



minutes

Te Komiti Whakamana Hōtaka Hou | Academic Approvals Committee

Type: Regular Hui
Date: Tuesday, 2021-06-22
Scheduled Time: 0830h – 1030h
Chair: Steve Marshall, on behalf of Simon Tries (apologies)
Location: 115-1008

Meeting opened: 0837h

1. Whakatuwheratanga | Opening

1.1. Karakia Timatanga | Opening Prayer

Manawa mai te mauri nuku
Manawa mai te mauri rangi
Ko te mauri kai au
he mauri tipua
Ka pakaru mai te pō
Tau mai te mauri
Haumi e, hui e, taiki e!

*Embrace the power of the earth
Embrace the power of the sky
The power I have
Is mystical
And shatters all darkness
Cometh the light
Join it, gather it, it is done!*

Everybody who was present stood and joined together in the karakia timatanga.

1.2. Tae Ā-Tinana | Attendance

1.2.1. **Mema | Members**

- | | |
|---------------------------------------|---|
| 1. (Chair proxy) Steve Marshall | 9. Prabhat Chand |
| 2. Ioane Aleke Faavae
(Arr. 0838h) | 10. Rakesh Patel |
| 3. Jackie Tims | 11. Rosemary Dewerse
(Arr. 0932h) |
| 4. Judy Nicholson | 12. Sarah Sommerville |
| 5. Kate Barry | 13. Steve Varley |
| 6. Malama Saifoloi | 14. Tahreem Zia
(Arr. 0852h; Dep. 1037h) |
| 7. Maureen Perkins | 15. Te Hau Hona
(Arr. 0912h) |
| 8. Michael Miller
(Arr. 0846h) | |

1.2.2. **Kōrama | Quorum**

The Chair noted the presence of at least 11 members and declared the meeting quorate at 0838h.

1.2.3. **Ngā whakapāha | Apologies**

- | | |
|----------------------------------|----------------------|
| 1. (Late arrival) Michael Miller | 5. Dila Beisembayeva |
| 2. (Late arrival) Tahreem Zia | 6. Duaa Alshadli |
| 3. (Late arrival) Te Hau Hona | 7. Simon Tries |
| 4. Chris Murphy | |

Resolved:

That Te Komiti Whakamana Hōtaka Hou receive the Apologies for the meeting.

Moved: S Marshall

Seconded: S Sommerville

Motion: CARRIED

1.2.4. **Absences**

1. Niranjan Singh

1.2.5. **Hunga mahi | Staff in Attendance**

1. (Secretary) Daniel Weinholz
2. Bryan Davis

1.3. **Pitopito Kōrero o Ngā Hui | Minutes of the Previous Meeting/s**

Resolved:

That Te Komiti Whakamana Hōtaka Hou approve the Minutes of the following meetings:

1. Regular: 2021-04-20
2. Standing: (None)

Moved: M Miller

Seconded: M Perkins

Motion: CARRIED

1.4. Mahia Atu | Matters Arising

1.4.1. English Language IELTS Correction

Related: Minutes 2021-04-20, Item 2.1.1.

Post-approval it was recognized that course LSLI MC6002 had an IELTS entry requirement of 6.5 in contrast to the of LSLI MS6001 which was 6.0. This was an error. Correction shall be made to raise the IELTS entry requirement of LSLI MS6001 to 6.5 to match that of LSLI MC6002.

Resolved:

That Te Komiti Whakamana Hōtaka Hou endorse correction of the error in the Liaison Interpreting Contexts (Social Systems, Culture, Ethics) from an entry requirement of IELTS 6.0 to IELTS 6.5.

Moved: S Varley

Seconded: K Barry

Motion: CARRIED

1.4.2. NZQA Dates and Unitec Timelines

The Chair asked Members to consider the impact if internal application timelines were brought sooner in order to mitigate the expected effect of changes within NZQA processing capacity.

1.5. Rārangī Wā | Key Dates

Next due date: Friday, 2021-06-18

Next hui date: Tuesday, 2021-07-06

1. Complete Applications due to AAC Account

COB Friday, 2021-06-18

>> *Programme Teams*

Received as at 2021-06-21:

- a. **BDCA – New programme**
- b. **NZCEL3 (Academic) – Delivery of NMIT programme**
- c. **NZCEL4 (Academic) – Delivery of NMIT programme**
- d. **NZCEL5 (Academic) – Delivery of NMIT programme**

Te Komiti discussed governance and decision-making matters around who and how programmes developed by another ITP are currently selected for accreditation for delivery by Unitec, and how Te Pūkenga may govern this matter in the future.

- e. **BCONS – Type 2 change**
- f. **BPSA – Type 2 change**

Te Komiti heard verbal notice of upcoming applications planned for NZCEP, BASCI, NZDB5 and BAT.

Te Komiti discussed the role of the Portfolio Leadership Group in the programme development process and possible gaps or assumptions that exist between the mahi of PLG, AAC and the Programme Teams.

ACTION → S Marshall (action leader), J Tims, R Patel and S Tries to discuss the interrelationships between PLG, AAC and Programme Teams. S Marshall to invite PLG to meet with AAC.

2. Application Prechecks & Reading Allocations

COB Wednesday, 2021-06-23

>> *Secretariat & Chair*

3. **Agenda release**
COB Thursday, 2021-06-24
>> *Secretary*
4. **AAC Feedback Evaluation Form completed**
COB Thursday, 2021-07-01
>> *AAC Members*
5. **AAC Feedback sent to Programme Team/s**
COB Friday, 2021-07-02
>> *Secretariat*
6. **AAC Hui**
0830h – 1030h, Tuesday, 2021-07-06
>> *AAC Members (notified by Secretary)*
>> *Programme Team Representatives (notified by Secretariat)*
7. **Draft Minutes target release date to Members**
Before COB Tuesday, 2021-07-13
>> *Secretary*

1.6. Chair Reporting

1.6.1. Te Komiti Whakamana Hōtaka Hou

- AAC Chair Report (Dated: 2021-04-23)

1.6.2. Te Komiti Mātauranga

- (None)

1.7. Committee Management

1.7.1. Tracker: Attendance

ACTION → S Tries to follow up with the relevant Head of School regarding the attendance of their nominated member, Niranjana Singh.

The Chair welcomed Te Hau Hona to his first hui of Te Komiti Whakamana Hōtaka Hou in replacement of Kimoro Taiepa as the representative for Māori Success.

1.7.2. Tracker: Work Plan

1.7.3. Tracker: Actions

- Action-006 Te Noho Kotahitanga and Programme Documentation
2021-06-22: Documentation templates have been updated. Continuing integration into Te Pūkenga means that some aspects are better left as they are. When the operating model for Te Pūkenga is finalized, then this mahi will be clearer.
Status: CLOSED

2. Mea Hei Whakaae | Items to Approve

2.1. Applications for Programme Approval and / or Accreditation

- (None)

2.2. Type 2 Development and Improvement Consolidated Requests

2.2.1. **New Zealand Certificate in Automotive Engineering**

Programme Code: NZCAE
 Level: 3
 Credits: 120

Programme Name: New Zealand Certificate in Automotive Engineering
 Programme Number: 121-3640

Qualification Name: New Zealand Certificate in Automotive Engineering (Level 3)
 Qualification Number: 3097-1
 Prospectus Number: NZ3097

PAQC Endorsement Date:	2021-03-31
Recommended Effective Date:	Semester 2, 2021
Submitted to AAC account:	2021-05-06
Due date for complete applications:	2021-05-28 On time

Presenter/s: Bryan Davis

Presentation included:

- The history leading to the current delivery structure of the programme
- Why it needs to undergo these improvements
- Noting that it is a heavily practical programme
- Summary of stakeholders consulted
- Emphasis on putting learners at the centre, e.g. integrating learner health and safety through all the courses rather than having it as a separate course.
- Receipt of positive feedback from stakeholders

Te Komiti and B Davis discussed the points raised in the evaluative feedback.

- Student voice was not strongly expressed in the application, although students had been consulted. More evidence will be added to the application package.
- Consultation logs will be more strongly presented in the application.
- Whether first aid training is best placed to be overseen by the institute or by the employer.
- Participation and success of Māori and Pacific learners.
- Consultation with Māori and Pacific was through MPTT meetings. Te Komiti expressed that the Programme Team should explicitly consult with their Kaihautū and Navigator and include evidence of this.
- Consultation should be undertaken with a representative of the Disabled Learners priority group.

- Need to tidy up which Course Descriptors are aligned with which strand. They are clear in the Regulations but not in the Programme Document.
- The difference between graded and ungraded competency.
- More clarity on Assessment and Moderation would be useful.

B Davis and P Chand retired themselves from the room for Te Komiti to deliberate from 1023h.

Te Komiti deliberation included the following points.

1. The Consultation Log. Feedback from the following Priority Groups and stakeholders need to be evidenced. This includes what was discussed along with the responses to any questions and/or recommendations.

- a) Students (including those with disabilities)
- b) It was noted that MPTT meetings had occurred however, the evidence of this needs work. Māori and Pasifika (including Kaihautū and Pacific Navigator) should be consulted on development. The Committee noted that the reduced Māori and Pasifika SSR evidence should be a focus in the Type 2 change to address this.
- c) International
- d) U25
- e) Te Puna Ako

2. The Course Descriptors.

- a) Assessment: The 100% portfolio needs rationalising along with the modes of delivery. The assessment sections of each Course Descriptor need clarifying with Te Puna Ako. Development of new courses, even for Type 2 changes, requires strong evidence and rationale for the new product offerings. We cannot see the difference between all your courses given that they are all part of a 100% portfolio.
- b) There was also mention of Tests and Exams and, this will need discussion and clarification as it is unclear. The difference between part-time and full-time courses needs to be differentiated by noting which pathway each course belongs to.
- c) There is a difference between full-time and part-time assessments for each of these offerings, however the student journey in terms of fairness and equal opportunity in both situations remains unclear.
- d) The link between the Strategy, Graduate Profile, Learning Outcomes and Course Descriptors needs differentiating and clarifying.
- e) A clear indication of Health and Safety requirements needs to be addressed. This includes the First Aid component and whether oversight of this is best placed with Unitec, or the employer.

3. A Moderation Plan will be required to be submitted with the application.

4. We understand this is a 're-packaging' of the existing courses to organise in to 15-credit course delivery. The Committee pondered the value of approving this application if the material had not been updated.

5. The Tripartite Agreement to ensure good practice and clarity for the industry is required.

Resolved:

That Te Komiti Whakamana Hōtaka Hou **decline** the Type 2 Consolidated Change Request for:

- New Zealand Certificate in Automotive Engineering
(Level 3, 120 Credits)

That Te Komiti Whakamana Hōtaka Hou advise the Programme Team to resubmit the application at the next possible opportunity with improvements to be advised by the Chair and Secretariat and undertaken in collaboration with the Lead (Quality Partnering) and Lead (Programme Development and Improvement) of Te Korowai Kahurangi.

Moved: M Perkins

Seconded: R Patel

Motion: CARRIED

Committee Rating of Application Quality: *(TBC via email vote)*

ACTION → Secretary to coordinate a vote among members to determine the Committee Rating of Application Quality.

3. Mea Hei Kōrero | Items to Discuss

3.1. Te Pūkenga Updates

Presenter/s: Simon Tries

4. Ngā Tukunga | Items to Receive

4.1. Programme Developments & NZQA Application Outcomes

Presenter/s: Jackie Tims

5. Whakamutunga | Closing

5.1. Ētahi Kaupapa Anō | Any Other Business (AOB)

- (None)

5.2. Karakia Whakamutunga | Closing Prayer

Ka wehe atu tātou
I raro i te rangimārie
Te harikoa
Me te manawanui
Haumi ē! Hui ē! Taiki ē!

*We are departing
Peacefully
Joyfully
And resolute
We are united, progressing forward!*

Everybody who was present stood and joined together in the karakia whakamutunga.

Meeting closed: 1042h
