

Programme Academic Quality Committee

School of Trades & Services

Title	School of Trades and Services – Managed Apprenticeships
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For:	Information

Recommendation

That the:

1. Trades & Services – PAQC receives the following report and maintains oversight of the resolution of a number of compliance implications identified relating to the submission of the Unitec January 2021 SDR and Apprenticeship Boost Initiative (Government Funding).
2. The Trades & Services – PAQC notes that a number of Managed Apprenticeship programmes are not fully compliant with the NZQA approved programme documents and an evaluation will be undertaken to gain a clearer understanding of the current gaps, any constraints, and that programme document or operational changes may be required to improve compliance outcomes.

Purpose

The purpose of this paper is to highlight concerns relating to the submission of the January 2021 Single Data Return (SDR) and Apprenticeship Boost Initiative data submissions and provide further information relating to the work commenced by the School and Project Takohanga.

Key Points

1. There are a number of outstanding matters within the School of Trades and Services which have impacted on Unitec's January 2021 SDR submission resulting in non-compliance of submission.
 - a. The non-compliances relate to two key areas:
 - i. Not all Managed Apprentices having a signed Tripartite Training agreement in place that outlines responsibilities between Unitec, the apprentice and employer (as per the programme documentation – also a funding requirement)
 - ii. Outstanding (missing & deferred) grades
 - b. Additional related non-compliances include:
 - i. Non-approved Sub-contracting arrangements (now addressed)
 - ii. Inconsistent enrolment practices leading to requests to back-date / alter enrolments.
2. Previous SDR submissions have stated that Unitec was compliant in these areas.

3. The School has been undertaking a number of projects (including Project Takohanga) over the last year to address the significant number of issues within the School
4. Good progress has been made in a number of areas, but there are still significant issues outstanding

Implications

The Tertiary Education Commission will be concerned that the upcoming SDR submission indicates that Unitec is non-compliant and that this is contrary to previous submissions which stated that Unitec was compliant in relation to these matters. This has the potential to lead to the loss of funding for these programmes and cessation of programme delivery.

Background

Unitec is required to ensure that the information reported through the SDR is accurate and compliant with relevant requirements.

In all previous SDR submissions Unitec has reported that all Managed Apprenticeships have had a Tripartite Training agreement (between the learner, the employer and Unitec), and that Unitec was fulfilling its responsibilities as per those Tripartite Training agreements and associated (SAC 3+) funding conditions. This has since been discovered to not be the case.

While significant work has been undertaken to address the outstanding matters, Unitec remains non-compliant in this area and will need to state this in its SDR submission. The accompanying report provides relevant details on the key issues of not all learners having a Tripartite Training agreement and grades not being reported in a timely manner.

These are not new issues and the contributors to this situation are many and complex. In the past the School has been poorly managed with a significant number of challenges relating to compliance with systems, learner support, teaching resources, etc. Much work has been undertaken to address these matters over the last couple years, including an external review, a restructure of the school and a significant number of process improvements. However, there remains much work to do to address all these matters. This work is underway.

The significant number of grades missing/outstanding primarily arises from the challenges of meeting SAC funding conditions, which require learning and assessment to occur within set course durations, and apprenticeship delivery which operates on the basis of learning and assessment occurring as opportunities arise in the workplace.

Summary Report Numbers - Tripartite Training Agreement (TA) Summary Status

Tripartite Training Agreement on File					
Apprentice Programme	No TA on File Action Follow Up	Yes Old Version on file – to be updated	Yes (No action)	Grand Total	Number of Tripartite Training Agreements Resolved since last report*
NZCC	20	17	56	93	Tbc
NZCD4	51	52	105	208	Tbc
NZCG4	9	116	5	130	Tbc
NZCP4		5	18	23	Tbc
Grand Total	80	190	184	454	Tbc

Summary Report Numbers – Missing & Deferred Grades

Delivery Type	Missing Grades (No Deferred Grade Entered)						Deferred Grade to be resolved					Grand Total	Grades resolved since last report**
	1182	1184	1192	1194	1202	1204	1184	1192	1194	1202	1204		
Apprenticeship Programme													
NZCAU						1						1	
NZCC			8		1	10		11	21	130	106	287	
NZCD4*				73	152	184	11	32	58	21		531	
NZCG4*				7		180						187	
NZCLA*	13		5		45	36		18	11			128	
NZCP4*		142	163	606	181	205	7	2	76			1382	
Pre-Trade Programme													
NZCAE*					359	66		3	1	2		431	
NZCCT				8					5	1	66	80	
NZCME								2	2	12	4	20	
NZCPG					1						1	2	
Contracted Service													
BCITO				32		54						86	
Expiring Programme													
NCAEE					1			2				3	
NCCPY	18		1									19	
NCMEN	40											40	
NCMES	883		458									1341	
Grand Total	954	142	635	726	740	736	18	70	174	166	177	4538	

* Programmes marked with * have higher than usual volumes of missing grades due to the decision to not apply a deferred grades due the high administrative burden. Adding a DEF grade has no perceived impact on EPIs.

**Next Report Date due 22 April 2021

Actions Completed:

1. Summary impact Memo provided to CE
 - Supported by Project Improvement Status Report & Action Plan (*Attachment One*)
2. Report sent to TEC – Investment Manager Kim Ulberg (KU) for consideration of impact of areas of concern on SDR reporting and impact on Unitec SAC Funding
3. Meeting held with TEC - Investment Manager – Kim Ulberg

Recommendation from TEC to:

1. Commence action plan to put in to place Tripartite Training Agreements not yet on file
 - a. Submit business justification to TEC to complete late returns for these Tripartite Training Agreements not yet held thus ineligible for ABI Employer Government Funding
 - b. Prioritise new and current students working to older agreements
2. Contact other ITP Managed Apprentice providers to understand current set up practices of Managed Apprentices of grading and course durations to understand problems and solutions faced and resolved.

Agreed Next Steps – Quality Partnering (See Action Plan)

1. Commence Arotake of Unitec Managed Apprenticeships in the School of Trades & Services to review current delivery against current approved programme document and develop and implement an action plan to address any remaining non-compliances review to include:
 - a. Course Durations
 - b. Learning hours
 - c. Tripartite Training Agreements
 - d. Grading Practices
2. Commence Action Plan to resolve missing and deferred grades
3. Commence Action Plan for Tripartite Training Agreements compliance requirements
4. Provide progress report to PAQC at each committee meeting
5. Report on Progress to QAB at each committee meeting

Attachments

TandS Improvement Progress Report 20210127

TS_ Managed Apprenticeship_Priority Focus Areas_Action Plan