

<b>To</b>	Te Poari Mātauranga   Academic Board	<b>From</b>	Simon Tries, Chair, Te Komiti Whakamana Hōtaka Hou
<b>Title</b>	Chair's Report: Te Komiti Whakamana Hōtaka Hou   Academic Approvals Committee	<b>Date</b>	12 March 2021

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### Recommendation/s

That Te Poari Mātauranga receive:

- the update from the Te Komiti Whakamana Hōtaka Hou | Academic Approvals Committee for the hui of 9 February and 9 March 2021.
- The Committee's report on its 2020 Self Assessment

### Background

Te Komiti Whakamana Hōtaka Hou | Academic Approvals Committee (AAC) convenes monthly to assess applications for new or amended academic provision which require external approval.

### Commentary

#### Applications

1. AAC considered and endorsed five micro-credential applications, which are currently with NZQA for approval:
  - a. Painting and Decorating (pre-trade) (Micro-credential)
  - b. AWS re/Start (Micro-credential)
  - c. Introduction to Arc Welding (Manual Metal Arc Welding) (Micro-credential)
  - d. Introduction to MIG Welding (Metal Inert Gas Welding) (Micro-credential)
  - e. Introduction to TIG Welding (Gas Tungsten Arc Welding) (Micro-credential)
2. The committee withdrew an outstanding application where the conditions placed on the endorsement had not been met within a reasonable timeframe (see below).

### Self-assessment

The hui of 9 March considered the recommendations/actions from the self-assessment report based on the āta-kōrero at the end of 2020 (appended). Also considered were: how the work of the committee aligned with the Learning and Teaching Strategy; Programme Approval requirements (under the Act), with a particular focus on expectations regarding stakeholder engagement, and the standard of applications received.

#### *Application volumes*

Members also considered more broadly the volume and standard of applications received, the workload of members and the standard of outcomes. Members agreed that a more managed approach was required to ensure all applications could be considered in a robust and timely manner. To this end, a "booking system" is being implemented whereby an agreed date for an application to the committee will need to be determined. With all significant changes requiring PLG approval and early engagement with Te Korowai Kahurangi, no particular issues with this are envisaged. Details will be communicated to APMs and PAQCs shortly.

*Stakeholder engagement*

The committee agreed that greater clarity was required for both members and programme teams regarding the evidence required to demonstrate sufficient engagement with stakeholders had been undertaken. The committee agreed to undertake a review of the current advice, to be considered at the next practicable hui.

*Applications with “Subject to...” endorsement*

The committee agreed that future applications should only be endorsed *subject to* conditions where those conditions could be met within a reasonable time frame (five working days). Where any issues are considered unable to be met within this timeframe then the application would not be endorsed but would require resubmission to the committee. Additionally, where the requisite conditions for endorsement had not been met within a five-day period following notification to the applicant, then these applications would also require resubmission.

To support the above approach, applications are now being more fully reviewed by Te Korowai Kahurangi prior to consideration by the Committee. This quick assessment provides greater assurance that the proposed (change to) academic provision is supported by a robust and complete application. A robust and complete application is considered to be: The programme improvement form/application (if applicable), a complete up to date programme document (with tracked changes, if a change); an up to date Programme Information Details (PID) sheet along with the evidence to support what is proposed. Together these documents allow for the appropriate consideration of what is being proposed as well as providing details for the applications to external agencies and post-external-approval set up in PeopleSoft, and across Support Teams.

**Attachments**

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