

<b>To</b>	Te Poari Whai Kounga   Quality Alignment Board	<b>From</b>	Glenn Nicholson Electrical & Mechanical Engineering (BAT, NZCEE, Skills, Short Courses)
<b>Title</b>	PAQC Chair's Quarterly Report	<b>Due Date</b>	2021/02/25

## 1. Overview

This overview provides brief reflection of the work of the PAQC during 2020.

### General Committee Health Check

#### *What worked well?*

- Delegated sub-committees dealing with issues relating to a specific programme.
- Timely grade approvals. This is particularly relevant for Skills trainees so that unit standard completions can be registered with NZQA in an appropriate time frame.
- Regular monitoring of programme risk registers and associated plans/actions.
- Regular monitoring of moderation plans and implementation.

#### *What improvements have been/will be made for 2021?*

- Several of the 2020 meetings had to be rescheduled due to inability to reach a quorum. It has proved difficult to find meeting times that allow sufficient members to attend. The 'work around' for this has been to run e-meetings but this is a poor substitute for face to face discussion. In some cases this has devolved down to circulation of documents for voting on. A proposed schedule for 2021 meetings has been circulated to PAQC members and will be adjusted as necessary.
- The appointment of a dedicated part-time admin support for the Skills programme has resulted in a significant improvement in communication between Unitec and Skills, along with timely and accurate processing of trainee results.

#### *What support is required (actions required) to achieve these improvements?*

No support required at this stage. It is welcome news that admin support for the Skills programme will continue in 2021.

#### *What issues (if any) 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	Internal review of the programme was completed in December 2020. Submission for approval has been deferred. A new version of the qualification has been published by NZQA and Unitec is now

			participating in collaborative programme development involving all Te Pukenga subsidiaries.
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Action plans will be reviewed early 2021.

## Risk management

### Process

Programme risk registers is a standing item on PAQC meeting agenda and is presented by the APM. With the last two meetings of 2020 being conducted as e-meetings, the agenda have been focused on items requiring voting and there has been no recent discussion regarding risk registers. For 2021 it is recommended that where is not possible for the PAQC to meet face to face, that meetings be conducted via Zoom/Teams so that there can be full discussion.

### Outcomes

The NZCEE risk register had identified a high risk that the programme would not meet the targeted levels for student achievement for 2020. The Risk Register also identified mitigation actions (additional student support, tutorial sessions, Success Champion support). As the year transpired it was clear that the highest risk to student achievement was interruption and changes to programme delivery due to Covid lockdowns. The 2020 SCC for the NZCEE programme did not meet institutional targets but was consistent with previous years. This (relatively) good result could be attributed to the mitigation measures that were in place.

For 2021, student achievement continues to be the highest risk for the programme. Mitigation strategies exist but may require adaptation in the event of further Covid-related disruption. If high enrolment numbers are reached (as expected) there will be risk associated with accommodating the large number of students and the required resourcing of the programme.

No high or extreme risks were identified for the BAT programme in 2020 and it was expected to meet student achievement targets. The SCC target for 2022 is set at 90% but actual SCC was 81%. The PAQC will await analysis of this result and will look to identify actions for improvement.

## 2. Student support and achievement

### Priority Group Strategies

#### Process

Overall the PAQC is confident that programmes implemented priority group strategies to the extent that was possible within the constraints of the Covid environment during 2020.

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 March/April and August Covid lockdowns.

Priority Group students were tracked on the Learner Outreach Project (LOP) Tracker. Additionally, in 2021 MPTT (electrical) scholarship students will now be tracked using the MPTT SSEP spreadsheet.

#### 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 during 2020. The best that can be said is that things could have been a lot worse.

Mitigation plans and interventions are planned for 2021 and will be evaluated in due course.

## **Student Feedback**

During 2020 the PAQC had good student representation for both the NZCEE and BAT programmes and the student reps provided useful feedback. The student reps also provided a useful mechanism for providing feedback to students on actions and responses to their feedback. In particular, the NZCEE student rep coordinated a Facebook group for the cohort which was effective in facilitating feedback.

The response rate to formal student surveys was disappointing. For the BAT programme the response rate dropped from 36% in 2019 to 20% in 2020. For the NZCEE the 2020 overall response rate was 10% (13.2% in semester 2) which is well below the target of 35% and indicates that we are not getting effective feedback from this process. The survey results for the NZCEE and BAT programmes were good (7.9 and 8.1 respectively) which indicates a good level of satisfaction amongst those that completed the survey.

Outcomes of issues and improvement plans

Further work is required to address the low response rate to the online surveys.

New student reps will need to be appointed for 2021.

## **3. Academic quality outcomes**

### **Moderation**

Moderation plans

NZCEE, Skills, and BAT have up to date internal and external moderation plans and the PAQC has confidence that these plans are being followed.

Moderation outcomes

Unitec participated in an NZCEE external cluster moderation event in December 2020 and were found to be at the required standard.

Skills assessments were submitted to external moderation in October 2020. The initial finding of the external moderation was unsatisfactory and that Unitec had not met the required standard, and that an improvement plan must be submitted. This outcome was disputed, and the outcome was revised to 'satisfactory'.

BAT internal and external moderation is up to date according to the plan.

### **Research**

Research is not applicable to the NZCEE Level 3 programme or the Skills programme.

The BAT programme 2020 RPTL is currently red-lit at 25%. This will be followed up by the PAQC.

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

### **Course Evaluation and Planning**

Process

CEP completion rate for NZCEE is 100% for 2020 semester 2.

CEP completion rate for BAT is 33% for 2020 semester 2. Staff will be reminded.

Outcomes

The PAQC has not specifically discussed the level of confidence in the CEP process.

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

Process

Preparation of 2020 EoY PEPs is currently in progress. 2020 Interim PEPs were completed in a timely manner.

## Outcomes

2020 Interim PEPs were reviewed by the PAQC. This process will also be followed for the 2020 EoY PEPs.

Note: The Skills programme is not a Unitec programme. Unitec are contracted by Skills to deliver this programme. As a programme that is delivered under contract, it has been agreed that it will be subject to a 'shortened' EoY PEP.

The PAQC is confident that all programmes are being effectively evaluated and appropriate actions for improvement are being identified and implemented.

## Degree Monitoring

### Process

The BAT programme was subject to external review in October 2020.

### Outcomes

The PAQC is confident that the monitoring process for the BAT programme is being effectively managed. The outcome of the 2020 monitoring was very positive and included excellent suggestions for growth and development of the programme.

## Consistency Review

### Process

NZCEE: Completed 2019. Nothing new to report.

### Outcomes

Nothing to report.

## Professional Accreditation/Other

### Process

Delivery of the Skills programme requires that teaching staff hold EWRB registration and an adult teaching qualification. The PAQC is confident that this requirement is being effectively managed.

### Outcomes

Staffing arrangements for the Skills programme required some changes in order to satisfy the Skills requirements.

Short courses: teaching/assessment resources and photos of facilities have been submitted to EWRB for renewal of accreditation of the Associated Trades short course. Awaiting outcome from EWRB.

## Stakeholder Engagement

### Process

NZCEE has an active IAC that meets twice per year.

Unitec has quarterly meetings with The Skills Organisation to review programme delivery.

The PAQC is confident that there is sufficient and effective industry engagement for the BAT programme via IAC and industry visits.

#### Outcomes

The NZCEE IAC provides useful feedback on current industry trends and employment pathways for Unitec graduates.

#### **Programme Review**

##### Process

The PAQC has confidence in the on-going NZCEE programme review, and is aware that this review is now including development of a national programme.

The PAQC will be updated on the status of the BAT programme review at the next meeting.

##### Outcomes

The PAQC has confidence in the management of the NZCEE review and confidence in the work that is coming out of the NZCEE review.

#### **Graduate Outcomes**

##### Process

The response rate to the student survey of graduate outcomes for BAT was 50% but the actual number of responses are low (4 responses). The outcome of the survey is positive (>80%).

For the NZCEE there were only 6 responses to the graduate outcome survey (24%). The outcome of the survey is positive (>75%).

The PAQC is concerned at the low level of response to these surveys.

##### Outcomes

The PAQC has concerns about the reliability of data coming from the Graduate Outcomes survey due to the low response. This is an on-going problem. The PAQC will continue to look at strategies to improve response rates.

#### **Reference:**

[PAQC Terms of Reference](#)