

Degree Monitoring Rating Rubric

	Rated by	Requirements	Excellent	Good	Marginal	Poor	Pending	Not Required – N/A
Process – Planning the event	Te Korowai Kahurangi	<p>School completes the following for the reporting year:</p> <ul style="list-style-type: none"> Confirms the Monitor or proposes new Monitor(s)* <p>AND</p> <ul style="list-style-type: none"> Proposes the monitoring event dates** <p>AND</p> <ul style="list-style-type: none"> Provides to Te Korowai Kahurangi: <ul style="list-style-type: none"> Monitor’s name and contact details, and monitoring event dates Confirmation of programmes that share significant number of courses that will be combined into a single Degree Monitoring event <p>*If a new/replacement Monitor (or an NZQA Monitor), nominations follow Monitor Appointment Process **Semester 2 events must be agreed by the QAB Chair</p>	<u>All</u> completed by end November of the year proceeding the reporting year	<u>All</u> completed by closedown in late December of the reporting year	<u>One or more</u> not completed by mid-January of the reporting year The HoS is notified	<u>One or more</u> not completed by end January of the reporting year The HoS is notified and support provided	Arrangements for the reporting year activity are not yet available. Note: This rating is only allowed with the permission of the Director, Te Korowai Kahurangi	Monitor visit is not required during the reporting year in agreement with NZQA OR The monitoring is arranged by another provider. Awaiting confirmation of details.
Process – Preparation for the event	Te Korowai Kahurangi	<p>School completes the following:</p> <ul style="list-style-type: none"> Confirms a Monitor is appointed with a contract in place <p>AND</p> <ul style="list-style-type: none"> Sends a completed agenda and required documentation to Te Korowai Kahurangi <p>AND</p> <ul style="list-style-type: none"> Completes and confirms all logistics with parties: <ul style="list-style-type: none"> ELT briefing paper dates and times transportation room/online bookings car parking accommodation kai 	<u>All</u> requirements completed more than six weeks before the start of the scheduled monitoring event	<u>All</u> requirements completed more than four weeks before the start of the scheduled monitoring event	<u>Most</u> requirements completed at least two weeks before the start of the scheduled monitoring event* *includes key documents and communication with key participants The HoS is notified and support provided	<u>One or more</u> requirements not completed a week or less before the start of the scheduled monitoring event* *includes key documents and communication with key participants The HoS is notified and support provided	The start date for the event is more than six weeks away at the time of reporting	Monitor visit is not required during the reporting year in agreement with NZQA

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Outcomes – Reporting Outcomes	Programme Leadership	<p>Programme leadership completes the following upon receipt of the draft Monitors report:</p> <ul style="list-style-type: none"> Confirms the factual accuracy* of the report and returns it to the monitor for final sign-off <p>AND</p> <ul style="list-style-type: none"> Completes the outcomes report** which includes: <ul style="list-style-type: none"> Rating the outcomes and quality of the Monitors report Drafting actions to address any requirements and recommendations <p>AND</p> <ul style="list-style-type: none"> Submits outcomes rating report and draft action plan to Programme Committee (PAQC) for review <p>*A delay in agreeing with the Monitor on a version of the draft report for final sign-off may result in delays to specified timeframes for this activity.</p> <p>**Outcomes report reflects on the whole process and may result in recommendations for improvement of process being included in an action plan</p>	<p><u>All</u> of the following:</p> <p>Completed within 10 working days of receipt of the draft report</p> <p>The Monitors report contains all of the following:</p> <ul style="list-style-type: none"> A mix of commendations and minor recommendations No requirements No (or only a few minor) outstanding actions from the previous report Very few gaps and weaknesses, and these are being managed effectively Indication of significant improvement since the last event. (Not applicable to first year monitoring) 	<p><u>All</u> of the following:</p> <p>Completed within 10 working days of receipt of the draft report</p> <p>The Monitors report contains all of the following:</p> <ul style="list-style-type: none"> A mix of commendations and achievable recommendations No requirements Only minor outstanding actions from the previous report Identified gaps or weaknesses that are being managed Indication of some improvement since the last event (Not applicable to first year monitoring) 	<p><u>One or more</u> of the following:</p> <p>Completed more than 10 and less than 20 working days of receipt of the draft report</p> <p>The Monitors report contains no requirements and <u>any</u> of the following:</p> <ul style="list-style-type: none"> Recommendations, some of which may be significant Outstanding actions from a number of previous reports Identified gaps or weaknesses that have not been managed effectively Indication of only minor improvement since the last event (Not applicable to first year monitoring) <p>The HoS is notified, support is provided, and improvements actions are proposed</p>	<p><u>Any</u> of the following:</p> <p>Not completed within 30 working days of receipt of the draft report</p> <p>The Monitors report contains any of the following:</p> <ul style="list-style-type: none"> One or more requirements Several recommendations, many of which are significant. Identified significant gaps and weaknesses which have not been effectively managed Little to no improvement since the last event (Not applicable to first year monitoring) <p>The HoS is notified, support is provided, and improvements actions are proposed</p>	<p>Event has not yet taken place</p> <p>OR</p> <p>Event has occurred but report not received yet</p>	<p>Monitor visit is not required during the reporting year in agreement with NZQA</p>

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Outcomes – Managing Follow-up Actions	Programme Committee (PAQC) (Ratings validated by QAB)	<p>Programme Committee receives the outcomes report and action plan and completes the following:</p> <p>Initial requirements</p> <ul style="list-style-type: none"> Evaluates the outcomes report and endorses the associated ratings Evaluates the quality of the action plan and provides an initial rating <p>Subsequent requirements</p> <ul style="list-style-type: none"> Regularly monitors progress and effectiveness of actions Provide a final subsequent rating* <p>*subsequent rating is provided one year following the initial rating</p>	<p>Initial requirements</p> <p><u>All</u> of the following:</p> <ul style="list-style-type: none"> At the next practicable PAQC hui Outcomes report is well prepared and acknowledges all commendations and minor recommendations Rating of Monitors report is accurate Action plan demonstrates self-assessment capability and is SMART <p>Subsequent rating focusses on progress against the action plan indicating that the plan is:</p> <ul style="list-style-type: none"> Well managed Completed as planned Achieving the desired results 	<p>Initial requirements</p> <p><u>All</u> of the following:</p> <ul style="list-style-type: none"> Within two scheduled PAQC hui Outcomes report is well prepared and acknowledges all commendations and addresses all key recommendations Rating of Monitors report is mostly accurate Action plan demonstrates self-assessment capability and is SMART <p>Subsequent rating focusses on progress against the action plan indicating that the plan is:</p> <ul style="list-style-type: none"> Well managed Completed with only minor slippage Generally achieving the desired results 	<p>Initial requirements</p> <p><u>One or more</u> of the following:</p> <ul style="list-style-type: none"> Later than two scheduled PAQC hui Outcomes report is marginal in its ability to address key recommendations Rating of Monitors report is not accurate Action plan demonstrates minimal self-assessment capability and is not SMART <p>Subsequent rating focusses on progress against the action plan indicating that the plan is:</p> <ul style="list-style-type: none"> Inconsistent in its management and its execution Achieving only some of the desired results <p>The HoS is notified, support is provided, and improvements actions are proposed</p>	<p>Initial requirements</p> <p><u>One or more</u> of the following:</p> <ul style="list-style-type: none"> Later than three scheduled PAQC hui Outcomes report is not sufficient to address the requirements and recommendations Rating of Monitors report is not accurate Action plan does not demonstrate self-assessment capability and is not SMART <p>Subsequent rating focusses on progress against the action plan indicating that the plan is:</p> <ul style="list-style-type: none"> Not being managed or completed Not achieving the desired results <p>The HoS is notified, support is provided, and improvements actions are proposed</p>	<p>Event has not yet taken place</p> <p>OR</p> <p>Event has occurred but report not received yet</p>	<p>Monitor visit is not required during the reporting year in agreement with NZQA</p>