

## Regular Meeting of Trades & Services PAQC

1:30 to 3:30 Monday, 9/2/2020 Zoom Meeting Chair: Gerald Ryan Secretary: Ali Shahbaz

### Meeting resources

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## 1. Whakatuwheratanga | Opening

### 1.1 Karakia

Manawa mai te mauri nuku  
Manawa mai te mauri rangi  
Ko te mauri kai au  
he mauri tipua  
Ka pakaru mai te pō  
Tau mai te mauri  
Haumi e, hui e, taiki e!

Embrace the power of the earth  
Embrace the power of the sky  
The power I have  
Is mystical  
And shatters all darkness  
Cometh the light  
Join it, gather it, it is done!

### 1.2 Mihi Whakatau | Welcome

### 1.3 Ngā Whakapāha | Apologies

Aroha Lewin  
Denyse Martin  
John Pepere  
Tu

### 1.4 Mahia Atu | Matters Arising

#### **1. Risk Register(Discussion)**

*The chair had explained that there is a committee that was established to identify and maintain this live document to overlook any risks that may arise in programmes in the Trades and Services area.*

#### **1. 1.6 Ngā Tautapu Arotake | Actions for Review**

No Actions.

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## 2. Mea Hei Whakaae | Items To Approve

### 2.1 Moderation

The PAQC approves the moderation Plan:

#### ***The motion: Deferred***

*Action Plan: To understand which courses need to be externally moderated for NZCCT. Ali is to collate the data once we have received information . Ali will work with Jake to get the information sorted and planned.*

## 2.2 Transition Arrangements:

The PAQC approves transition arrangements to be added to programme regulations retrospectively to January 1, 2020 for NZCP4 & NZCG4

*The regulations are not current to which we cannot approve current students so we need to retrospectively make this transitional arrangement effective from Sem1, 2020.*

*The motion that PAQC approves the transitional arrangements to be added in programme regulations.*

*Moved By: Angus Robertson*

*Second By: Jake Curran*

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## 3. Mea Hei Kōrero | Items To Discuss

### 3.1 Student Handbook

That the PAQC to discuss and confirm that program material completed and staff list finalised for deployment to the associated Handbooks.

*Jake mentioned that this is something that should not be warranted for PAQC discussion. It was just a question about frequency and targeted audience. Kakala had answered the two points and also suggested that we take this offline. The PAQC agreed with the suggestion.*

### 3.2 Delegated Authority

That the PAQC discuss the terms of reference for the Grade Approval Committee.

*Jake propose after consultation with the committee that the PAQC approves the structure of the Grade Approval Committee as The conveyor (Gerald Ryan), The Academic Programme Manager (Jake Curran) and the associated lecturers of the courses being approved.*

### 3.3 Grades

1. Missing Grades from 2019 (Can be delegated to the Grade Approval Sub-committee)

*It was established the PAQC suggests that authority is to be delegated to the APM Jake Curran for approval of specific grade management matter. This may include but not limited to Change of Grade, resolving retrospective grade situations etc. The PAQC was satisfied with this suggestion.*

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## 4. Ngā Tukunga | Items To Receive

### 4.1. Governance Committee Reporting

#### 4.1.1 Committee Calendar for 2020

[Quality Compliance Calendar- Key Dates 2020](https://thenest.unitec.ac.nz/TheNestWP/teaching-and-research/te-korowai-kahurangi/quality-assurance-support/key-quality-dates/paqc-quality-compliance-calendar/) –  
<https://thenest.unitec.ac.nz/TheNestWP/teaching-and-research/te-korowai-kahurangi/quality-assurance-support/key-quality-dates/paqc-quality-compliance-calendar/>

#### 4.1.2 Committee Calendar for 2020

[Quality Compliance Calendar- Key Dates 2020](#) – From February to November on the 3rd Wednesday (except April & September) from 0830h to 1030h. (Note the change in time.)

#### 4.2. Komiti āpiti Rīpoata | Subcommittee Reports

1. **Grade Approval Subcommittee** – [Link to BI Report]
2. **Completion** [Tracker](#)
3. **Change of Grades** [Tracker](#)

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## 5. Kupu Whakamutunga | Closing

#### 5.1 Ētahi Kaupapa Anō | Any Other Business (AOB)

#### 5.2 Karakia

Ka wehe atu tātou  
I raro i te rangimārie  
Te harikoa  
Me te manawanui  
Haumi ē! Hui ē! Taiki ē!

We are departing  
Peacefully  
Joyfully  
And resolute  
We are united, progressing forward!

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#### **Version Tracking**

*First release: 2020-02-01*