Nelson Marlborough Institute of Technology
Te Whare Wānanga o Te Tau Ihu o Te Waka a Maui

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PROGRAMME AND COURSE DEVELOPMENT and CHANGE PROCEDURE

Section	Quality		
Approval Date	04.12.2017	**Approved by**	Academic Board
Next Review	11.06.2018	**Responsibility**	Head of Academic and Quality
Last Reviewed	11.12.2017	**Key Evaluation Question**	1-6

PURPOSE

To provide guidance for the operational aspects of the Programme/Course Development and Change Policy.

PRINCIPLES

NMIT is committed to the provision of quality education. All programme and course development and change shall be consistent with NMIT's Strategic Objectives and Investment Plan, comply with NMIT's Academic Statute and relevant regulatory and legal requirements, follow NMIT's approved process, and be in consultation with stakeholder groups, including Māori.

NMIT will:

- Ensure course and programme information is current and aligned across documents, delivery, teaching and learning materials, advertising, the content of the student management system, and the course and programme information for staff, students and applicants, and relevant external authorities.
- Enable the learner to achieve subject knowledge and expertise, develop transferable skills, independence and self-management through scaffolding and contextualisation of learning, including academic and digital literacies
- Utilise educational pedagogies and philosophies that enable student-centred, technology-enhanced learning approaches, active learning, constructive alignment, and scholarly methodologies of self-assessment for existing practice
- Provide purposeful opportunities for students to engage with industry, and professional and community organisations in simulated or real-world settings
- Develop transportability and transparent pathways between programmes and courses for ease of access and mobility
- Through regular self-assessment reviews ensure a continuous cycle of programme and course improvement
- Through evaluation by NMIT teams ensure the quality and adherence to internal and external academic approval guidelines/regulations, NZQA Rules, other regulatory body requirements, and legislative and funding compliance requirements.

The Programme and Course Development and Change Procedure details the steps necessary to comply with and implement the associated policy.

DEFINITIONS

Definitions of specialist terms relevant to this Procedure are listed below:

A & Q	Academic and Quality Team. Central team providing support, advice and managing a range of academic and quality management processes, information, and documentation for NMIT.
ACE	Adult Community Education.
ADP	Academic Development Proposal. A document which summarises a planned new programme of study. It requires approval by the Academic Board to enable the development to proceed.
Academic Committee	Standing committee of Academic Board with responsibility to ensure academic standards are consistently met for NMIT programmes and courses. Academic Committees are described in the Academic Statue s.6 Academic Board.
Application Document	Describes a proposed new programme of study at Levels 1 – 6 and is used to seek NZQA approval for the programme and accreditation to deliver it. This document requires approval by the Academic Board before submission to NZQA.
Blue Tick	Project to coordinate and oversee the planned change, development and/or redevelopment of NMIT programmes required as a result of the Mandatory Review of Qualifications and other NMIT initiatives.
Capability Document	Describes NMIT's capability to deliver a new or substantially changed programme of study where NMIT does not have a track-record of similar delivery e.g. leading to a degree, degree-related qualification, new Level 7 diploma qualification, a new stand-alone Training Scheme. The Capability Document requires approval by the Academic Board and is used to seek NZQA approval for the programme and accreditation to deliver it.
Capability Letter	Used when NMIT is intending to apply to NZQA for programme approval and/or accreditation, when there is a successful track-record of delivery of a similar approved programme or programmes. The letter requires Academic Board approval before submission to NZQA.
Course Descriptor	Describes a course, including size (credits and EFTS), level, hours, aim, content, learning outcomes, assessment, course completion requirements, teaching and learning approaches and resources, self-directed learning activities.
FLIT	NMIT's Flexible Learning Team made up of specialist Learning Designers and Education Developers and Moodle Administrators. FLiT contributes to programme and course design and the design and facilitation of technology-enhanced learning experiences.
ITO	Industry Training Organisation
LMS	The Learning Management System used by NMIT. This is the internet-based learning platform NMIT Moodle.

Offer Document	Sent to an international student applicant who meets the entry requirements for a programme, containing the offer of a place of study at NMIT, including conditions, fees, programme dates etc. and a request for their acceptance or non-acceptance.
OPP	Opportunity on a Page. Project initiation document used to seek NMIT Directorate approval to proceed when there is a significant resource involved in the project.
PAC	Programme Approval Committee. A committee of the NMIT Academic Board, tasked with scrutinising applications for approval and accreditation of new and changed programmes, and applications for NZQF 'Consent to Assess' on behalf of the Academic Board. The PAC provides a recommendation (or not) for approval by the Academic Board. The PAC is described in the Academic Statue s.6 Academic Board.
Programme	A coherent arrangement of learning or training that is based on clear and consistent aims, content, outcomes and assessment practices, which usually leads to a qualification listed on the NZQF. Note: a programme of study may also be simply referred to as a 'Programme'. [def. TANZ]
Programme Development Brief	Outlines the targets and parameters to be considered when re/developing a programme. This document is compiled and refined during the planning/preparation phase of developing (or redeveloping) a programme. It is a tool for discussion and planning.
Programme Regulations	Document describing the formal rules for the completion of the programme and the constituent courses. Programme Regulations are the legally binding contractual obligations of staff and enrolled students. They are used by academic staff to guide delivery of the programme and its courses
SME	Subject matter expert from the curriculum area/department providing subject knowledge for the design and development.
SMS	Student Management System used by NMIT. This is ebs.
STAR	Secondary Tertiary Alignment Resource. STAR courses are run by NMIT in a wide range of subject areas for Secondary School students while they are still at school. Students can get a 'taste' of a subject or job area that interests them, and learn new skills to help them move into study or work.
Tertiary Pathways	Secondary-tertiary options providing Secondary School students with pathways to smooth their transition to tertiary study, including: • STAR • Trades Academy • Gateway
Trades Academy	Regular practical and hands-on training courses run by NMIT for year 11 - 13 high school students. Students attend classes one day a week and gain credits which count towards a NCEA qualification at levels 1, 2 or 3.
UI	Unit Instance on ebs. The static level details of a course or programme that is not specific to an individual occurrence/delivery

UIO	Unit Instance Occurrence on ebs. The offering level details of a course or programme that are specific to an individual occurrence/delivery. The UIO includes the start and end dates of the course or programme
Vocational Pathways	The Vocational Pathways provide new ways to achieve NCEA Levels 1, 2 and 3 and develop pathways that progress to further study, training and employment. The six Vocational Pathways are Primary Industries, Services Industries, Social and Community Services, Manufacturing and Technology, Construction and Infrastructure, Creative Industries.
Youth Guarantee	Tertiary Education Commission funding mechanism allocating fees-free tertiary places for eligible learners between 16 and 19 years of age.

SCOPE

This procedure applies to all programmes of study, courses and/or offerings for which NMIT delivers and/or intends to deliver directly or through a joint venture.

GENERAL PROVISIONS

The following general provisions apply to the Programme and Course Development and Change Procedure:

- Effective academic procedures are essential to NMIT's successful operation.
- NMIT's academic procedures must meet the organisation's relevant compliance requirements.
- Academic procedures require effective teamwork and communication, both within teams and across teams, based on shared expectations and common understandings, and a shared commitment to NMIT's values of manaakitanga and rangitiratanga.
- Information about academic procedures should be accessible by all staff.

SPECIFIC PROVISIONS

Two main categories of academic procedures are included in this document.

Procedure A covers change to existing programmes and courses where NMIT holds NZQA approval and accreditation to deliver. Three common examples are listed below.

- **'Minor' change**s to programmes and courses, requiring internal approvals only (NZQA 'Type 1' changes).
  Refer to list of Type 1 changes.
  Refer to change process diagram A1a and A1b (Trades Academy and STAR courses)

- **'Significant' changes** to existing NMIT programmes and courses, requiring both internal and external approvals, also known as NZQA 'Type 2' changes.
  Note: Only specific Type 2 changes can be made to other providers' programmes.*
  Refer to list of Type 2 changes.
  Refer to change process diagram A2

- Programme Regulations document update where there is no change to ebs required and no document version change e.g. corrections, document formatting, updates to job/role titles, updates to Academic Statute or Policy references.
  Refer to change process diagram A3

Procedure B covers development of new programmes and courses. Ten common examples are listed below.

- Development of new stand-alone course(s), either ACE, ITO, Business to Business (B2B) or other self-funded courses.
  Refer to process diagram B1

- Development of new Tertiary Pathways course(s), either STAR or Trades Academy.
  Refer to process diagram B2

- Pick-up of an approved programme of study from another ITP leading to existing/listed qualification(s) at Levels 1 - 6, including minor (NZQA Type 1 and specific Type 2 changes*) changes for NMIT delivery, where NMIT has a previous track record of provision in the subject/level.
  Refer to lists of Type 1 and Type 2 changes. Asterisk indicates specific changes that may be made to another ITP's programme.*
  Note: Where the programme comes from another ITP there must be a Memorandum of Agreement with TANZ or the non-TANZ ITP covering NMIT's use of the programme.
  Refer to process diagram B3.

- Pick-up of an approved programme of study from another ITP leading to existing/listed qualification(s) at Levels 1 - 6, including minor (NZQA Type 1 and specific Type 2 changes*) changes for NMIT delivery where NMIT has no previous track record of similar provision in the subject/level.
  Refer to lists of Type 1 and Type 2 changes. Asterisk indicates specific changes that may be made to another ITP's programme.*
  Note: Where the programme comes from another ITP there must be a Memorandum of Agreement with TANZ or the non-TANZ ITP covering NMIT's use of the programme.
  Refer to process diagram B4

- Development of a new NMIT programme of study leading to existing/listed qualification(s) at Levels 1 – 6, and where NMIT has a track record of provision in the subject/level - generally replacing existing programme(s).
  Refer to process diagram B5

- Development of a new NMIT programme of study leading to existing/listed qualification(s) at Levels 1 - 6, where NMIT has no previous track record of similar provision in the subject/level, leading to either existing qualification(s) or existing Training Scheme award(s) or both.
  Refer to process diagram B6

- Development of a new NMIT programme of study where NMIT has no previous track record of provision in the subject/level, leading to new Level 7 diploma qualification or stand-alone Training Scheme award(s).
  Refer to process diagram B7

- Development of a new NMIT programme of study leading to new qualifications at Level 7 and above (includes undergraduate qualifications, postgraduate qualifications, and other degree-related qualifications such as graduate diplomas).
  Refer to process diagram B8

- Pick-up of a new programme of study from another ITP where NMIT has no previous track record of similar provision in the subject/level, leading to new qualifications (includes undergraduate qualifications, postgraduate qualifications, and other degree-related qualifications such as graduate diplomas).
  Refer to lists of Type 1 and Type 2 changes. Asterisk indicates specific changes that may be made to another ITP's programme.*
  Note: Where the programme comes from another ITP there must be a Memorandum of Agreement with TANZ or the non-TANZ ITP covering NMIT's use of the programme.
  Refer to process diagram B9

- Other: Development of a new NMIT programme of study which does not fit the categories listed above (includes programme developments in which there particular requirements e.g. for NMIT to

seek Consent to Assess assessment standards, off-shore delivery approval, significant extra resources, specialist external authority approvals, new contracts/agreements with external parties etc.). A&Q team provide specialist advice and assistance, and should be consulted early in the process.
Refer to process diagram B10

Refer to Appendix 1: Which procedure should be followed?

PROCEDURE A: 'TYPE 1' AND 'TYPE 2' CHANGES

'Minor' changes to existing programmes and courses include the following **'NZQA Type 1'** changes:

- Course aim statement where there is no change to the overall sense/intent of the statement
- Course indicative content
- Course teaching hours where there is no impact on overall teaching hours for the qualification/award
- Course learning outcomes where there is no change to the overall sense/intent of the statement(s)
- Course assessment methods and/or assessment percentage weightings
- Basis of assessment (i.e. achievement based or competency based)
- Course result key (also known as 'grade key')
- Course completion requirements
- Pre-requisites or co-requisites for a course
- NMIT course code (ebs code) for an existing course
- Recognition of Academic Credit (RAC) information
- Moderation information
- Selection provisions/information for admission to a programme, no change to actual entry requirements
- Learning and teaching information
- Change to self-directed learning activities
- Information relating to health and safety
- Assessment standard version changes
- Change to transition arrangements
- Change to elective courses where there is no impact on the overall elective credit requirement for the qualification/award and/or to course titles
- Change to credit value of courses where there is no impact on the overall credit requirement for the qualification/award
- Adding or removing non-NZQF related qualifications

'**Significant'** changes to existing programmes and courses include the following **'NZQA Type 2'** changes:

- Overall teaching weeks, or holiday weeks, or gross weeks for a programme leading to a qualification/award *
- Overall teaching hours for a programme leading to a qualification or award *
- Work placement hours where the change varies from the original external approval *
- Addition of a 'strand' or 'major' to a programme or qualification
- Overall credit value of a qualification or award (qualifications at Level 7 and above and Training Schemes)
- Title of a qualification or award (qualifications at Level 7 and above and Training Schemes)
- Qualification/award completion requirements for where there is change to compulsory courses
- Graduate outcomes for a qualification or award
- Addition or removal of Assessment Standards
- Entry requirements
- Learning outcome change that impacts on course aim and graduate outcome mapping
- Where there is existing part time delivery approved, addition of Full-time delivery option *
- New delivery mode (online, blended etc.) *
- New delivery site not already within QMS *

- Programme aim
- Course title
- Addition or removal of a course in a programme
- Collection of minor changes that collectively create a 'significant' impact on a programme
- Change of programme title
- Maximum time for completion of a qualification/award
- Adding new self-directed learning activities *
- Adding new assessment methods *
- New transition arrangements *

** indicates specific types of changes that NMIT may make to another ITP's programme of study.*

TIMELINES

Programme and course changes and development projects must be initiated, planned, completed and approved in a timely manner.

Planning must allow time for the following:

- Internal approval processes and deadlines
- Committee/Board/Council meeting dates
- External approval processes and deadlines
- Full approvals completed in time for effective student recruitment and enrolment, including both domestic and international students
- Time for relevant consultation with stakeholders
- Lead in time for appropriate marketing, advertising and publications
- Full approval in time for applicants to access Studylink loans and allowances
- Preparation of teaching and learning materials to be used in the delivery
- Development of Moodle sites
- Resource planning and provision
- Budgeting timelines
- Fees setting
- Staff workload planning
- Timetables
- Staff recruitment and/or training if required

The following annual timelines apply:

- All internal and external approvals for new programme developments should be achieved before August in the year before delivery is planned to start.
- Programme changes affecting the delivery of a programme should be completed and approved before August in the year before delivery is planned to start.
- Academic Development Proposal (ADP) for a new sub-degree programme should be approved by the Academic Board before the end of April in the year before the delivery is planned to start. (e.g. if the delivery is planned to start in 2020, the ADP should be through Academic Board by April 2019)
- Academic Development Proposal (ADP) for a new degree or degree-related programme should be approved by the Academic Board before the end of November two years before the year the delivery is planned to start. (e.g. if the delivery is planned to start in 2020, the ADP should be through Academic Board by November 2018)

OTHER

Course and programme changes and developments can be complex processes. Academic and Quality team members can provide advice and assistance, and should be consulted early in the process wherever possible.

REFERENCES

INTERNAL

NMIT Academic Statute
Programme/Course Development and Change Policy
NMIT Investment Plan
NMIT Strategic and Operating Objectives
Te Ara Wai - NMIT Māori Strategy
All Learning and Teaching Policies and Procedures
Learning Design Framework
Certificate of Proficiency Guidelines
New Programme Readiness Report
Other relevant Teaching, Learning and Quality Forms, Templates and Guidelines

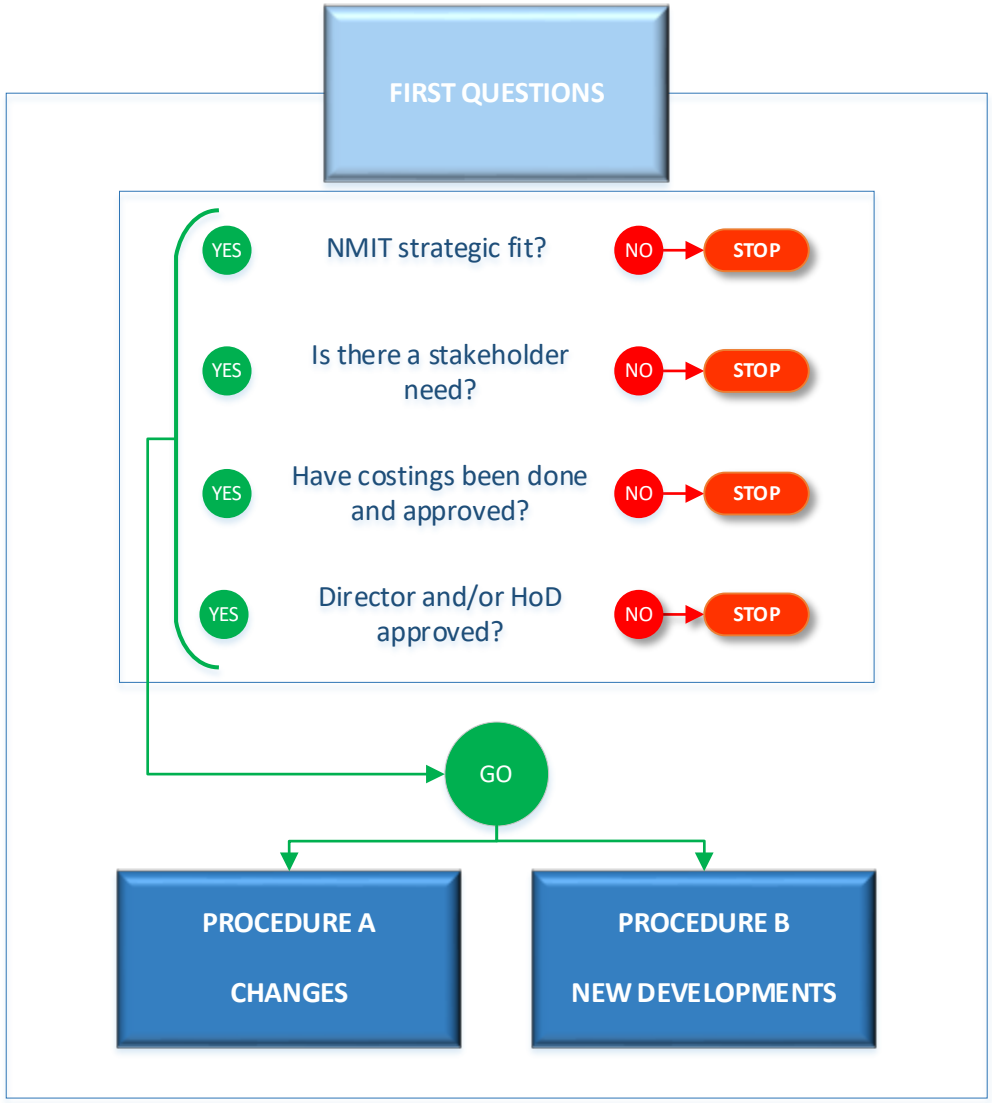
EXTERNAL

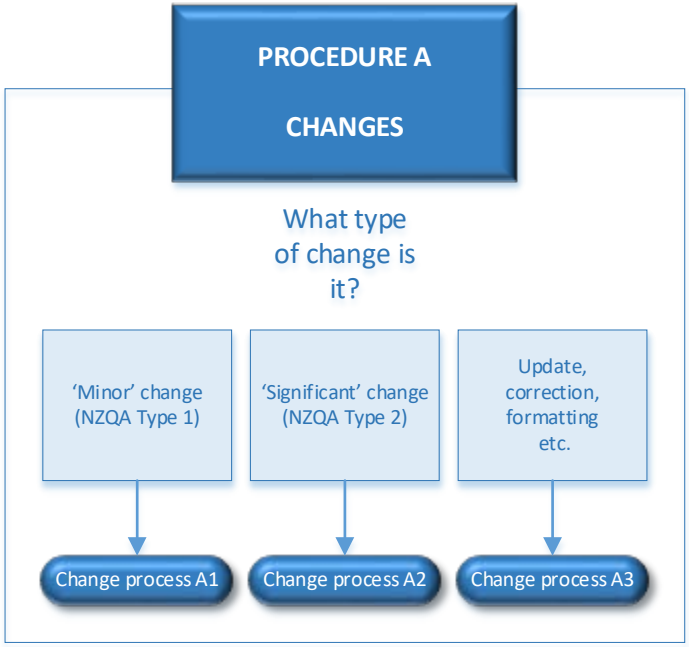
Tertiary Education Strategy (2014 – 2019)
Education Act 1989 and associated amendments
TANZ Collaborative Agreement
NZQF Qualification Listing and Operational Rules
NZQF Programme Approval and Accreditation Rules
NZQF Offshore Programme Delivery Rules
Consent to Assess against standards on the Directory of Assessment Standards Rules
Training Scheme Rules
NZQF Offshore Programme Delivery Rules
TEC funding conditions

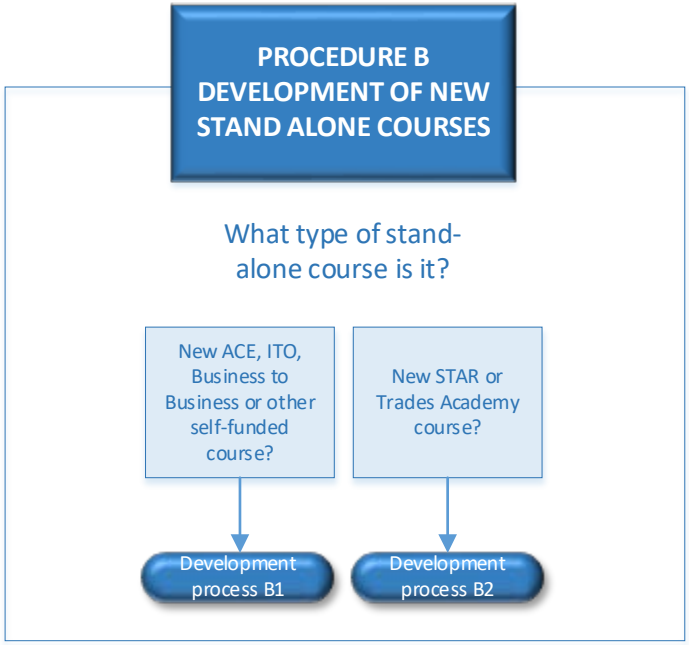
NZQA Guidelines:

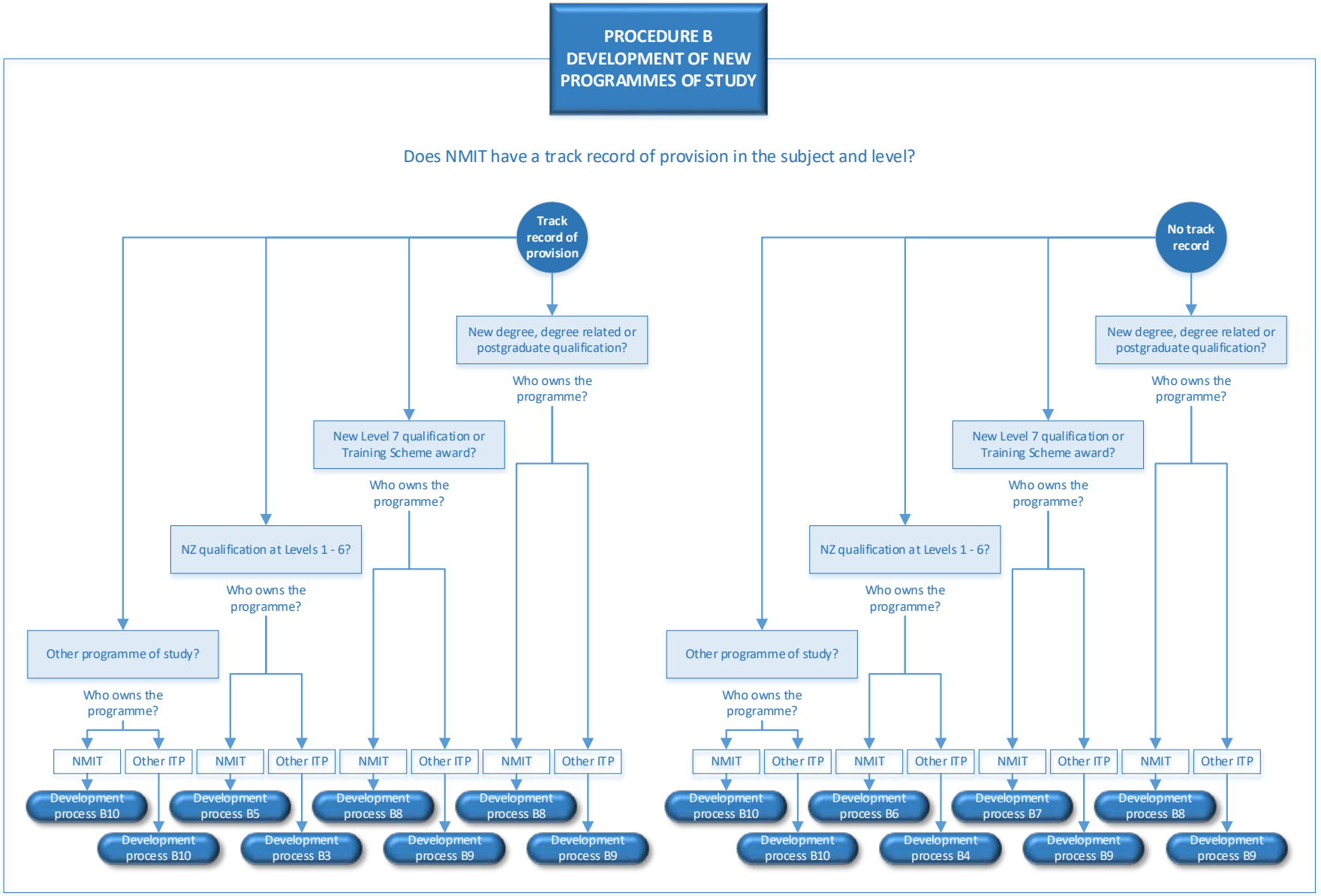
- Code of Practice – Guidelines for the Education (Pastoral Care of International Students) Code of Practice– Tertiary
- Guidelines for applying for consent to assess standards listed on the Directory of Assessment Standards
- Degrees and Related Qualifications: Guidelines for Programme Approval and Accreditation to Provide Programmes
- Guidelines for the monitoring of programmes leading to diplomas, degrees and related qualifications at levels 7 to 10
- Guidelines for applying for approval of programmes leading to New Zealand qualifications at Levels 1 – 6 on the NZQF and the accreditation of organisations to provide approved programmes
- Guidelines for approval of New Zealand qualifications at Levels 1 – 6 for listing on the New Zealand Qualifications Framework
- Guidelines for programme approval and accreditation of level 7 diploma programmes for tertiary education organisations other than universities
- Guidelines for the implementation of the New Zealand Qualifications Framework Offshore Programme Delivery Rules for institutions other than universities
- Guidelines to the Training Scheme Rules

APPENDIX 1: WHICH PROCEDURE SHOULD BE FOLLOWED?

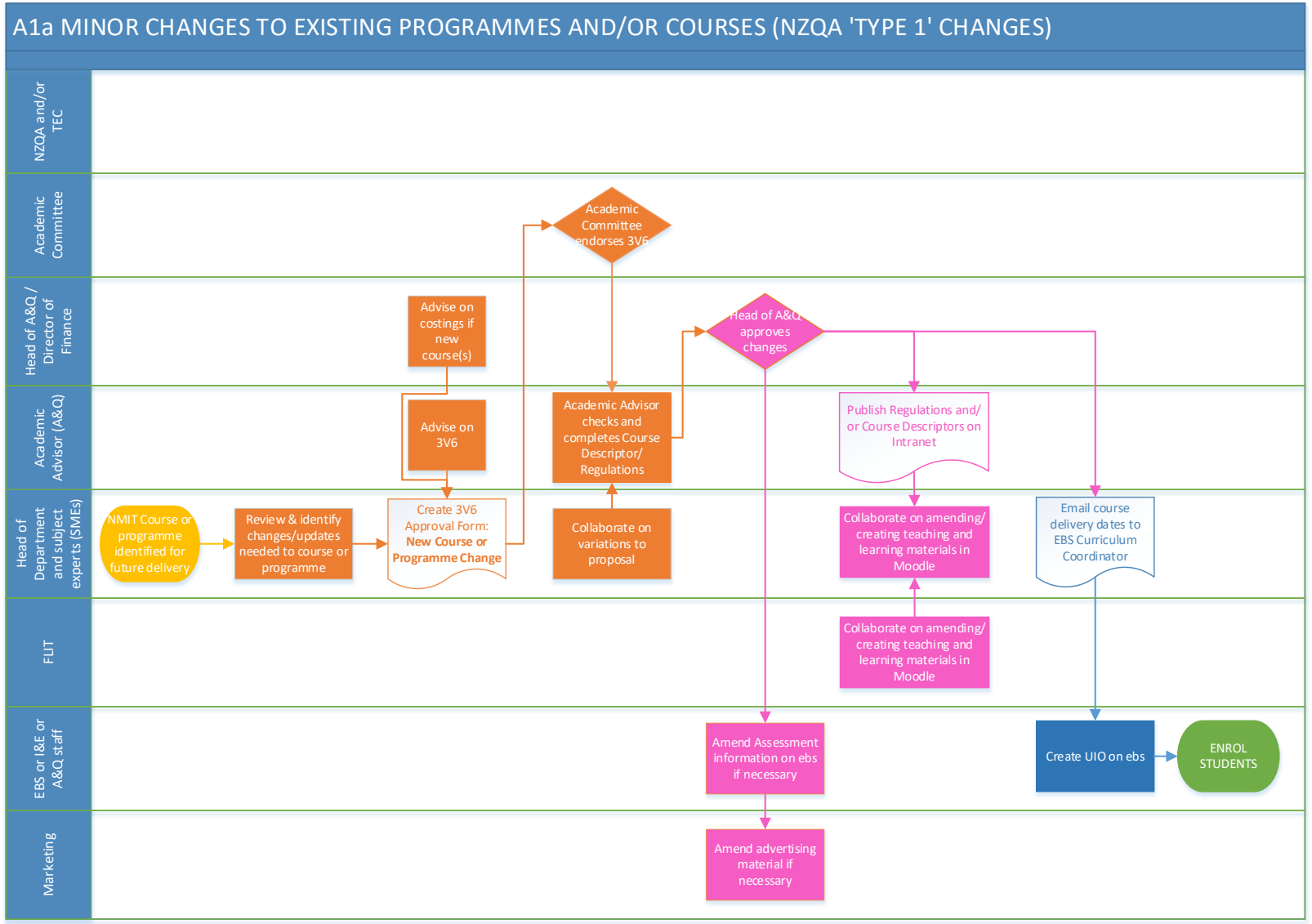


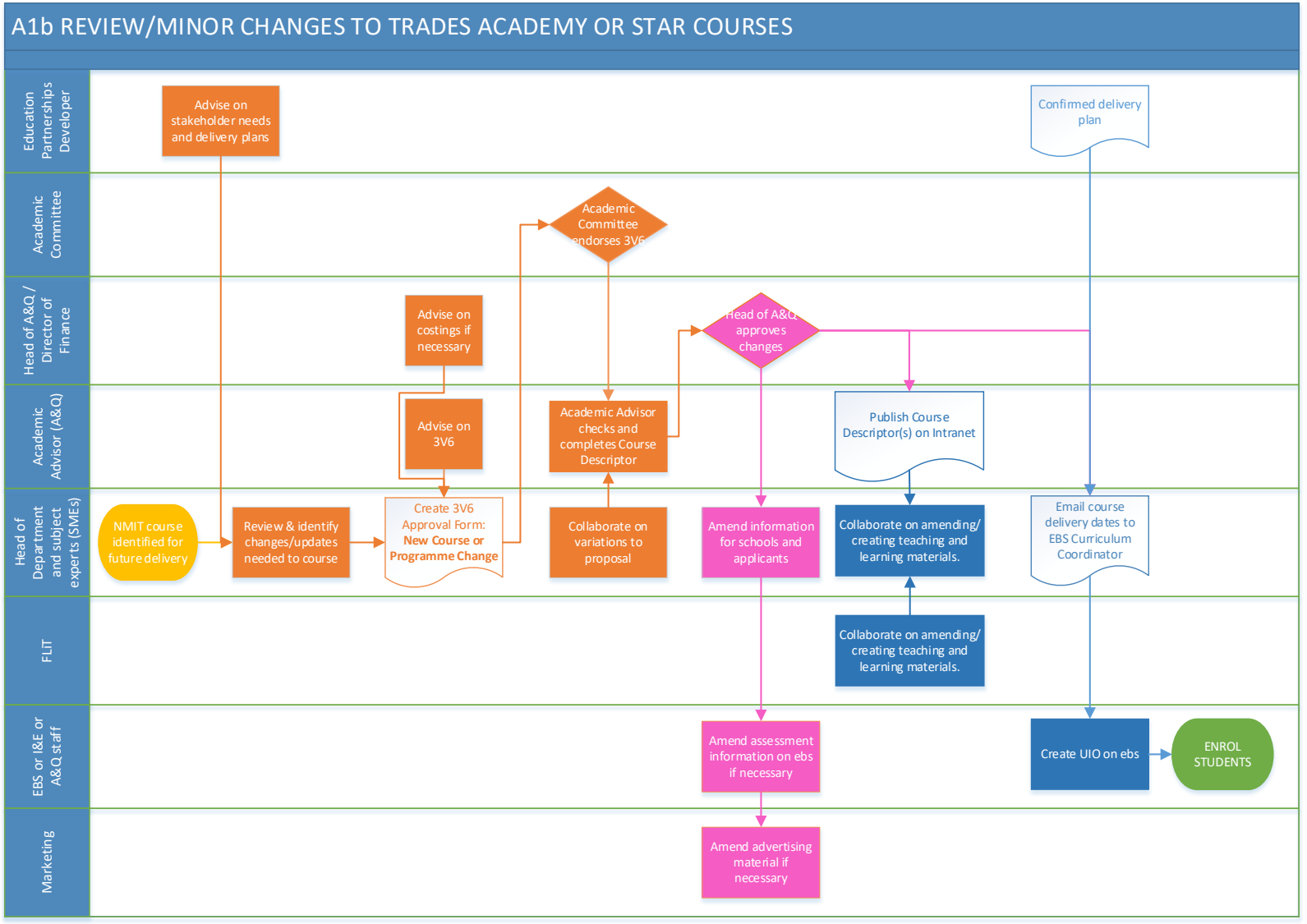

PROCEDURE A
CHANGES
What type of change is it?
'Minor' change (NZQA Type 1)
'Significant' change (NZQA Type 2)
Update, correction, formatting etc.
Change process A1
Change process A2
Change process A3

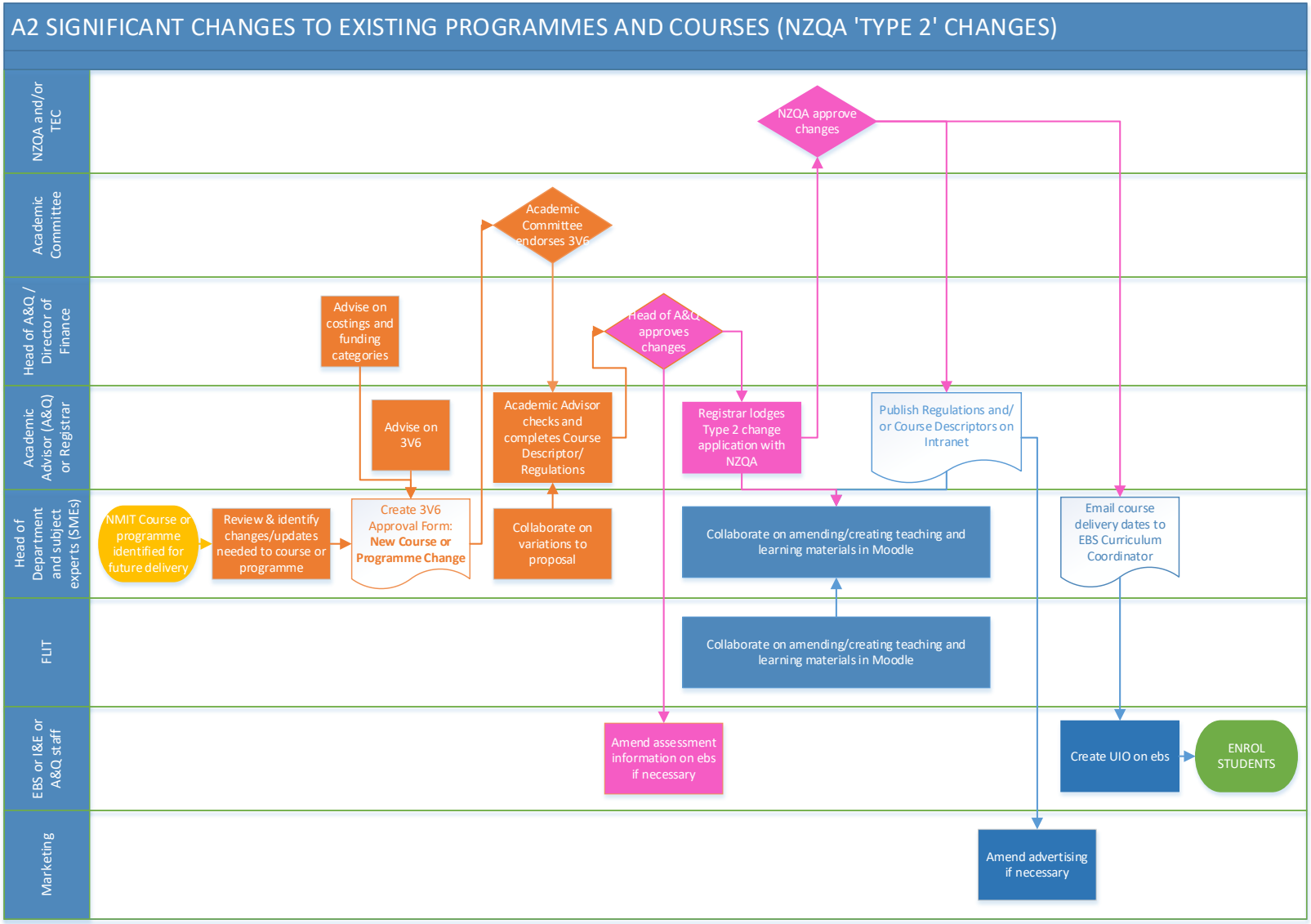

PROCEDURE B
DEVELOPMENT OF NEW STAND ALONE COURSES
What type of stand-alone course is it?
New ACE, ITO, Business to Business or other self-funded course?
New STAR or Trades Academy course?
Development process B1
Development process B2

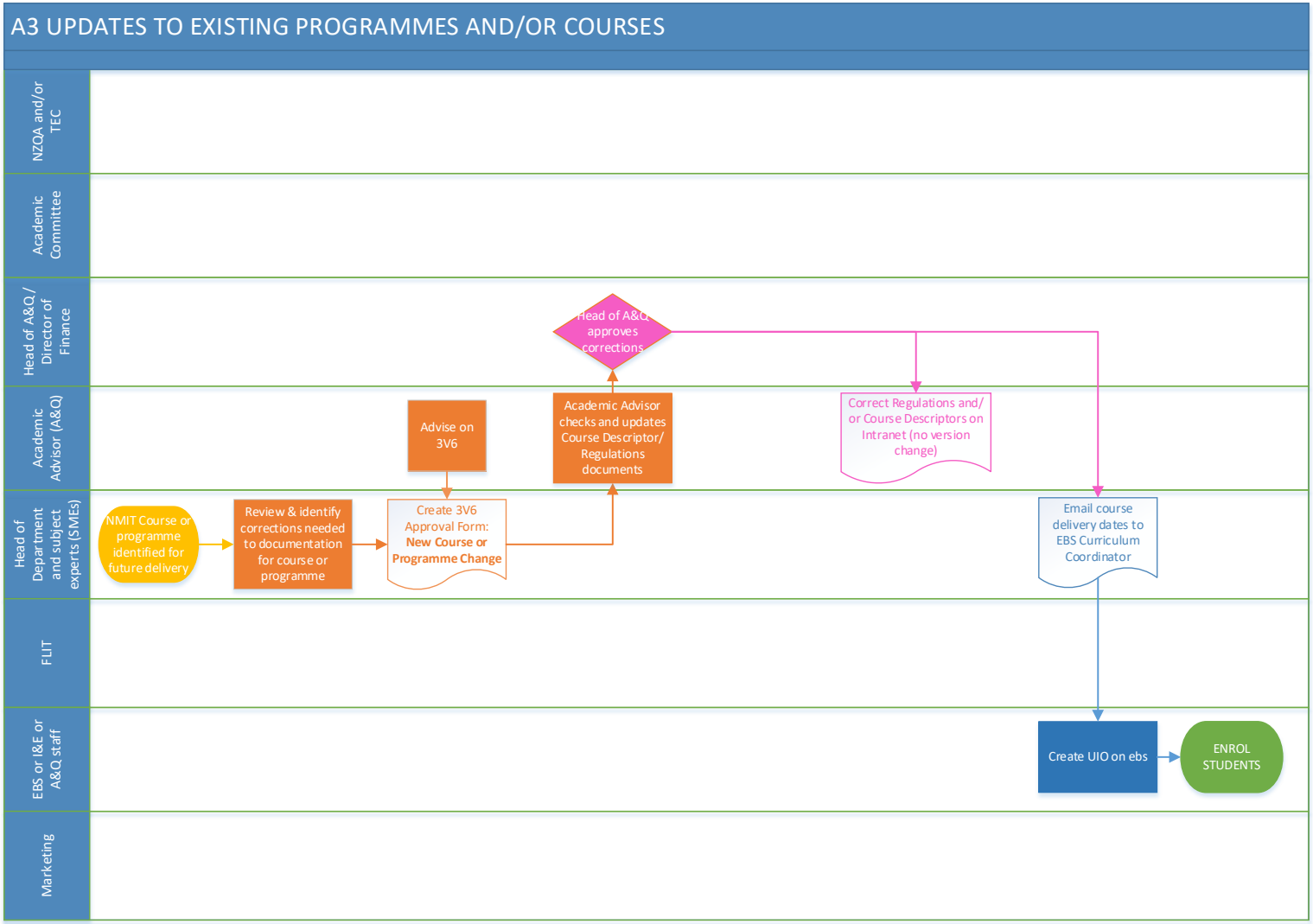

PROCEDURE B
DEVELOPMENT OF NEW
PROGRAMMES OF STUDY
Does NMIT have a track record of provision in the subject and level?
Track record of provision
No track record
New degree, degree related or postgraduate qualification?
Who owns the programme?
New Level 7 qualification or Training Scheme award?
NZ qualification at Levels 1 - 6?
Other programme of study?
NMIT
Other ITP
Development process B10
Development process B5
Development process B8
Development process B3
Development process B9
Development process B6
Development process B7
Development process B4

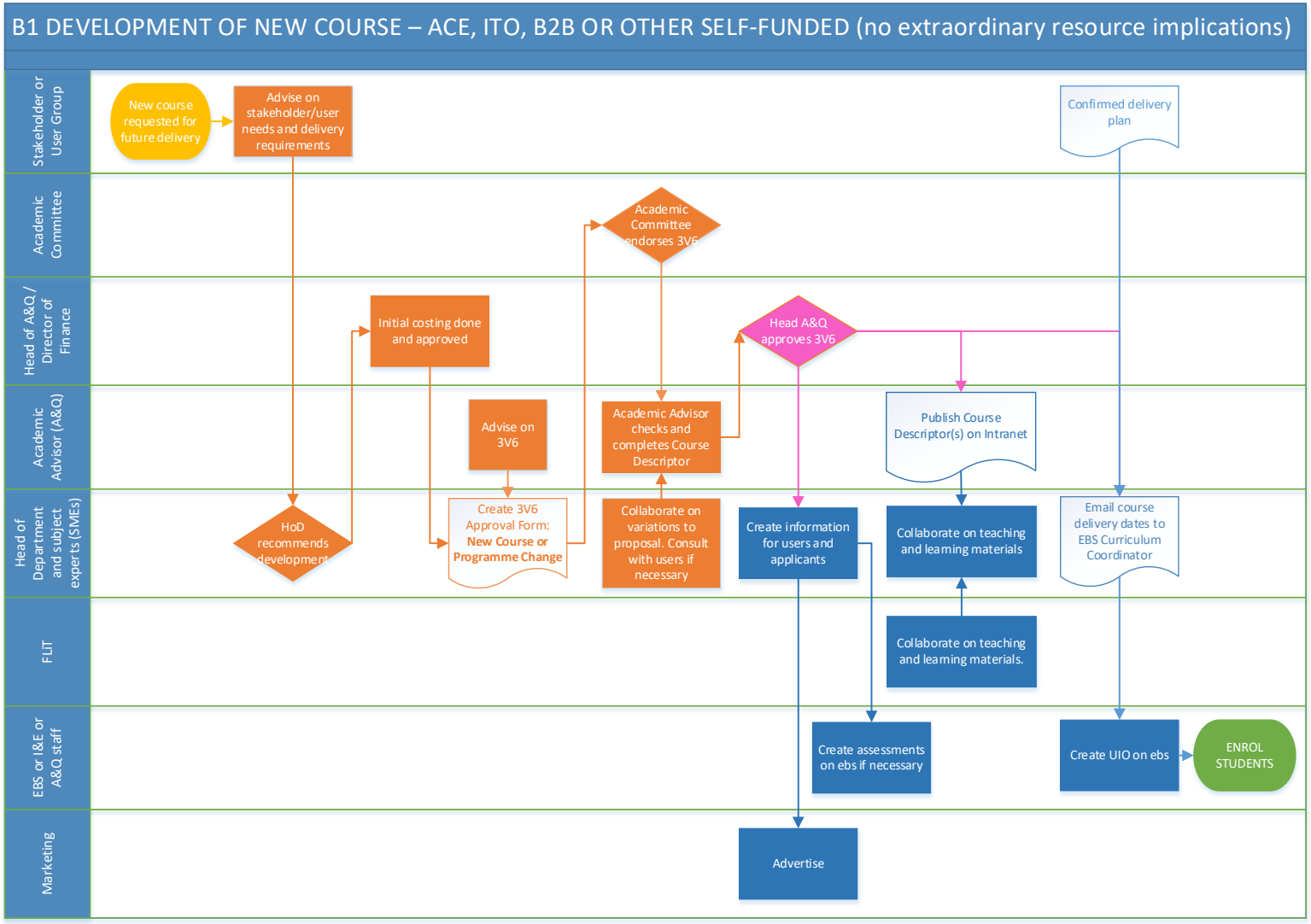
CHANGE PROCEDURE A1-A

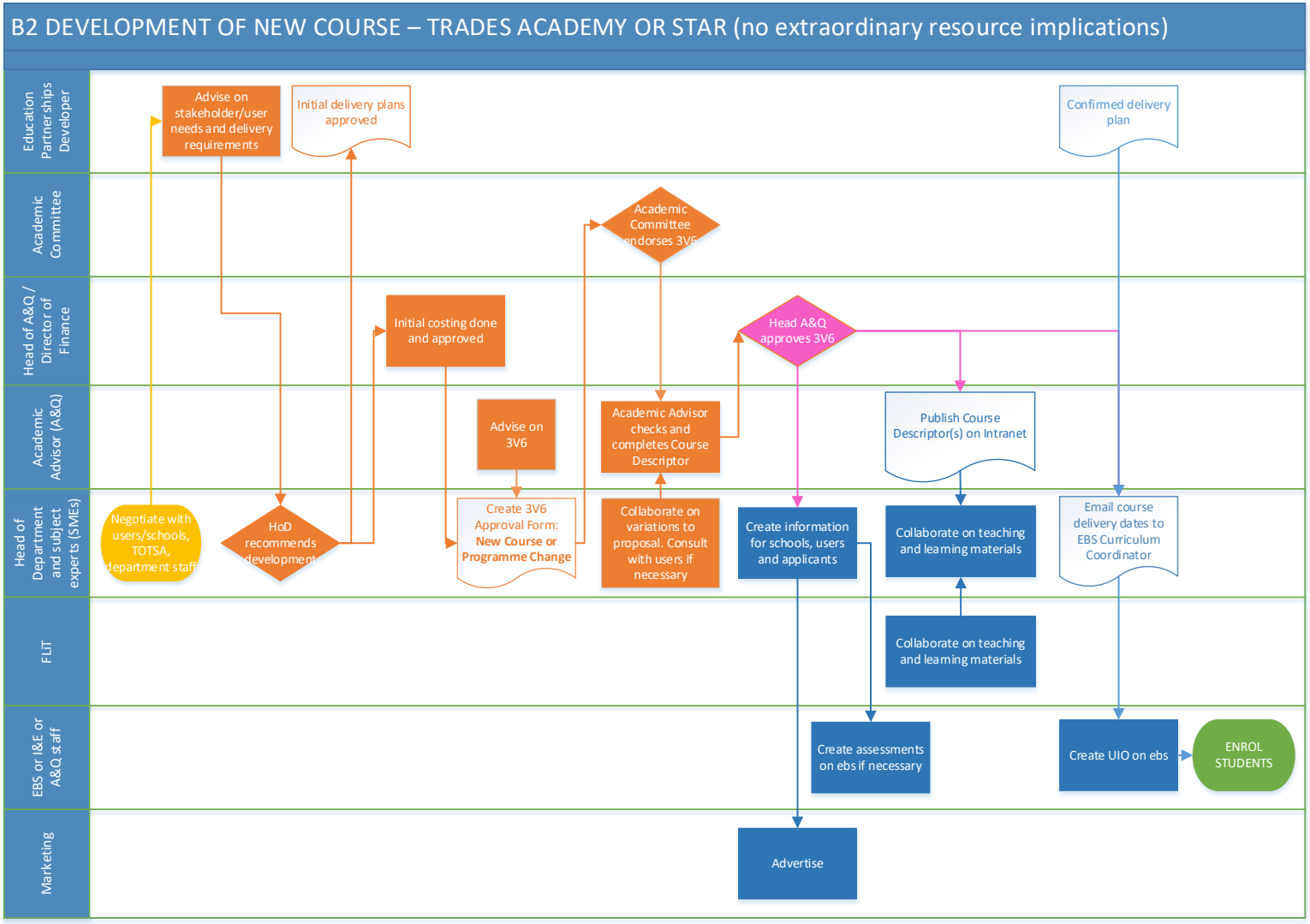


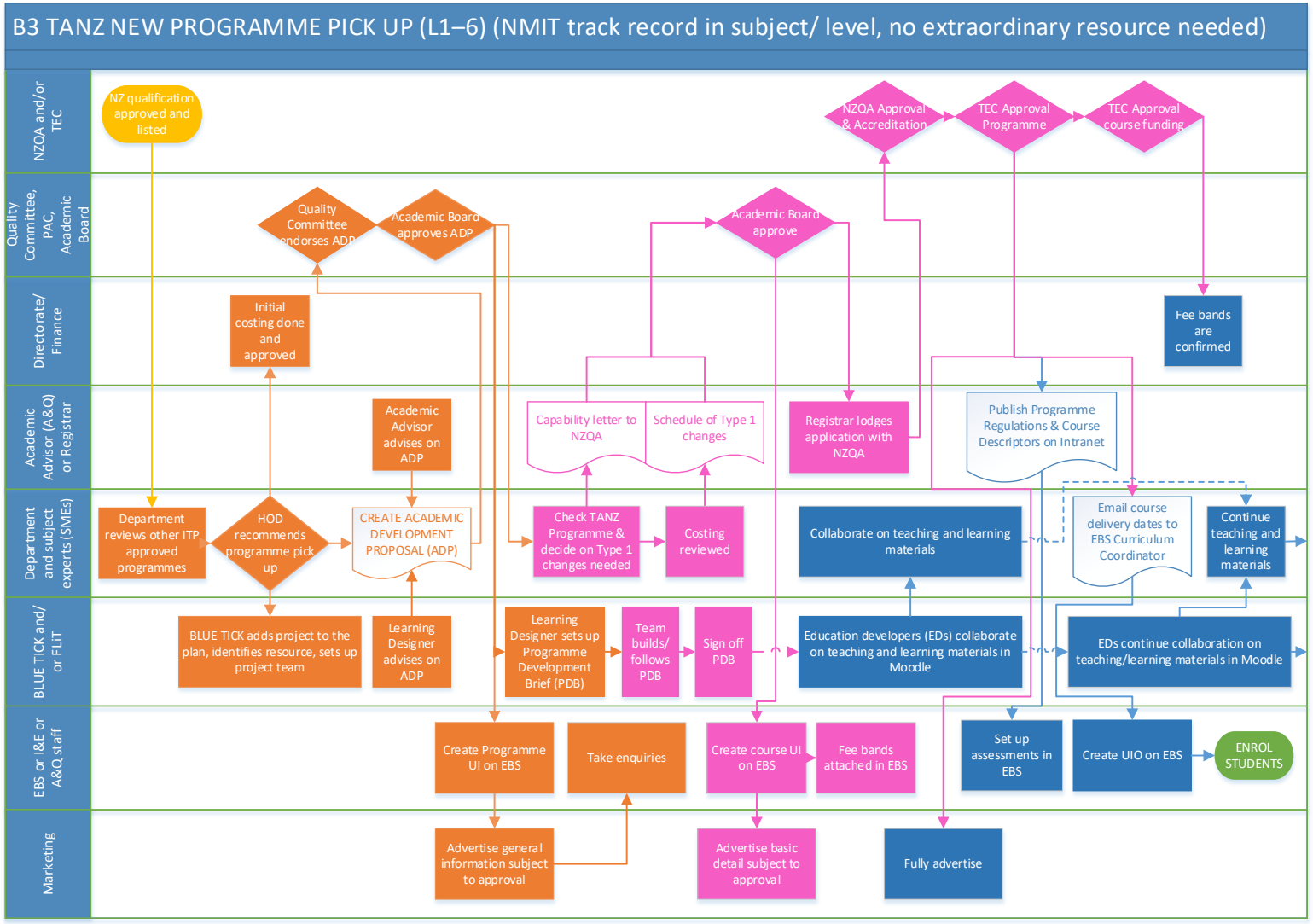

A1b REVIEW/MINOR CHANGES TO TRADES ACADEMY OR STAR COURSES
Education Partnerships Developer
Academic Committee
Head of A&Q / Director of Finance
Academic Advisor (A&Q)
Head of Department and subject experts (SMEs)
FLIT
EBS or I&E or A&Q staff
Marketing
Advise on stakeholder needs and delivery plans
Confirmed delivery plan
Academic Committee endorses 3V6
Advise on costings if necessary
Head of A&Q approves changes
Advise on 3V6
Academic Advisor checks and completes Course Descriptor
Publish Course Descriptor(s) on Intranet
NMIT course identified for future delivery
Review & identify changes/updates needed to course
Create 3V6 Approval Form: New Course or Programme Change
Collaborate on variations to proposal
Amend information for schools and applicants
Collaborate on amending/ creating teaching and learning materials.
Email course delivery dates to EBS Curriculum Coordinator
Collaborate on amending/ creating teaching and learning materials.
Amend assessment information on ebs if necessary
Create UIO on ebs
ENROL STUDENTS
Amend advertising material if necessary

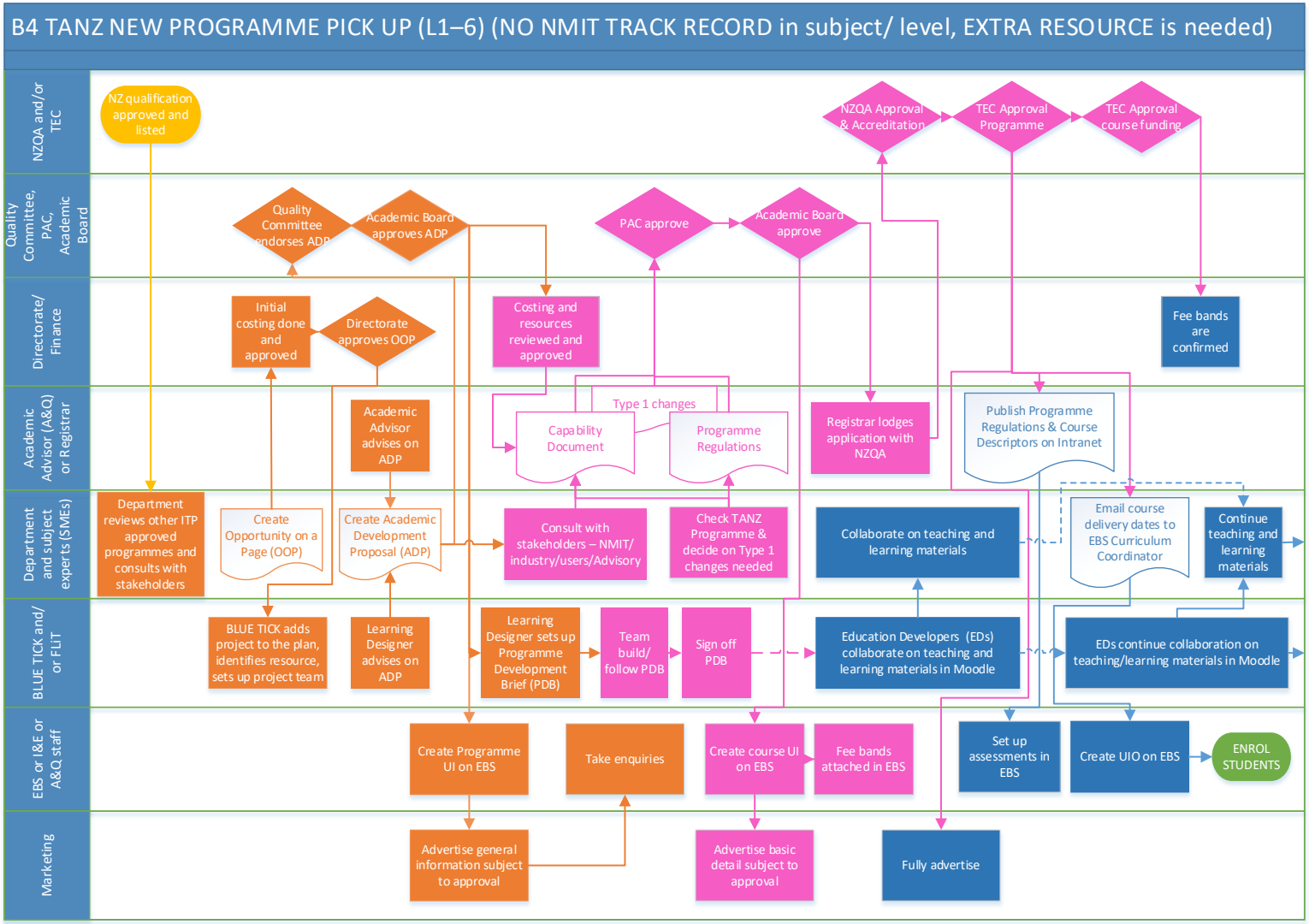

A2 SIGNIFICANT CHANGES TO EXISTING PROGRAMMES AND COURSES (NZQA 'TYPE 2' CHANGES)
NZQA and/or TEC
Academic Committee
Head of A&Q / Director of Finance
Academic Advisor (A&Q) or Registrar
Head of Department and subject experts (SMEs)
FLIT
EBS or I&E or A&Q staff
Marketing
NZQA approve changes
Academic Committee endorses 3V6
Advise on costings and funding categories
Head of A&Q approves changes
Advise on 3V6
Academic Advisor checks and completes Course Descriptor/ Regulations
Registrar lodges Type 2 change application with NZQA
Publish Regulations and/ or Course Descriptors on Intranet
NMIT Course or programme identified for future delivery
Review & identify changes/updates needed to course or programme
Create 3V6 Approval Form: New Course or Programme Change
Collaborate on variations to proposal
Collaborate on amending/creating teaching and learning materials in Moodle
Email course delivery dates to EBS Curriculum Coordinator
Collaborate on amending/creating teaching and learning materials in Moodle
Amend assessment information on ebs if necessary
Create UIO on ebs
ENROL STUDENTS
Amend advertising if necessary

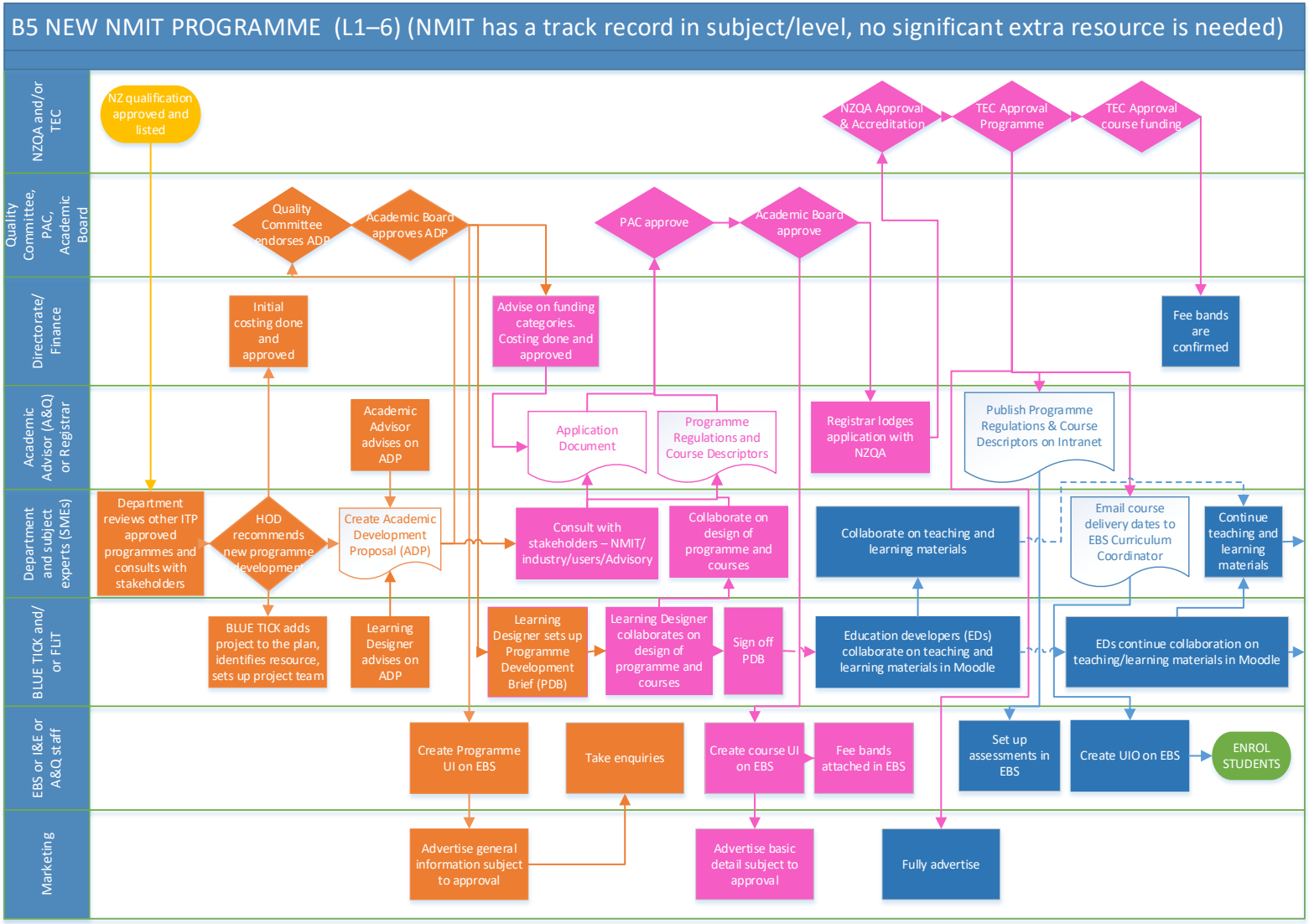

A3 UPDATES TO EXISTING PROGRAMMES AND/OR COURSES
NZQA and/or TEC
Academic Committee
Head of A&Q / Director of Finance
Academic Advisor (A&Q)
Head of Department and subject experts (SMEs)
FLIT
EBS or I&E or A&Q staff
Marketing
Head of A&Q approves corrections
Academic Advisor checks and updates Course Descriptor/ Regulations documents
Advise on 3V6
Correct Regulations and/ or Course Descriptors on Intranet (no version change)
NMIT Course or programme identified for future delivery
Review & identify corrections needed to documentation for course or programme
Create 3V6 Approval Form: New Course or Programme Change
Email course delivery dates to EBS Curriculum Coordinator
Create UIO on ebs
ENROL STUDENTS

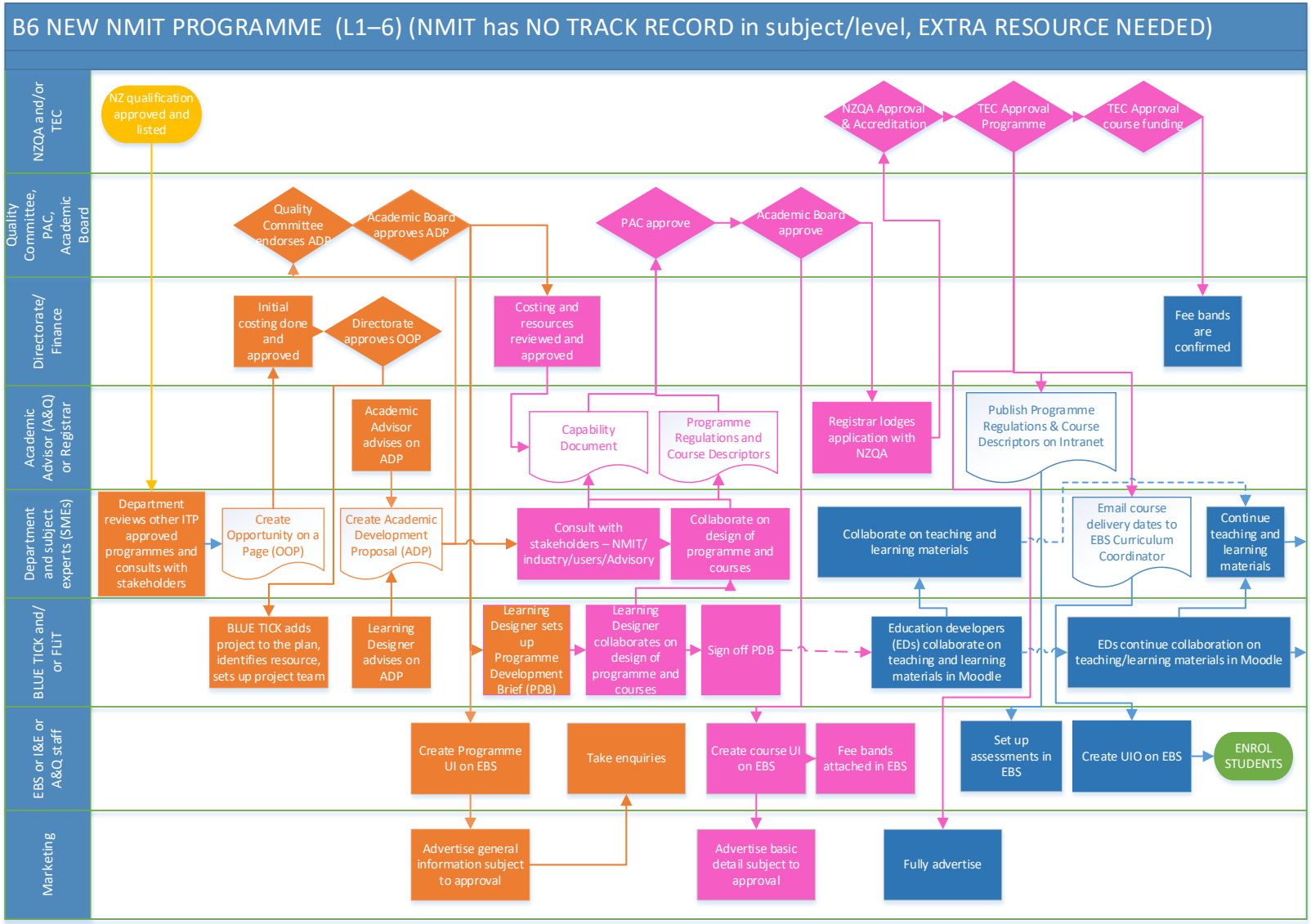

B1 DEVELOPMENT OF NEW COURSE – ACE, ITO, B2B OR OTHER SELF-FUNDED (no extraordinary resource implications)
Stakeholder or User Group
Academic Committee
Head of A&Q / Director of Finance
Academic Advisor (A&Q)
Head of Department and subject experts (SMEs)
FLiT
EBS or I&E or A&Q staff
Marketing
New course requested for future delivery
Advise on stakeholder/user needs and delivery requirements
Confirmed delivery plan
Academic Committee endorses 3V6
Initial costing done and approved
Head A&Q approves 3V6
Advise on 3V6
Academic Advisor checks and completes Course Descriptor
Publish Course Descriptor(s) on Intranet
HoD recommends development
Create 3V6 Approval Form: New Course or Programme Change
Collaborate on variations to proposal. Consult with users if necessary
Create information for users and applicants
Collaborate on teaching and learning materials
Email course delivery dates to EBS Curriculum Coordinator
Collaborate on teaching and learning materials.
Create assessments on ebs if necessary
Create UIO on ebs
ENROL STUDENTS
Advertise

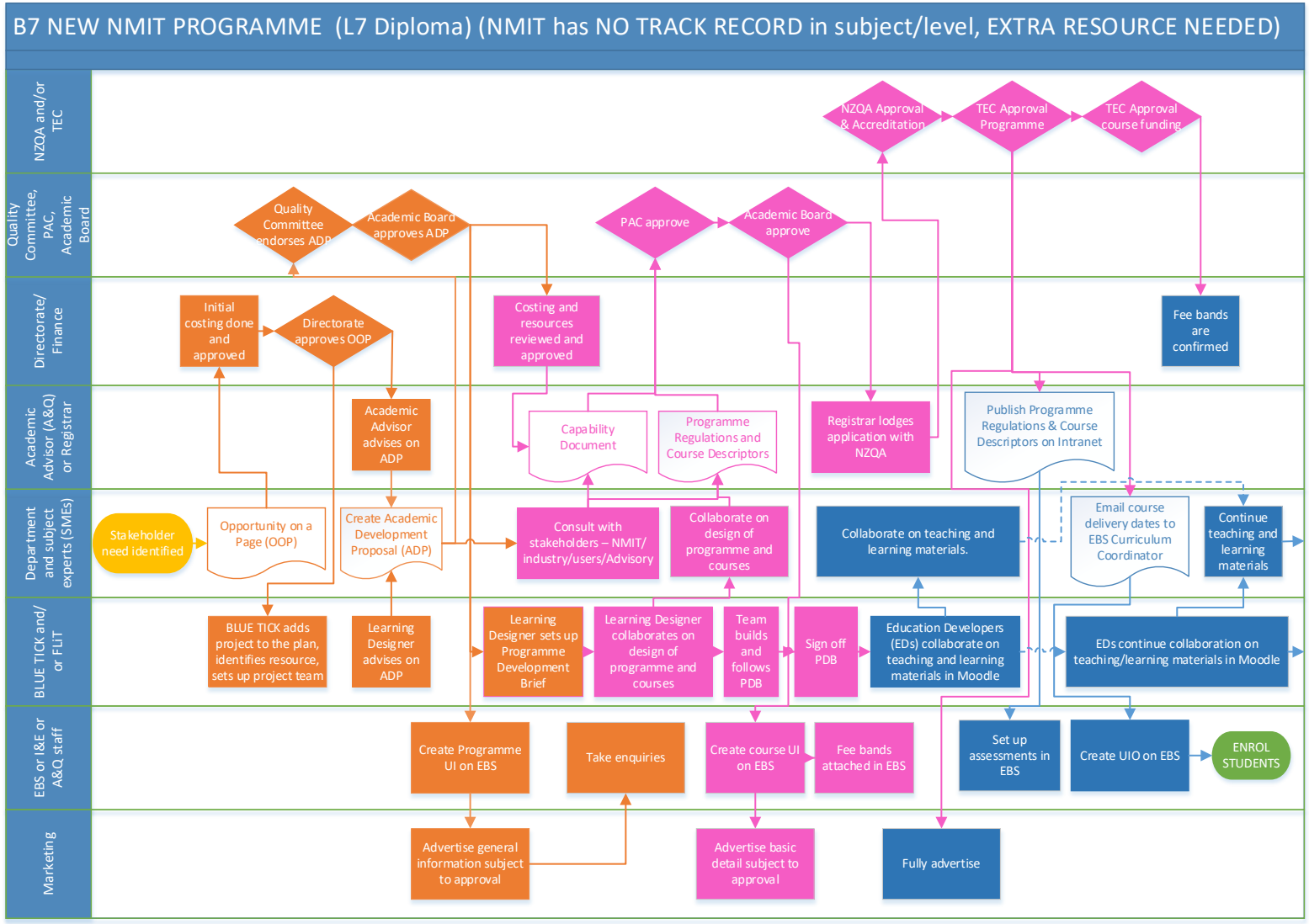

B2 DEVELOPMENT OF NEW COURSE – TRADES ACADEMY OR STAR (no extraordinary resource implications)
Education Partnerships Developer
Academic Committee
Head of A&Q / Director of Finance
Academic Advisor (A&Q)
Head of Department and subject experts (SMEs)
FLIT
EBS or I&E or A&Q staff
Marketing
Advise on stakeholder/user needs and delivery requirements
Initial delivery plans approved
Confirmed delivery plan
Academic Committee endorses 3V6
Initial costing done and approved
Head A&Q approves 3V6
Advise on 3V6
Academic Advisor checks and completes Course Descriptor
Publish Course Descriptor(s) on Intranet
Negotiate with users/schools, TOTSA, department staff
HoD recommends development
Create 3V6 Approval Form: New Course or Programme Change
Collaborate on variations to proposal. Consult with users if necessary
Create information for schools, users and applicants
Collaborate on teaching and learning materials
Email course delivery dates to EBS Curriculum Coordinator
Collaborate on teaching and learning materials
Create assessments on ebs if necessary
Create UIO on ebs
ENROL STUDENTS
Advertise

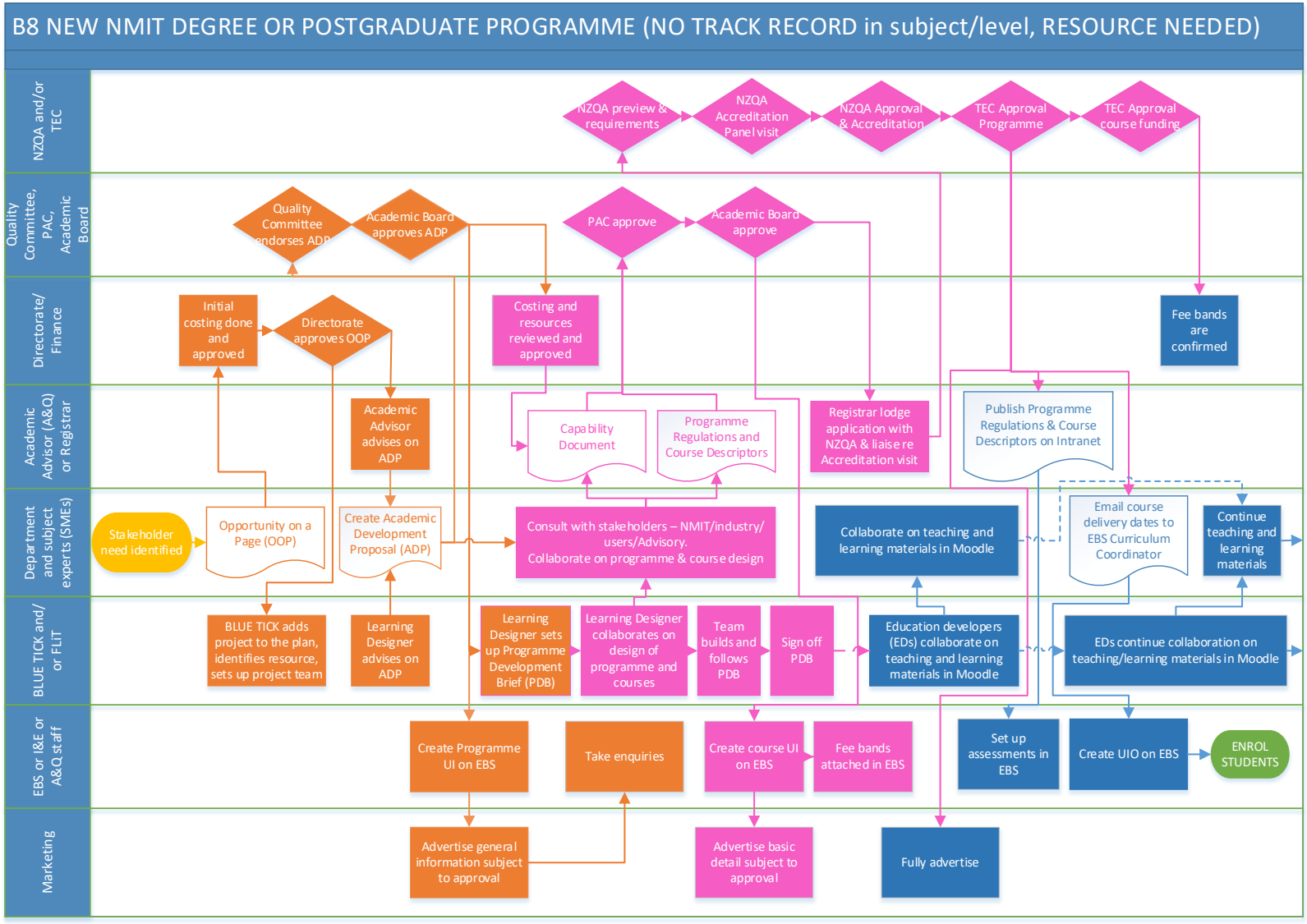

B3 TANZ NEW PROGRAMME PICK UP (L1–6) (NMIT track record in subject/ level, no extraordinary resource needed)
NZQA and/or TEC
Quality Committee, PAC, Academic Board
Directorate/ Finance
Academic Advisor (A&Q) or Registrar
Department and subject experts (SMEs)
BLUE TICK and/ or FLIT
EBS or I&E or A&Q staff
Marketing
NZ qualification approved and listed
NZQA Approval & Accreditation
TEC Approval Programme
TEC Approval course funding
Quality Committee endorses ADP
Academic Board approves ADP
Academic Board approve
Initial costing done and approved
Fee bands are confirmed
Academic Advisor advises on ADP
Capability letter to NZQA
Schedule of Type 1 changes
Registrar lodges application with NZQA
Publish Programme Regulations & Course Descriptors on Intranet
Department reviews other ITP approved programmes
HOD recommends programme pick up
CREATE ACADEMIC DEVELOPMENT PROPOSAL (ADP)
Check TANZ Programme & decide on Type 1 changes needed
Costing reviewed
Collaborate on teaching and learning materials
Email course delivery dates to EBS Curriculum Coordinator
Continue teaching and learning materials
BLUE TICK adds project to the plan, identifies resource, sets up project team
Learning Designer advises on ADP
Learning Designer sets up Programme Development Brief (PDB)
Team builds/ follows PDB
Sign off PDB
Education developers (EDs) collaborate on teaching and learning materials in Moodle
EDs continue collaboration on teaching/learning materials in Moodle
Create Programme UI on EBS
Take enquiries
Create course UI on EBS
Fee bands attached in EBS
Set up assessments in EBS
Create UIO on EBS
ENROL STUDENTS
Advertise general information subject to approval
Advertise basic detail subject to approval
Fully advertise

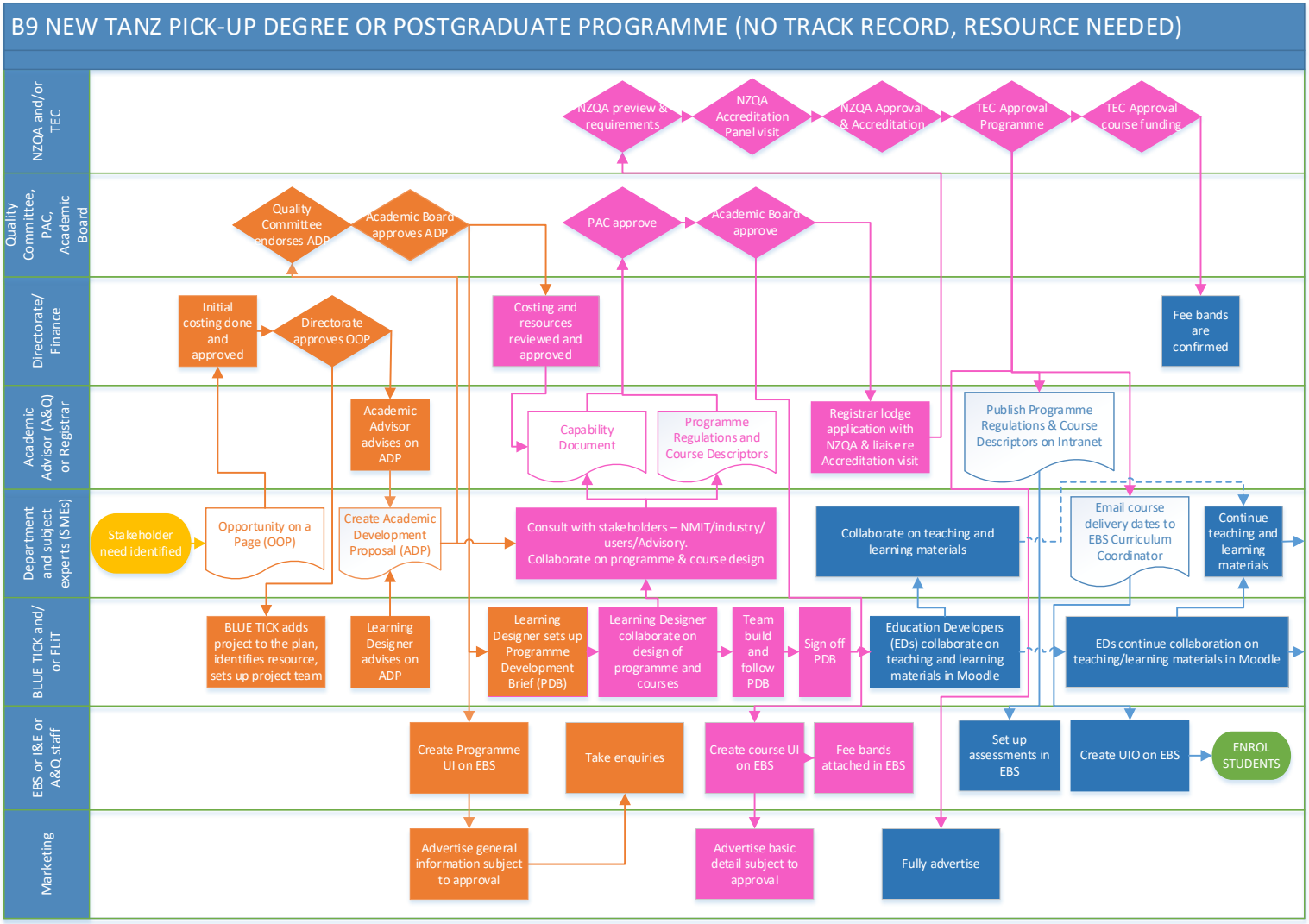

B4 TANZ NEW PROGRAMME PICK UP (L1–6) (NO NMIT TRACK RECORD in subject/ level, EXTRA RESOURCE is needed)
NZQA and/or TEC
Quality Committee, PAC, Academic Board
Directorate/ Finance
Academic Advisor (A&Q) or Registrar
Department and subject experts (SMEs)
BLUE TICK and/ or FLIT
EBS or I&E or A&O staff
Marketing
NZ qualification approved and listed
NZQA Approval & Accreditation
TEC Approval Programme
TEC Approval course funding
Quality Committee endorses ADP
Academic Board approves ADP
PAC approve
Academic Board approve
Initial costing done and approved
Directorate approves OOP
Costing and resources reviewed and approved
Fee bands are confirmed
Type 1 changes
Capability Document
Programme Regulations
Registrar lodges application with NZQA
Publish Programme Regulations & Course Descriptors on Intranet
Academic Advisor advises on ADP
Department reviews other ITP approved programmes and consults with stakeholders
Create Opportunity on a Page (OOP)
Create Academic Development Proposal (ADP)
Consult with stakeholders – NMIT/ industry/users/Advisory
Check TANZ Programme & decide on Type 1 changes needed
Collaborate on teaching and learning materials
Email course delivery dates to EBS Curriculum Coordinator
Continue teaching and learning materials
BLUE TICK adds project to the plan, identifies resource, sets up project team
Learning Designer advises on ADP
Learning Designer sets up Programme Development Brief (PDB)
Team build/ follow PDB
Sign off PDB
Education Developers (EDs) collaborate on teaching and learning materials in Moodle
EDs continue collaboration on teaching/learning materials in Moodle
Create Programme UI on EBS
Take enquiries
Create course UI on EBS
Fee bands attached in EBS
Set up assessments in EBS
Create UIO on EBS
ENROL STUDENTS
Advertise general information subject to approval
Advertise basic detail subject to approval
Fully advertise

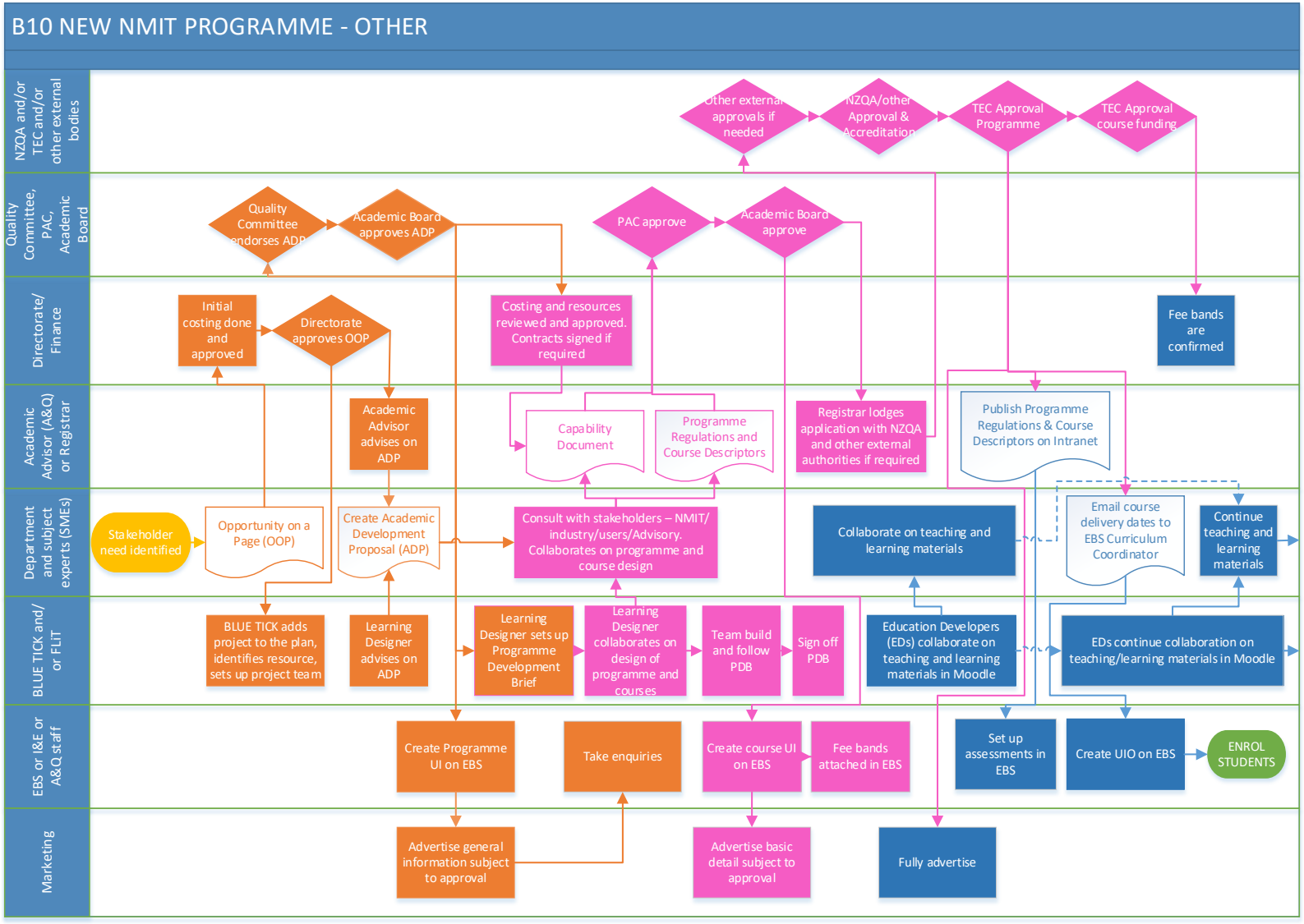

B5 NEW NMIT PROGRAMME (L1–6) (NMIT has a track record in subject/level, no significant extra resource is needed)
NZQA and/or TEC
Quality Committee, PAC, Academic Board
Directorate/ Finance
Academic Advisor (A&Q) or Registrar
Department and subject experts (SMEs)
BLUE TICK and/ or FLiT
EBS or I&E or A&Q staff
Marketing
NZ qualification approved and listed
NZQA Approval & Accreditation
TEC Approval Programme
TEC Approval course funding
Quality Committee endorses ADP
Academic Board approves ADP
PAC approve
Academic Board approve
Initial costing done and approved
Advise on funding categories. Costing done and approved
Fee bands are confirmed
Academic Advisor advises on ADP
Application Document
Programme Regulations and Course Descriptors
Registrar lodges application with NZQA
Publish Programme Regulations & Course Descriptors on Intranet
Department reviews other ITP approved programmes and consults with stakeholders
HOD recommends new programme development
Create Academic Development Proposal (ADP)
Consult with stakeholders – NMIT/ industry/users/Advisory
Collaborate on design of programme and courses
Collaborate on teaching and learning materials
Email course delivery dates to EBS Curriculum Coordinator
Continue teaching and learning materials
BLUE TICK adds project to the plan, identifies resource, sets up project team
Learning Designer advises on ADP
Learning Designer sets up Programme Development Brief (PDB)
Learning Designer collaborates on design of programme and courses
Sign off PDB
Education developers (EDs) collaborate on teaching and learning materials in Moodle
EDs continue collaboration on teaching/learning materials in Moodle
Create Programme UI on EBS
Take enquiries
Create course UI on EBS
Fee bands attached in EBS
Set up assessments in EBS
Create UIO on EBS
ENROL STUDENTS
Advertise general information subject to approval
Advertise basic detail subject to approval
Fully advertise


B6 NEW NMIT PROGRAMME (L1–6) (NMIT has NO TRACK RECORD in subject/level, EXTRA RESOURCE NEEDED)
NZQA and/or TEC
Quality Committee, PAC, Academic Board
Directorate/ Finance
Academic Advisor (A&Q) or Registrar
Department and subject experts (SMEs)
BLUE TICK and/ or FLiT
EBS or I&E or A&Q staff
Marketing
NZ qualification approved and listed
NZQA Approval & Accreditation
TEC Approval Programme
TEC Approval course funding
Quality Committee endorses ADP
Academic Board approves ADP
PAC approve
Academic Board approve
Initial costing done and approved
Directorate approves OOP
Costing and resources reviewed and approved
Fee bands are confirmed
Academic Advisor advises on ADP
Capability Document
Programme Regulations and Course Descriptors
Registrar lodges application with NZQA
Publish Programme Regulations & Course Descriptors on Intranet
Department reviews other ITP approved programmes and consults with stakeholders
Create Opportunity on a Page (OOP)
Create Academic Development Proposal (ADP)
Consult with stakeholders – NMIT/ industry/users/Advisory
Collaborate on design of programme and courses
Collaborate on teaching and learning materials
Email course delivery dates to EBS Curriculum Coordinator
Continue teaching and learning materials
BLUE TICK adds project to the plan, identifies resource, sets up project team
Learning Designer advises on ADP
Learning Designer sets up Programme Development Brief (PDB)
Learning Designer collaborates on design of programme and courses
Sign off PDB
Education developers (EDs) collaborate on teaching and learning materials in Moodle
EDs continue collaboration on teaching/learning materials in Moodle
Create Programme UI on EBS
Take enquiries
Create course UI on EBS
Fee bands attached in EBS
Set up assessments in EBS
Create UIO on EBS
ENROL STUDENTS
Advertise general information subject to approval
Advertise basic detail subject to approval
Fully advertise


B7 NEW NMIT PROGRAMME (L7 Diploma) (NMIT has NO TRACK RECORD in subject/level, EXTRA RESOURCE NEEDED)
NZQA and/or TEC
Quality Committee, PAC, Academic Board
Directorate/ Finance
Academic Advisor (A&Q) or Registrar
Department and subject experts (SMEs)
BLUE TICK and/ or FLiT
EBS or I&E or A&Q staff
Marketing
NZQA Approval & Accreditation
TEC Approval Programme
TEC Approval course funding
Quality Committee endorses ADP
Academic Board approves ADP
PAC approve
Academic Board approve
Initial costing done and approved
Directorate approves OOP
Costing and resources reviewed and approved
Fee bands are confirmed
Academic Advisor advises on ADP
Capability Document
Programme Regulations and Course Descriptors
Registrar lodges application with NZQA
Publish Programme Regulations & Course Descriptors on Intranet
Stakeholder need identified
Opportunity on a Page (OOP)
Create Academic Development Proposal (ADP)
Consult with stakeholders – NMIT/ industry/users/Advisory
Collaborate on design of programme and courses
Collaborate on teaching and learning materials.
Email course delivery dates to EBS Curriculum Coordinator
Continue teaching and learning materials
BLUE TICK adds project to the plan, identifies resource, sets up project team
Learning Designer advises on ADP
Learning Designer sets up Programme Development Brief
Learning Designer collaborates on design of programme and courses
Team builds and follows PDB
Sign off PDB
Education Developers (EDs) collaborate on teaching and learning materials in Moodle
EDs continue collaboration on teaching/learning materials in Moodle
Create Programme UI on EBS
Take enquiries
Create course UI on EBS
Fee bands attached in EBS
Set up assessments in EBS
Create UIO on EBS
ENROL STUDENTS
Advertise general information subject to approval
Advertise basic detail subject to approval
Fully advertise


B8 NEW NMIT DEGREE OR POSTGRADUATE PROGRAMME (NO TRACK RECORD in subject/level, RESOURCE NEEDED)
NZQA and/or TEC
Quality Committee, PAC, Academic Board
Directorate/ Finance
Academic Advisor (A&Q) or Registrar
Department and subject experts (SMEs)
BLUE TICK and/ or FLiT
EBS or I&E or A&Q staff
Marketing
NZQA preview & requirements
NZQA Accreditation Panel visit
NZQA Approval & Accreditation
TEC Approval Programme
TEC Approval course funding
Quality Committee endorses ADP
Academic Board approves ADP
PAC approve
Academic Board approve
Initial costing done and approved
Directorate approves OOP
Costing and resources reviewed and approved
Fee bands are confirmed
Academic Advisor advises on ADP
Capability Document
Programme Regulations and Course Descriptors
Registrar lodge application with NZQA & liaise re Accreditation visit
Publish Programme Regulations & Course Descriptors on Intranet
Stakeholder need identified
Opportunity on a Page (OOP)
Create Academic Development Proposal (ADP)
Consult with stakeholders – NMIT/industry/ users/Advisory. Collaborate on programme & course design
Collaborate on teaching and learning materials in Moodle
Email course delivery dates to EBS Curriculum Coordinator
Continue teaching and learning materials
BLUE TICK adds project to the plan, identifies resource, sets up project team
Learning Designer advises on ADP
Learning Designer sets up Programme Development Brief (PDB)
Learning Designer collaborates on design of programme and courses
Team builds and follows PDB
Sign off PDB
Education developers (EDs) collaborate on teaching and learning materials in Moodle
EDs continue collaboration on teaching/learning materials in Moodle
Create Programme UI on EBS
Take enquiries
Create course UI on EBS
Fee bands attached in EBS
Set up assessments in EBS
Create UIO on EBS
ENROL STUDENTS
Advertise general information subject to approval
Advertise basic detail subject to approval
Fully advertise


B9 NEW TANZ PICK-UP DEGREE OR POSTGRADUATE PROGRAMME (NO TRACK RECORD, RESOURCE NEEDED)
NZQA and/or TEC
Quality Committee, PAC, Academic Board
Directorate/ Finance
Academic Advisor (A&Q) or Registrar
Department and subject experts (SMEs)
BLUE TICK and/ or FLIT
EBS or I&E or A&Q staff
Marketing
NZQA preview & requirements
NZQA Accreditation Panel visit
NZQA Approval & Accreditation
TEC Approval Programme
TEC Approval course funding
Quality Committee endorses ADP
Academic Board approves ADP
PAC approve
Academic Board approve
Initial costing done and approved
Directorate approves OOP
Costing and resources reviewed and approved
Fee bands are confirmed
Academic Advisor advises on ADP
Capability Document
Programme Regulations and Course Descriptors
Registrar lodge application with NZQA & liaise re Accreditation visit
Publish Programme Regulations & Course Descriptors on Intranet
Stakeholder need identified
Opportunity on a Page (OOP)
Create Academic Development Proposal (ADP)
Consult with stakeholders – NMIT/industry/ users/Advisory. Collaborate on programme & course design
Collaborate on teaching and learning materials
Email course delivery dates to EBS Curriculum Coordinator
Continue teaching and learning materials
BLUE TICK adds project to the plan, identifies resource, sets up project team
Learning Designer advises on ADP
Learning Designer sets up Programme Development Brief (PDB)
Learning Designer collaborate on design of programme and courses
Team build and follow PDB
Sign off PDB
Education Developers (EDs) collaborate on teaching and learning materials in Moodle
EDs continue collaboration on teaching/learning materials in Moodle
Create Programme UI on EBS
Take enquiries
Create course UI on EBS
Fee bands attached in EBS
Set up assessments in EBS
Create UIO on EBS
ENROL STUDENTS
Advertise general information subject to approval
Advertise basic detail subject to approval
Fully advertise


B10 NEW NMIT PROGRAMME - OTHER
NZQA and/or TEC and/or other external bodies
Quality Committee, PAC, Academic Board
Directorate/ Finance
Academic Advisor (A&Q) or Registrar
Department and subject experts (SMEs)
BLUE TICK and/ or FLIT
EBS or I&E or A&Q staff
Marketing
Other external approvals if needed
NZQA/other Approval & Accreditation
TEC Approval Programme
TEC Approval course funding
Quality Committee endorses ADP
Academic Board approves ADP
PAC approve
Academic Board approve
Initial costing done and approved
Directorate approves OOP
Costing and resources reviewed and approved. Contracts signed if required
Fee bands are confirmed
Academic Advisor advises on ADP
Capability Document
Programme Regulations and Course Descriptors
Registrar lodges application with NZQA and other external authorities if required
Publish Programme Regulations & Course Descriptors on Intranet
Stakeholder need identified
Opportunity on a Page (OOP)
Create Academic Development Proposal (ADP)
Consult with stakeholders – NMIT/ industry/users/Advisory. Collaborates on programme and course design
Collaborate on teaching and learning materials
Email course delivery dates to EBS Curriculum Coordinator
Continue teaching and learning materials
BLUE TICK adds project to the plan, identifies resource, sets up project team
Learning Designer advises on ADP
Learning Designer sets up Programme Development Brief
Learning Designer collaborates on design of programme and courses
Team build and follow PDB
Sign off PDB
Education Developers (EDs) collaborate on teaching and learning materials in Moodle
EDs continue collaboration on teaching/learning materials in Moodle
Create Programme UI on EBS
Take enquiries
Create course UI on EBS
Fee bands attached in EBS
Set up assessments in EBS
Create UIO on EBS
ENROL STUDENTS
Advertise general information subject to approval
Advertise basic detail subject to approval
Fully advertise