

Academic review (levels 1-6) flow chart

Academic Review is designed to ensure that Unitec programmes remain relevant and current and continue to meet stakeholders' needs. The review achieves this by demonstrating that the programme continues to meet the requirements of the qualification and all relevant approval criteria.

1. Evaluating the qualification

Programme staff participate in an evaluation of any changes that have been made to the qualification during the 'qualification review' and propose how these changes may affect the programme. Evaluation of the reviewed qualification will consider:

- what changes have been made to the graduate profile and strategic purpose statements?
- does the revised qualification continue to contribute to our region?
- how do the changes affect the current programme design?

2. Evaluating the programme

The above (Step 1a) will set the context for evaluating the programme with a focus on what needs to be changed to align it with the revised qualification, and what other improvements may be made. These assumptions will be tested with stakeholders (Step 3). The evaluation will be informed by:

- Programme Evaluation and Planning (PEP) from the across the review period with a focus on
 - KEQ 1 How well do students achieve?
 - KEQ 2 What is the value of the outcomes for key stakeholders, including students?
 - KEQ 3 How well do programme design and delivery, including learning and assessment activities, match the needs of students and other relevant stakeholders?
- Programme viability (including projected EFTS, resources including staff)
- Industry Advisory Group minutes
- External reports (Consistency Review, NZQA programme monitoring, Sector reports)
- NZQA guidelines for approval and accreditation

3. Preparing evaluation outcomes and assumptions for testing

Programme leadership will summarise the outcomes of the evaluation phases and the assumptions made in a plan for testing with stakeholders. The plan may include questions to be asked and/or prompts to be discussed, and a presentation of proposed improvement actions. This plan will include an approach, timelines, and the roles and responsibilities of those who will be involved, including:

- objectives and scope of the stakeholder feedback and consultation engagement to be undertaken including the types of engagement activities
- a stakeholder profile for consultation that is appropriate, credible and representative including the individuals, groups or organisations with an interest in the outcome of the review
- timelines, resource requirements and expected deliverables
- risks that may impact the review

4. Engaging and consulting with stakeholders

Stakeholder engagement and consultation may take place in a variety of forms and will involve different groups depending on the identified stakeholder profile. Stakeholder feedback is sought from among the following as defined under NZQA approval *Criteria 4 Ongoing acceptability of the programme and consultation*:

- Ākonga and their whānau
- Hapū, iwi, or hapori Māori
- Pacific communities
- Kaiako and discipline academics (internal and external)
- Relevant academic, employer, industry, professional and other bodies
- Graduates of the programme
- The qualification developer

The focus is on how the programme will best meet the requirements of the approved qualification and those of stakeholders.

5. Considering the feedback

The feedback, input, and data collected from *Stakeholder Engagement and Consultation* will be reviewed by programme leadership and programme teams. This will consider the insights gained and propose actions for improvement/development of the programme. Initial results may indicate that further analysis or consultation is required to be undertaken. The final results will be collated into a review report to set the scene for development.

6. Reporting the outcomes of the review

A review report is created by Programme Leadership which consolidates the feedback, input and data collected from both the *Self-evaluation* and the *Stakeholder Engagement* phases of the review. The report includes:

- A summary of the process undertaken including for engagement and consultation
- A summary of the issues identified by the initial evaluation
- A list of stakeholders who participated in engagement and consultation activities and a summary log of stakeholders' input
- A summary of the consideration of the feedback, input, and data collected from Stakeholder Engagement and Consultation
- A range of recommendations for improvement/development.

The final report will provide guidance for the next steps, including providing evidence for an *Approval in Principle Application* for programme development. The report is provided to the Programme Academic Quality Committee [PAQC] for endorsement and action planning.

Academic review (Level 7-10) flow chart

Programme Review is designed to ensure that Unitec programmes remain relevant and current and continue to meet stakeholders' needs. The review achieves this by demonstrating that the qualification and programme continues to meet stakeholder requirements and all relevant approval criteria.

1. Evaluating the qualification

Programme staff participate in an evaluation of the qualification for its continued ability to meet the needs of the learners, industry and stakeholders for which it was designed. Evaluation of the qualification will consider:

- is the qualification relevant and fit for purpose (including modes of delivery)?
- Is it up to date with current industry/discipline requirements?
- what changes may enhance its ability to meet the needs?

Assumptions may need to be tested with stakeholders Step 3 prior to evaluating the programme.

2. Evaluating the programme

The context for evaluating the programme is set by Step 1 above, with a focus on what needs to be changed to align it with a revised qualification, and what other improvements may be made. The evaluation will be informed by:

- Programme Evaluation and Planning (PEP) from the across the review period with a focus on
 - KEQ 1 How well do students achieve?
 - KEQ 2 What is the value of the outcomes for key stakeholders, including students?
 - KEQ 3 How well do programme design and delivery, including learning and assessment activities, match the needs of students and other relevant stakeholders?
- Programme viability (including projected EFTS, resources including staff)
- Industry Advisory Group minutes
- External reports (Degree Monitoring, NZQA programme monitoring, Sector reports)
- NZQA guidelines for approval and accreditation

3. Preparing evaluation outcomes and assumptions for testing

Programme leadership will summarise the outcomes of the evaluation phases and the assumptions made in a plan for testing with stakeholders. The plan may include questions to be asked and/or prompts to be discussed, and a presentation of proposed improvement actions. This plan will include an approach, timelines, and the roles and responsibilities of those who will be involved, including:

- objectives and scope of the stakeholder feedback and consultation engagement to be undertaken including the types of engagement activities
- a stakeholder profile for consultation that is appropriate, credible and representative including the individuals, groups or organisations with an interest in the outcome of the review
- timelines, resource requirements and expected deliverables
- risks that may impact the review

4. Engaging and consulting with stakeholders

Stakeholder engagement and consultation may take place in a variety of forms and will involve different groups depending on the identified stakeholder profile. Stakeholder feedback is sought from among the following as defined under NZQA approval *Criteria 4 Ongoing acceptability of the programme and consultation*:

- Ākonga and their whānau
- Hapū, iwi, or hapori Māori
- Pacific communities
- Kaiako and discipline academics (internal and external)
- Relevant academic, employer, industry, professional and other bodies
- Graduates of the programme
- The qualification developer (if not Unitec)

The focus is on how both the qualification and the programme that leads to it best meet the requirements of stakeholders.

5. Considering the feedback

The feedback, input, and data collected from *Stakeholder Engagement and Consultation* will be reviewed by programme leadership and programme teams. This will consider the insights gained and propose actions for improvement/development of the programme. Initial results may indicate that further analysis or consultation is required to be undertaken. The final results will be collated into a review report to set the scene for development.

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The final report will provide guidance for the next steps, including providing evidence for an *Approval in Principle Application* for programme development. The report is provided to the Programme Academic Quality Committee [PAQC] for endorsement and action planning.