	Main Program	Active courses (1202)	# of Initiated CEPs	%
Trades & Services	NCAEE	37	3	8.11%
Trades & Services	NCAEN	1		
Trades & Services	NZCAE	52	2	3.85%
Trades & Services	NZCAU	1		
Trades & Services	NZCC	34	3	8.82%
Trades & Services	NZCCT	15	1	6.67%
Trades & Services	NZCD4	7		
Trades & Services	NZCLA	13		
Trades & Services	NZCME	8	1	12.50%
Trades & Services	NZCP4	6	3	50.00%
Trades & Services	NZCPG	5	2	40.00%

Industry Engagement

IAC (Industry Advisory Committee) scheduled –*Meetings scheduled for April, July and October.*

Attachments