

**To** Te Poari Whai Kounga | Quality Alignment Board

**From** Glenn Nicholson  
NZCEE L3/BAT PAQC

**Title** PAQC Chair's Quarterly Report

**Date** 2020 / 10 / 09

## 1. Overview

The following is a list of the key activities in which the NZCEE/BAT PAQC has been engaged since the last quarterly report. It should be noted that this period included the August lockdown period which disrupted some of the activities of the PAQC.

- Grade approvals – for electrical short courses that ran in July; for Skills-contracted apprenticeship training
- Processing of Change of Grades – outcomes from students who had been awarded Deferred grades in semester 1, which then needed to be changed to Pass or Fail grades as appropriate.
- Review and sign-off for Interim PEP reports for the NZCEE and BAT programmes.
- Monitoring of progress on programme reviews of NZCEE and BAT.

## General Committee Health Check

*What is going well?*

- Getting good feedback from student reps
- Timely grade approvals. This is particularly relevant for Skills trainees so that they can unit standard completions registered with NZQA in an appropriate time frame.
- Delegated sub-committees dealing with issues relating to a specific programme.

*What improvements can be made?*

All is going ok.

*What support is required (actions required) and/or what issues need to be escalated to Quality Alignment Board | Te Poari Whai Kounga?*

No issues at this point in time.

## Progress against 3 (max.) key actions

No key actions have been completed in the last quarterly cycle. The following action has seen significant progress in the last quarter.

PEP year/action number	Improvement Action	Due date for completion	
NZCEE L3 2020 Interim 3	Review of programme delivery and assessments	November 2020	Draft programme document has been reviewed by PAQC and edits have been recommended. This will now be passed to a sub-committee for sign-off.

## **Risk management**

### **Process**

Risk registers are regularly updated and the PAQC gets an update at each meeting.

### **Outcomes**

The NZCEE risk register has identified a high risk that the programme will not meet the targeted levels for student achievement. The Risk Register also identifies mitigation actions (additional student support, tutorial sessions, Success Champion support).

## **2. Student support and achievement**

### **Priority Group Strategies**

#### **Process**

Overall the PAQC is confident that programmes are implementing priority group strategies to the extent that is possible within the constraints of the Covid environment.

The PAQC is aware that a number of actions that were planned around I See Me initiatives had to be postponed or cancelled due to the August Covid lockdown.

Priority Group students are now being tracked on the Learner Outreach Project (LOP) Tracker. Additionally, MPTT (electrical) scholarship students are being tracked using the MPTT SSEP spreadsheet.

An alternative date has now been scheduled for the Wananga event

#### **Outcomes**

Due to Covid disruption it is not possible to make any sensible evaluation of the effectiveness of priority group strategies or I See Me initiatives.

## **Student Success**

### *Student Outcomes*

The PAQC is not confident that the NZCEE programme will meet targets for successful completions or parity targets for priority groups. This is primarily due to the impact of the August Covid lockdown. The programme is already working to improve completion rates through improved student tracking. Student disengagement with online learning during lockdown is a problem and is more prevalent amongst Maori and Pasifika learners.

The Maori and Pasifika Success Champions are working with the appropriate support teams to get students to re-engage.

BAT programme: the PAQC is confident that the BAT programme will meet the targets for successful completions. There are some concerns regarding parity for Pasifika students as this group has been disproportionately affected by the Covid lockdown. The BAT Pasifika Success Champion is facilitating support for these students.

### *Grades and Completions*

For the NZCEE L3 programme there are three missing grades. These are under investigation.

For the Skills Years 1, 2, and 3 programmes there are a large number of missing grades. Analysis of these missing grades shows that these missing grades consists of:

- Year 3 unit standards which are still work in progress (completion delayed due to Covid interruptions)

- Unit standards that are associated with the trainee completing an external exam. The grade cannot be reported until the trainee completes the exam
- Unit standards linked to completion of first aid training that was deferred from March 2020. Alternative arrangements are now in place for the training.

For the BAT programme:

The PAQC is awaiting details of missing grades from the Programme Coordinator.

## **Student Feedback**

### *Process*

### *Outcomes*

Summary of response rates for programmes –

Unitec 2020 Sem 1 course survey response rate for NZCEE was 6.5%. This level of response is clearly unacceptable. For 2020 sem 1 it appears that it was particularly difficult to get students to complete the survey while learning online. A number of strategies have been trialled (including allocated class time for completing the online survey, facilitated by independent person). For semester 2 staff will once again be prompted to remind and encourage students to complete the survey.

Unitec 2020 Sem 1 course survey response rate for BAT was 20.8% which is close to the average Unitec response rate.

Effective student feedback for both the NZCEE and the BAT programme is being received via student representation on the PAQC.

### Summary of issues and improvement plans

Recent student feedback regarding the online learning experience has been very useful. PAQC student reps also provide a useful conduit for closing the loop and providing student feedback (the student rep facilitates via social media).

## **3. Academic quality outcomes**

### **Moderation**

#### Moderation plans

The PAQC has oversight of the internal and external moderation plans for the programmes and has approved the plans.

#### Moderation outcomes

The PAQC is confident that internal and external moderation is occurring as scheduled in the plans.

#### Summary of any known issues and any mitigation plans

The PAQC is not aware of any issues relating to internal or external moderation for these programmes.

### **Research**

Research is not required for the NZCEE Level 3 programme.

For the BAT, a number of teaching staff will be presenting at the Unitec Research Symposium which will assist with meeting the research requirements.

#### **4. Programme design, delivery and review**

##### **Course Evaluation and Planning**

###### Process

NZCEE programme has 100% CEP completion rate.

For the BAT programme, 4 of 27 CEP reports have been started. The Programme Coordinator has been made aware of this and is following up with teaching staff.

###### Outcomes

Review of the information in the CEPs provides input into the PEP reports. This is how issues are identified and acted upon. If necessary, issues can be passed on to QAB directly or via PEP reporting.

##### **Programme Evaluation and Planning (PEP)**

###### Process

Interim PEP reports for the NZCEE and BAT programmes have been reviewed and approved by the PAQC. The PAQC expressed a high level of confidence in the accuracy of these reports.

##### **Degree Monitoring**

###### Process

The BAT programme will receive a visit from the Degree Monitor in October 2020.

###### Outcomes

The PAQC will review the outcome of the BAT Monitor's report when it is available.

##### **Consistency Review**

###### Process

N/A – no reviews due or impending.

###### Outcomes

N/A

##### **Professional Accreditation/Other**

###### Process

N/A

###### Outcomes

N/A

##### **Stakeholder Engagement**

###### Process

Regular IAC meetings (none in the last quarter) for NZCEE

BAT programme is due for the next IAC meeting.

**Programme Review**

## Process

The PAQC has received regular updates on progress on the NZCEE review, and is now at the stage of finalising the reviewed programme document.

The BAT programme review is in progress. The PAQC is given regular updates.

**Graduate Outcomes**

## Process

No activity by PAQC on this in the last quarter.

**Reference:**

[PAQC Terms of Reference](#)

**Programmes overseen by the PAQC:**

Bachelor of Applied Technology (BAT)

New Zealand Certificate in Electrical Engineering (NZCEE)

SKILLS Programme