

Te Poari Akoranga | Academic Committee

15 April 2026

Online



15 April 2026 09:30 AM - 12:00 PM

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5. Administration - public excluded	Deborah Young	10:00 AM-10:10 AM	31
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5.2	Actions		35
6.	Transition	10:10 AM-10:25 AM	
	No papers will be provided for this item. This will be an opportunity to discuss what academic governance transition will look like now that the future of all business divisions has been announced.		
7.	Te Kawa Maioorooro	Deborah Young	10:25 AM-10:35 AM
	Report to be provided later in the week.		
8.	Closed Local Academic Committee reports	10:35 AM-10:45 AM	38
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Karakia tīmatanga | Opening incantation

Whakarongo rā e Rongo

Ki a mātou

te manawa nei

ki te rongō taketake,

te whiwhia, te rawea

te whiwhi-ā-nuku

whiwhi-ā-rangi

i takea mai i te kāhui o ngā ariki.

kia tūturu ka whakamau ai kia tina, Tīna! (everybody)

Hui e?

Tāiki e!

Listen o Rongo

to us

offering gratitude

for the peace and harmony

that allows us to enjoy

the gifts of the earth

and the heavens

bequests of a higher order.

And bind it firmly, firmly!

Do we all concur?

We concur!

Schedule A

Tā Te Kaunihera Mana Tāpae ki ngā Kōmiti | Delegation of Authority from Council to Committees

In accordance with the Delegations Policy, Committees are granted the specific authorities listed below.

A1: Council Delegations to Te Poari Akoranga

All delegated authority must be exercised in accordance with the purpose of Te Poari Akoranga as set out in the Terms of Reference as updated from time to time.

Ref	Subject	Description	Objective	Power to Sub-Delegate?
1.	Academic Policies, procedures and framework	To determine policies and operating procedures of NZIST in relation to learners and academic matters.	Provide assurance and confidence that the quality and academic infrastructure, including policies, procedures and frameworks, are fit for purpose; and approve academic direction, statutes and practices to be applied throughout the organisation to ensure the goals of NZIST, as set by Council having regard to the Minister's expectations, are met and continuous improvement is achieved and sustained.	No
2.	Courses/ Programmes of Study	To approve new courses and programmes, review and approve changes to existing courses and programmes, and approve the withdrawal/closure or suspension of existing courses or programmes. To seek approval/accreditation of programmes by external bodies. ²	Provide and facilitate strategic direction and thought leadership on a range of education matters, including innovation, teaching and learning, and applied research and scholarship, with oversight of funding allocation, planning and ethics.	Yes

² Delegation to be exercised in accordance with NZIST's approved Investment Plan and Strategic Plan.

Ref	Subject	Description	Objective	Power to Sub-Delegate?
3.	Courses/ Programmes of Study	To approve variations to an individual learner's course/programme of study outside programme regulations.	Provide assurance and confidence of the effectiveness of teaching, learning and research within the organisation with a focus on outcomes.	Yes
4.	Quality Assurance	To set and monitor the application of NZIST quality assurance processes for the development and delivery of all courses and programmes (including with respect to learning, teaching, assessment, learner support and learner performance) through quality evaluation, review and reporting processes.	As above.	Yes
5.	Assessment	To approve and release learner results and recognise credit for assessment (including assessment of prior learning) in accordance with approved academic regulations.		Yes
6.	Research	To set and promote quality standards for research and approve proposals for research from NZIST kaimahi and learners involving human subjects (including learner course work research) and a Maori or Te Tiriti/Treaty of Waitangi dimension.	To conduct research, with a focus on applied and technological research. Teaching and learning is supported by research, evidence, and best practice.	Yes

Ref	Subject	Description	Objective	Power to Sub-Delegate?
7.	Appeals	To: a. receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes); b. support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals; and c. if necessary, make recommendations about policies, procedures, or the provision of services.		Yes
8.	Incidental	To do anything incidental to the exercise of any of the powers or functions delegated by the Council to the Academic Board.	The Council delegates to Te Poari Akoranga matters relating to work-based learning, courses of study or training, awards, and other academic matters, to exercise powers delegated to it by the Council.	No

Schedule D:

Tāpaenga Mana mai i Te Poari Akoranga | Sub-Delegations from Te Poari Akoranga

Te Poari Akoranga may formally sub-delegate specific tasks and/or responsibilities to nominated groups, committees and/or ohu whakahaere. This schedule will be updated each time a power is sub-delegated. All sub-delegated authority must be exercised in accordance with the purpose of Te Poari Akoranga as set out in the Terms of Reference as updated from time to time. In sub-delegating authority, Te Poari Akoranga requires:

- i) Any policies related to the responsibilities are approved by Te Poari Akoranga;
- ii) Major decisions made by the body receiving the sub-delegation are reported to Te Poari Akoranga through reporting template.

Ref	Subject	Description	Sub-delegation
1.	Academic Policies, procedures and framework	Not applicable	
2.	Courses/ Programmes of Study	To approve new courses and programmes, review and approve changes to existing courses and programmes, and approve the withdrawal/closure or suspension of existing courses or programmes. To seek approval/accreditation of programmes by external bodies.	Local Academic Committees To review and approve new (non-unified) courses and programmes delivered by their business division, and to review and approve changes to existing courses and programmes and approve the withdrawal/closure or suspension of existing (non-unified) courses or programmes.
3.	Courses/ Programmes of Study	To approve variations to an individual learner's course/programme of study outside programme regulations.	Local Academic Committees This delegation is sub-delegated in its entirety.
4.	Quality Assurance	To set and monitor the application of NZIST quality assurance processes for the development and delivery of all courses and programmes (including with respect to learning, teaching, assessment, learner support and learner performance) through quality evaluation, review and reporting processes.	
5.	Assessment	To approve and release learner results and recognise credit for assessment (including assessment of prior learning) in accordance with approved academic regulations.	Local Academic Committees This delegation is sub-delegated in its entirety.

Ref	Subject	Description	Sub-delegation
6.	Research	To set and promote quality standards for research and approve proposals for research from NZIST kaimahi and learners involving human subjects (including learner course work research) and a Māori or Te Tiriti/Treaty of Waitangi dimension.	Local Academic Committees To approve proposals for research from NZIST kaimahi and learners involving human subjects (including learner course work research) and a Māori or Te Tiriti/Treaty of Waitangi dimension.
7.	Appeals	To: <ul style="list-style-type: none"> a. receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes); b. support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals; and c. if necessary, make recommendations about policies, procedures, or the provision of services. 	Local Business Division Leads To: <ul style="list-style-type: none"> a. receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes); b. support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals.
8.	Granting of Formal Awards	To grant formal awards of NZIST.	Local Academic Committees This delegation is sub-delegated in its entirety.
7.	Appeals	To: <ul style="list-style-type: none"> d. receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes); e. support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals; and f. if necessary, make recommendations about policies, procedures, or the provision of services. 	Local Business Division Leads To: <ul style="list-style-type: none"> a. receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes); b. support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals.
8.	Granting of Formal Awards	To grant formal awards of NZIST.	Local Academic Committees This delegation is sub-delegated in its entirety.

2026 Schedule of NZIST Academic Committee | Te Poari Akoranga meetings

Approved 22 January 2026

Month	Day Date	Venue	Members	Role
January	Thursday 22	MIT, Ōtara	Deborah Young	Chair (Ako Excellence Director)
March	Wednesday 18	Online	Gus Gilmore	Chief Executive
April	Wednesday 15	Online	Fiona Beals	Whitireia and WelTec representative
May	Wednesday 20	Online	Emma Osborne	WITT representative
June	Wednesday 17	Online	Joan Taylor	NorthTec representative
July	Wednesday 15	Online	Annabell Dey	Tai Poutini Polytechnic representative
August	Wednesday 19	Online	Dahrian Watene	Learner representative
September	Wednesday 16	Online		
October	Tuesday 20	Online		
November	Wednesday 18	Online		

Te Poari Akoranga Register of Interests

26 January 2026

Name	Interest	Nature of Interest
Deborah Young Chair	NZIST	<ul style="list-style-type: none"> • Ako Excellence Director • Transitional Leadership team member
	Ara Institute of Canterbury	<ul style="list-style-type: none"> • Ako Excellence Director • Chair, Academic Committee • Member of Programme Assurance Committee • Member of Research, Rangahau and Postgraduate Committee
Gus Gilmore	Nil	
Fiona Beals Member	Whitireia and WelTec	Principal Lead, Teaching Innovation and Research
	Ara Taiohi	Member
Emma Osborne Member	Western Institute of Technology Taranaki	Lead Academic Quality
Joan Taylor Member	NorthTec	Academic Registrar
Annabell Dey Member	Tai Poutini Polytechnic	Senior Leader Teaching and Learning
Dahrian Watene Member (Learner Representative)	NorthTec	<ul style="list-style-type: none"> • Student, Maunga kura toi Bachelor of Māori Art
	Bennetts and Associates	<ul style="list-style-type: none"> • Junior Accountant

* Local academic committee reports

Business division	Frequency	Thu 22 Jan	Wed 18 Mar	Wed 15 Apr	Wed 20 May	Wed 17 Jun	Wed 15 Jul	Wed 19 Aug	Wed 16 Sep	Tue 20 Oct	Wed 18 Nov
Ara	One-off	●									
Careerforce	One-off	●									
Tai Poutini Polytechnic	Monthly	●	●	●	●	●	●	●	●	●	
NorthTec	Monthly		●	●	●	●	●	●	●	●	●
Whitireia and WelTec	TBC		●								
WITT	TBC		●	●							

+ Unified programme monitoring reports and self-assessments

Programme	Thu 22 Jan	Wed 18 Mar	Wed 15 Apr	Wed 20 May	Wed 17 Jun	Wed 15 Jul	Wed 19 Aug	Wed 16 Sep	Tue 20 Oct	Wed 18 Nov
NZ Diploma in Business (Level 5) NZ2459-3	●									
New Zealand Certificate in Commercial Barbering (Level 4) 2115	●									
New Zealand Certificate in Hairdressing (Level 3) 2411	●									
New Zealand Certificate in Hairdressing (Professional Stylist) (Level 4) 2413	●									

(Note that degree monitoring reports do not need to be provided to Te Poari Akoranga)

Minutes for Te Poari Akoranga | Academic Committee

18 March 2026

18/03/2026 | 09:30 PM -- Auckland, Wellington New Zealand Standard Time

Microsoft Teams

Attendees (5)

Deborah Young (Chair); Dahrian Watene; Emma Osborne; Fiona Beals; Joan Taylor;

Apologies

Gus Gilmore; Annabell Dey;

Minutes: Rebecca Donne (Governance Director)

Open agenda

Karakia tīmatanga

The meeting opened at 9.32am with karakia delivered by Deb Young.

1. Administration

Te Poari Akoranga noted that the current terms of reference and delegation schedules had been uploaded to the Ako Poari Akoranga Resource Centre of Diligent.

1.1 Welcome and apologies

The Committee noted that apologies had been received from Gus Gilmore and Annabell Dey.

1.2 2026 Schedule of Committee membership and meeting dates

The Committee noted the schedule of meetings for 2026 and that this schedule is subject to change as required.

1.3 Register of interests

The Chair reminded members to check that their interests are correct, to declare any agenda items where a conflict arises between their role as a member of Te Poari Akoranga and any private or other external interest they may have, and to stand aside from decision making in respect of that item.

No additional interests were declared.

1.4 Te Poari Akoranga 2026 Workplan

The Committee noted that:

- the 2026 workplan had been updated with feedback provided at the January meeting, and that this workplan is subject to change as required
- self-assessments for business divisions are no longer required in 2026
- academic risk registers are to be included in the closed local academic committee reports.

1.5 Minutes of open portion of Te Poari Akoranga 22 January 2026

There were no matters arising from the open minutes.

RESOLVED (F. Beals/J. Taylor)

That Te Poari Akoranga approve the minutes of Te Poari Akoranga open meeting held on 22 January 2026 as a true and correct record.

2. Local Academic Committee reports

2.1 NorthTec

2.1.1 7 November 2025

Te Poari Akoranga noted that none of programmes discontinued were unified programmes and that NorthTec worked with NZQA on the list of discontinued programmes. Te Poari also acknowledged the use of programme numbers, which helps for clarity.

Te Poari discussed what level of detail is required when reporting approval of Type 1 changes and noted that no additional detail is required on what the changes were, just that the Local Academic Committee approved it.

RESOLVED (J. Taylor/D. Watene)

That Te Poari Akoranga:

1. *Receives the report titled 'NorthTec Academic Committee report 7 November 2025'*
2. *Notes that the NorthTec Academic Committee approved:*
 - *Type 1 changes to NZ Diploma in Sport and Recreation (Level 5) – NZ3627*
 - *Updates to the NZ Diploma in Sport and Recreation (Level 6) – NZ3628 programme of study to align with version 2 of the qualification.*

2.1.2 13 November 2025

RESOLVED (J. Taylor/D. Watene)

That Te Poari Akoranga:

1. *Receives the report titled 'NorthTec Academic Committee report 13 November 2025'*
2. *Notes that the NorthTec Academic Committee ratified clinical/fieldwork access agreements.*
3. *Notes that the NorthTec Academic Committee approved:*
 - *Services for Academic Purposes Agreement*
 - *Granting of Certificate and Diploma awards.*

2.1.3 11 December 2025

Te Poari discussed the 'Services for Academic Purposes' Agreement and noted that NZQA have requested to see academic committee approval of academic sub contracting.

RESOLVED (J. Taylor/D. Watene)

That Te Poari Akoranga:

1. *Receives the report titled 'NorthTec Academic Committee report 11 December 2025'*
2. *Notes that the NorthTec Academic Committee ratified:*
 - *Type 1 changes to Te Pōkaitahi Reo Māori (Kaupae Rua), NZ Certificate in Te Reo Māori (Rumaki, Reo Rua) (Level 2)*
 - *Temporary teaching site at 14 South End Avenue, Raumanga, Whangarei*
 - *Moderation memorandum of understanding*
 - *Other agreements*
3. *Notes that the NorthTec Academic Committee approved:*
 - *Advanced Harvesting Operations, Working in Harvesting Operations, working in Silviculture Operations micro-credentials for submission to New Zealand Qualifications Authority (subject to Academic Registrar review)*
 - *Granting of Certificate, Diploma and Degree awards*
 - *Services for Academic Purposes Agreement*

2.1.4 27 January 2026

RESOLVED (J. Taylor/D. Watene)

That Te Poari Akoranga:

1. *Receive the report titled 'NorthTec Open Academic Committee report 27 January 2026.*
2. *Notes that the NorthTec Academic Committee approved the granting of Certificate, Diploma and Degree awards.*

2.1.5 12 February 2026

RESOLVED (J. Taylor/D. Watene)

That Te Poari Akoranga:

1. *Receive the report titled 'NorthTec Open Academic Committee report 12 February 2026.'*
2. *Notes that the NorthTec Academic Committee approved Type 1 changes to Trades Academy, Engineering programme.*

2.2 WITT

2.2.1 December 2025

RESOLVED (J. Taylor/D. Watene)

That Te Poari Akoranga:

1. *Receives the report titled 'Western Institute of Technology at Taranaki Academic Committee report 10 December 2025.'*
2. *Notes that the WITT Academic Committee approved:*
 - *304 Certificate, Training Scheme, and Micro-Credential graduands*
 - *117 Degree and Diploma graduands*
 - *2026 meeting dates*

2.2.2 February 2026

Te Poari discussed why a student who wasn't eligible to graduate was approved as eligible to graduate and noted that the academic committee approved this on the assumption that the list had already been audited by the Head of School but the student management system identified the ineligibility after the approval.

RESOLVED (J. Taylor/D. Watene)

That Te Poari Akoranga:

1. *Receives the report titled 'Western Institute of Technology at Taranaki Academic Committee report February 2026.'*
2. *Notes that the Western Institute of Technology at Taranaki Academic Committee approved:*
 - *Learner results for 31 programmes by sub-delegation to Teaching and Learning sub-committee*
 - *Changes of result or recognition of prior learning in eight programmes by sub-delegation to Teaching and Learning sub-committee*
 - *That formal awards are granted to:*
 - *One graduand for micro-credential*
 - *Four graduands for certificates*
 - *One graduand for diploma*

2.3 Whitireia and WelTec October, November and December 2025

Te Poari discussed whether sub-committees of local academic committees need to be advertised publicly and noted that any sub-committees with delegated decision making should be advertised.

RESOLVED (J. Taylor/D. Watene)

That Te Poari Akoranga receives the report titled 'Whitireia and WelTec Academic Committee report for e-meetings over the months of October, November and December 2025'.

3. Any other open business

Te Poari discussed statutes and noted that:

- The councils of the new standalone polytechnics do not have delegation to approve changes to old statutes, only to approve new statutes.
- Te Kawa Maiooro (TKM) is not a statute, it is a framework.
- The work-based learning sections of TKM can now be removed.
- Any major changes to TKM would need to be done in consultation with lead providers of unified programmes as it also applies to the unified programmes.

Te Poari noted that there would be a discussion in the closed portion of the agenda, but that no decisions would be made in respect of the following matters:

- Degree monitoring
- Printing of Te Poari Akoranga papers

ACTION: Set up a meeting with representatives from each business division to review Te Kawa Maiooro so that any changes can be approved by Te Poari Akoranga at the April meeting. (Assignee(s): Deborah Young; Due Date: 15/04/2026)

4. Resolution to exclude the public

RESOLVED (Chair)

That the public be excluded from the remainder of the meeting. This resolution will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) (noting NZIST is subject to Part 7 of the LGOIMA) and the particular interests protected by section 9 of the Official Information Act 1982 (OIA) which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public. The general subject of each matter to be considered while the public is excluded and the reason for passing the resolution in relation to each matter are as per the table below:

Item	General subject of each matter to be considered	Section(s)
5.	Administration	
5.1	Minutes of the closed portion of Te Poari Akoranga 22 January 2026	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
5.2	Actions	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
6.	Academic risk monitoring and environmental scan	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
7.	Closed local academic committee reports	
7.1	NorthTec	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
7.2	Tai Poutini Polytechnic February 2026	Section 9(2)(a) OIA
7.3	WITT February 2026	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
8.	Any other closed business	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA

Interests

Section	Interest
Section 9(2)(a) OIA	To protect the privacy of natural persons, including deceased natural persons.
Section 9(2)(b)(ii) OIA	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
Section 9(2)(g)(ii) OIA	To maintain the effective conduct of public affairs through the protection of such Ministers, members of organisations, officers, and employees from improper pressure or harassment.
Section 9(2)(i) OIA	To enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.

CARRIED

Te Poari Akoranga moved into a closed session at 10.01am.

The meeting closed at 10.56am.

Report to	Te Poari Akoranga
Title	NorthTec Open Academic Committee report 12 March 2026
Provided by	Joan Taylor, Committee Co-Chair
Author	Stella Campbell, Committee Secretary
For	Information
Classification	Unclassified
Endorsement (if any)	N/A

Recommended resolutions

It is recommended that Te Poari Akoranga (Te Poari):

1.	Receive the report titled 'NorthTec Open Academic Committee report 12 March 2026'.
2.	Note that the NorthTec Academic Committee approved: <ul style="list-style-type: none">• Changes to local procedures and guidelines for National policy: <i>06.001 Ākonga Concerns and Complaints</i>• Certificate of Proficiency for course: <i>6006 Publishing</i> from the Programme: <i>New Zealand Diploma in Creative Writing (Level 6)</i>• The granting of the Certificate, Diploma and Degree awards.

Purpose of this report

1. The purpose of this report is to provide Te Poari with a summary of the matters discussed by the NorthTec Academic Committee on the open agenda of its March 2026 meeting.

Background

2. The NorthTec Academic Committee (the Committee) met on 12 March 2026 at the Raumanga Campus, Whangarei. The meeting achieved quorum.

Sub-delegations exercised

Courses/programmes of study

3. The Committee approved the following new (non-unified) courses and programmes to be delivered by NorthTec:
 - Certificate of Proficiency for course: *6006 Publishing* from the Programme: *New Zealand Diploma in Creative Writing (Level 6)*

Granting of formal awards

4. The NorthTec Academic Committee approved the granting of the following formal awards.
 - Certificate qualification awards (23)
 - Diploma qualification awards (12)
 - Degree qualification awards (15)

Other matters

5. The committee received and discussed the NorthTec Academic Committee 2025 Self-Assessment Action Plan.
6. The committee approved changes to the local procedures and guidelines for National policy: *06.001 Ākonga Concerns and complaints*

Appendices

Appendix 1: NorthTec Academic Committee 2025 Self-Assessment Action Plan

ACADEMIC COMMITTEE 2025 SELF-ASSESSMENT ACTION PLAN

Academic Committee Self-assessment Action Plan						
Item #	Terms of Reference Item	Action/s required	Why is the improvement being made?	What effect will the improvement have?	Person(s) Responsible	Date Completed
1.	Reporting Schedule	Review the Academic Committee Meeting Reporting Schedule.	To ensure we are meeting internal and external requirements.	Improve meeting efficiency, stop 'over reporting', duplicate reporting and determine changing needs of the institution.	Committee Chair and Secretary	
2.	Academic Committee Reporting	Monthly reporting to NorthTec Leadership Team (NLT), using similar template used for Te Poari Akoranga. This includes the Academic Risk Register.	To inform the NLT of academic, compliance and quality assurance matters.	The leadership team are kept informed of all academic, compliance quality assurance matters reported through Academic Committee.	Committee Secretary	Feb 2025
3.	5.1.8 Lead academic actions across NorthTec with clear communication	Identify academic leads to form working groups to promote and delegate quality practices to academic teams	To improve the knowledge and skills of academic teams in quality practices	Academic teams will gain the knowledge and skills required for good quality practices which will improve the overall delivery across the institute	Committee Co-Chairs	
4.	5.1.8 Lead academic actions across NorthTec with clear communication	Delegate quality practices to academic teams and empower them through training. Quality practices include: <ul style="list-style-type: none"> • Assessment design • Moderation skills • Self-review checklist for internal monitoring 	It has been identified that there is a lack of knowledge and skill of key quality practices across the academic teams.	Academic teams will gain the knowledge and skills required for good quality practices which will improve the overall delivery across the institute	Quality Practice Leads. (To be identified)	

Academic Committee Self-assessment Action Plan

Item #	Terms of Reference Item	Action/s required	Why is the improvement being made?	What effect will the improvement have?	Person(s) Responsible	Date Completed
5.	5.1.6 Identify and promote indicators and targets relating to b) Teaching practice	Stand up Learning and Teaching Committee	To identify and promote indicators and targets relating to teaching practice	Improve the quality of teaching across the institute	Director Ākongā Success	

Tai Poutini Polytechnic Academic Committee

Open Minutes

Tuesday 24 March 2026

11:00am-12:30pm
Conference Room via Zoom

Open Agenda

Karakia Timatanga

The meeting opened at 11:00am with a Karakia delivered by the Chair.

1.0 Present/Apologies

1.1 Present

Deborah Young (Chair), Annabell Dey, Jacque Carlyle-Velkov (via Zoom), Serena Bayler, Emily Miller (minute-taker).

1.2 Apologies

David Mason.

2.0 Minutes from Previous Meeting(s)

2.1 Scheduled Meetings

a. Academic Committee 10 February 2026

It was **moved** that the minutes of the Academic Committee meeting held on 10 February 2026 be approved as a true and correct record.

Jacque Carlyle-Velkov/Annabell Dey

Carried

3.0 Actions Arising – Schedule

3.1	20/11/25	6.1e	Deborah Young to put Jacque Carlyle-Velkov in touch with a member of the Ara Academic Excellence team to discuss the moderation monitoring process that has been developed. 8/12/25: Deborah Young has discussed with Dan Gread. 10/02/26: Deborah Young to follow up with Dan Gread. 24/03/26: Jacque Carlyle-Velkov has now met with Dan Gread and shared the moderation information. Completed.	DY	Completed
3.2	10/02/26	4.1a i	Jacque Carlyle-Velkov will check with NZQA regarding why qualifications are being reviewed only one year after the last date for assessment for the previous version. 24/03/26: It was reported that the qualification version being discussed in this item was published in 2021 and there has been an extension to the last date for assessment. Deborah Young to clarify last date for entry and last date for assessment dates with Dan Gread and/or NZQA.	JC-V DY	April
3.3	10/02/26	4.1a i	Deborah Young to send Jacque Carlyle-Velkov the Ara programme document template for level 1-6.	DY	Completed

			<i>24/03/26: Completed.</i>		
3.4	10/02/26	5.1a	<p>It was reported that until moderation summaries come out, communication won't be received. However, US1296 does not require an action plan as there is no planned delivery of this unit in 2026. If delivery goes ahead in 2027, Tai Poutini would develop new assessments. Jacque Carlyle-Velkov to work with Dan Gread to get support for the development of new assessments.</p> <p><i>24/03/26: NZQA has been in contact and confirmed that an action plan is required. Jacque Carlyle-Velkov to send to Deborah Young before submission.</i></p>	JC-V	Completed
3.5	10/02/26	5.2c	<p>New Zealand Diploma in Mining and Quarrying will require a version change by the end of 2026. Support will be needed to achieve this. Jacque Carlyle-Velkov to seek support from Dan Gread.</p> <p><i>24/03/26: Deborah Young requested a copy of the approved programme document. It was noted that the current focus is to get existing learners completed then look at the future need for this programme.</i></p>	JC-V	Completed

4.0 Approval Items

Nil.

5.0 Discussion Items

5.1 2025 External Moderation Results

- a. The Committee received the results from the 2025 external moderation for discussion.
- b. It was noted that NZQA moderation feedback saw an increased pass rate, with only two inconsistencies noted, which were discussed at the previous meeting. Workforce Development Council moderation experienced a slight decline in the pass rate.

5.2 Internal Moderation Tracking Update

- a. The Committee received the 2025 Internal Moderation Summary report for discussion.
- b. It was noted that tracking measures have effectively identified areas where additional training is required for new tutors.
- c. The Committee noted that the outcomes of both internal and external moderation resulted in three main areas for improvement:
 - Attention to detail and insufficient evidence
 - Inconsistent assessment decisions
 - Lack of constructive feedback to learners
- d. It was agreed that the recommendations should be communicated to all tutors across all delivery areas.
- e. Jacque Carlyle-Velkov to distribute a one-page moderation news email to highlight positive outcomes and areas requiring improvement.

Action: Jacque Carlyle-Velkov
- f. Annabell Dey to address moderation results and the associated recommendations during her tutorial team meeting.

Action: Annabell Dey
- g. It was clarified that the cluster leads are expected to assume greater responsibilities moving forward.

6.0 Information Items

6.1 Temporary Site Approval

- a. The Committee received the Temporary Site Approval notification for information.

7.0 General Business

Nil.

8.0 Resolution to Exclude the Public

Resolved (*Deborah Young*)

That the public be excluded from the remainder of the meeting. This resolution will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) (noting NZIST trading as Tai Poutini Polytechnic is subject to Part 7 of the LGOIMA) and the particular interests protected by section 9 of the Official Information Act 1982 (OIA) which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public. The general subject of each matter to be considered while the public is excluded and the reason for passing the resolution in relation to each matter are as per the table below:

Item	General subject of each matter to be considered	Section(s)
2.1	Approval of learner results to confirm graduation eligibility	Section 9(2)(a) OIA

Interests

Section	Interest
Section 9(2)(a) OIA	To protect the privacy of natural persons, including deceased natural persons.

Carried

Karakia Whakakapi

The meeting closed at 11:50am with a Karakia delivered by the Chair.

Agenda Items for Future Meetings

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Dates of Future Meetings

22 April 2026	11:00am-12:30pm
28 May 2026	11:00am-12:30pm
30 June 2026	11:00am-12:30pm
28 July 2026	11:00am-12:30pm
8 September 2026	11:00am-12:30pm
22 October 2026	11:00am-12:30pm
26 November 2026	11:00am-12:30pm

Action Lists

Previous Meetings:

1	10/02/26	4.1a i	Jacque Carlyle-Velkov will check with NZQA regarding why qualifications are being reviewed only one year after the last date for assessment for the previous version. <i>24/03/26: It was reported that the qualification version being discussed in this item was published in 2021 and there has been an extension to the last date for assessment. Deborah Young to clarify last date for entry and last date for assessment dates with Dan Gread and/or NZQA.</i>	JC-V DY	April
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Current Meeting:

1	24/03/26	5.2d	Jacque Carlyle-Velkov to distribute a one-page moderation news email to highlight positive outcomes and areas requiring improvement.	JC-V	April
2	24/03/26	5.2e	Annabell Dey to address moderation results and the associated recommendations during her tutorial team meeting.	AD	April

Report to	Te Poari Akoranga
Title	Western Institute of Technology at Taranaki Open Academic Committee report March 2026
Provided by	Emma Osborne, Lead Academic Quality
Author	Sally Ingham, Academic Committee Minute Secretary
For	Information
Classification	Unclassified
Endorsement (if any)	N/A

Recommended resolutions

It is recommended that Te Poari Akoranga (Te Poari):

1.	Receive the report titled 'Western Institute of Technology at Taranaki Open Academic Committee report March 2026'.
2.	Note that the Western Institute of Technology at Taranaki Academic Standards Sub-committee approved: <ul style="list-style-type: none">• One new programme: New Zealand Certificate in Skills for Learning and Working, for Supported Learners (Level 1)• Four technical changes to existing courses and programmes• One Type 1 change to an existing programme.

Purpose of this report

1. The purpose of this report is to provide Te Poari with a summary of the matters discussed by the Western Institute of Technology at Taranaki (WITT) Academic Committee on the open agenda of its 18 March 2026 meeting.

Background

2. The WITT Academic Committee (the Committee) met on 18 March 2026 at the boardroom, 20 Bell Street. The meeting did not achieve quorum, so no decisions were able to be made.

Sub-delegations exercised

Courses/programmes of Study

3. The Committee noted that the Academic Standards sub-committee approved the following new (non-unified) courses and programmes to be delivered by WITT, by sub-delegation:
 - New Zealand Certificate in Skills for Learning and Working, for Supported Learners (Level 1)
4. The Committee noted that the Academic Standards sub-committee reviewed and approved the following changes to existing courses and programmes by sub-delegation:
 - Introductory Engineering Mathematics (Micro-Credential) (Level 3) – Technical change
 - Trades Academy – Engineering (Level 2) and Engineering (Level 3) – Technical change
 - Trades Academy – Hairdressing (Level 2) – Technical change
 - New Zealand Certificate in Skills for Learning and Working, for Supported Learners (Level 1) – Technical change
 - New Zealand Certificate in Horticulture (General) (Level 3) – Type 1

Other matters

5. There are no other matters which the Committee considered which would be relevant to Te Poari Akoranga on its agenda.

Te Poari Akoranga meeting

4. Resolution to exclude the public

It will be moved by the Chair that the public be excluded from the remainder of the meeting. This resolution will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) (noting NZIST is subject to Part 7 of the LGOIMA) and the particular interests protected by section 9 of the Official Information Act 1982 (OIA) which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public.

The general subject of each matter to be considered while the public is excluded and the reason for passing the resolution in relation to each matter are as follows:

Item	General subject of each matter to be considered	Section(s)
5.	Administration	
5.1	Minutes of the closed portion of Te Poari Akoranga 18 March 2026	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
5.2	Actions	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
6.	Transition	Section 9(2)(g)(ii) OIA
7.	Te Kawa Maiorooro	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
8.	Closed Local Academic Committee reports	
8.1	Tai Poutini Polytechnic	Section 9(2)(a) OIA
8.2	Western Institute of Technology at Taranaki	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
9.	Academic risk monitoring and environmental scan	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
10.	Any other closed business	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA

Interests

Section	Interest
Section 9(2)(a) OIA	To protect the privacy of natural persons, including deceased natural persons.
Section 9(2)(b)(ii) OIA	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
Section 9(2)(g)(ii) OIA	To maintain the effective conduct of public affairs through the protection of such Ministers, members of organisations, officers, and employees from improper pressure or harassment.
Section 9(2)(i) OIA	To enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.