

Programme Review Timeline	
Qualification Title	
Graduate Reporting Range:	5 years/1 st graduating year – <i>(delete as necessary)</i>
Programme Review Report Due	

Agreed Dates (TBC)	Action	
	Initial meeting: - Programme Review and evidence requirements - Types of evidence, analysis and judgements - Responsibilities (who does what) - Resources - Timeline	Programme Lead Academic Quality & Capability Partner TPA Partner TKK Specialist AAQ
	Set up shared Programme Review folder & share location with team	AAQ
	Initial Programme analysis to include PEPs, stakeholder feedback, monitor reports, etc.	Prog Lead
	Organise Āta-kōrero Programme evaluative conversation for Programme Team to identify issues & opportunities for improvement/development with a specific focus on NZQA Programme Approval criteria. (see App A)	Prog Lead, (TKK & TPA Partners available if required)
	Identify any further analysis required following programme analysis	Programme Lead & TPA Partner
	Select existing evidence to include (see App A)	Programme Lead
	Support team with administrative activities to achieve deadlines including locating evidence from files & filing evidence in Programme Review digital workspace	AAQ
	Establish focus of stakeholder feedback & method of consultation with stakeholders (eg, via monitor visit, Zoom event, meeting, etc). <i>Stakeholders should include: current students/programme alumni/employers/representatives from industry/professional bodies/community groups/teaching staff/Māori representatives/representatives from other cultural groups.</i>	Prog Lead
	Facilitate stakeholder event	Prog Lead
	Write reflective review report using template provided including strengths, areas for improvement, actions & recommendations based on the self-evaluation and stakeholder feedback. Report to include: - summary of issues identified through self-evaluation - overview of stakeholder event, including list of participants - summary of stakeholders' input - set of recommendations including the need for Type changes & whether a business case will be required	Prog Lead
	Get draft review report peer reviewed using checklist provided	Prog Lead
	Send draft review report to AQCP for feedback & make any agreed adjustments	Academic Quality & Capability Partner/Prog Lead
	Present report to PAQC for a response & action plan with SMART goals	Prog Lead
	Provide PAQC review report and action plan to AQCP & Quality Partner Monitor SMART goals through PEP & PAQC	Prog Lead
	Send report to QAB with response & action plan & files final in e-academic library & School programme review folder	PAQC Secretary
	Track actions through PAQC and PEP via SMART goals	Programme Lead/Quality Partner
	Further action dependent on the result of the review to ensure SMART goals are completed	Programme Lead
	Report to Academic Committee on outcome/recommendations of Review/complete tracker	TKK

Appendix 1

Types of evidence recommended by NZQA.

Please read the qualification document for additional evidence requirements.

Evidence	Tick when included
Constructive alignment & coherence of the programme to: - programme title - programme aims - graduate profile outcomes - learning outcomes	
Monitoring quality of the programme including assessment and moderation and PEPs	
Type changes	
Employer feedback of graduates' abilities with the GPOs	
Graduate feedback on their abilities of the GPOs	
Community feedback of graduates on their abilities of the GPOs	
Whānau, hapū, iwi feedback	
Destination or end user data	
Feedback from the providers of the graduates next level of study	
Feedback from current students	
Feedback from staff	
Portfolios of work or capstone event reports	
External benchmarking activities	
Records and documents of internal and external moderation of assessment	
Degree monitor feedback & recommendations	
Progression to further training over time at Unitec	
Comparison with similar graduates from other education organisations.	
Research outputs of academic staff	

See <https://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/degree-approval-accreditation-and-monitoring/degree-guidelines/>

NZQA Programme Approval criteria

The qualification to which the programme leads

- 1: Its title, aims, graduate and learning outcomes and coherence
- 2: Delivery methods
- 3: Regulations
- 4: Assessment and moderation
- 5: Assessment and review
- 6: Research required for degrees and post-graduate qualifications

Consider if the above areas are still 'fit for purpose'.

Self-evaluation reports on the continued capability and capacity to meet NZQA **Accreditation** criteria:

- 1: Assessment and moderation
- 2: Resources
- 3: Support for delivery
- 4: Assessment and review
- 5: Research activity required to deliver degrees and post-graduate qualifications

Questions to consider:

What gives the degree its unique focus?

Who is it for?

Is the Programme still relevant and up to date?

Have any changes made led to the intended outcomes? Eg, has success and retention improved as a result of a type change?

NZQA key evaluative questions:

a. What is the value of outcomes for key stakeholders, including learners?

b. How well do programmes and activities match stakeholders' needs?

Documents for folder:

Graduate Profile Statement

Programme Review Response Form template

Review of Academic Provision Procedure

Programme Review Guidelines

Programme Review Chart

Proofread Checklist