

Trades & Services – Managed Apprenticeship - Priority Focus Areas – Action Plan:

Priority Focus Area	Actions	Who	Timeframe	Status
1. Programme Compliance with Approved Delivery	<ul style="list-style-type: none"> Complete Arotake review of current delivery of Managed Apprenticeships against current approved programme document and develop and implement an action plan to address any remaining non-compliances Audit to include: <ul style="list-style-type: none"> Course Durations Learning hours Tripartite Agreements (See below) Grading Processes 	Te Korowai Kahurangi	April 30 th	Not Started
	<ul style="list-style-type: none"> Submit regular reports to PAQC and then QAB for review to then be presented to QAB with next steps actions 	Project Takohanga	Ongoing	In Progress
2. Missing and Deferred Grades	<ul style="list-style-type: none"> Determine timeframe for regular reporting of modern apprenticeship grades outside of standard 10 day reporting timeframes by Programme <ul style="list-style-type: none"> Define Grading Process for Deferrals for Managed Apprenticeships 	Te Korowai Kahurangi Project Takohanga	April 30 th	Not Started
	<ul style="list-style-type: none"> Submit required process and policy change recommendations to PAQC for endorsement and further institutional consideration. 	Te Korowai Kahurangi Project Takohanga	March 31 st	Not Started
	<ul style="list-style-type: none"> Continue to track and resolve all missing grades for previous Academic Year (defined as current – post 2020) in accordance with agreed deadlines (above action) 	Operations Coordinator Programme Coordinator AAQ - Specialist	Ongoing	In Progress
	<ul style="list-style-type: none"> Resolve all remaining non-managed missing grades for historical grades (defined as historical – pre-2020) 	Operations Coordinator Programme Coordinator AAQ - Specialist	April 30 th	In Progress
	<ul style="list-style-type: none"> Define communications plan to learners with missing or deferred grades for both historical and current grades 	Operations Coordinator Programme Coordinator Project Takohanga	April 30 th	Not Started

		Coordinator		
	<ul style="list-style-type: none"> Submit regular report to each meeting of the PAQC and QAB. 	Project Takohanga	Ongoing	In Progress
3. Tripartite Training Agreements Compliance Requirements	<ul style="list-style-type: none"> Transition all apprentices on outdated training agreements onto updated version 	Project Takohanga	March 31 st	Commencing
	<ul style="list-style-type: none"> Commence updating of outdated training acknowledgment form to current tri-partite training agreements <ul style="list-style-type: none"> To be completed digitally (post approval) Relates to the 190 Apprentices marked as pending Non-return of tripartite documentation will result in enrolment withdrawals 	Project Takohanga Additional Administrative Support	March 31 st	Commencing
	<ul style="list-style-type: none"> Implement improved tracking processes into remaining P,G&D pathways to ensure ongoing quality of Training Agreement and employer tracking 	Project Takohanga	April 30 th	In Progress
	<ul style="list-style-type: none"> Submit 6 weekly report to the Schools PAQC to update committee on progress 	Project Takohanga	Ongoing	In Progress
	<ul style="list-style-type: none"> Submit final report findings to PAQC for review to then be presented to QAB with next steps actions 	Te Korowai Kahurangi Project Takohanga	March 31 st	Not Started