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INDUSTRY ADVISORY COMMITTEES

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| Section | Quality | | |
| Approval Date | 03.05.2011 | Approved by | Academic Board |
| Next Review | 16.09.2018 | Responsibility | Director of Academic and Quality |
| This Review | 24.11.2016 | Key Evaluation Question | 2 |

PURPOSE

To ensure Nelson Marlborough Institute of Technology (NMIT) engages with external stakeholders and as a direct result receives effective, independent community and industry input and advice in relation to the degree to which NMIT meets their needs. Information captured at these committees will be considered in relation to the curriculum offered and also more practically used to inform learning, teaching and assessment practice across NMIT.

SCOPE

- Programmes leading to a qualification conferred by the NMIT Council.
- NMIT programmes leading to National and New Zealand qualifications.

RESPONSIBILITIES

The Head of Department, supported by other members of the department curriculum leadership team (Coordinators, SASMs and PASMs) is responsible for establishing Industry Advisory Committees that a representative of the sector within which the programme and department operate. It is the responsibility of the HoD to ensure that colleagues operate within the parameters of this policy.

ESTABLISHMENT OF ADVISORY COMMITTEES

Prior to approval of a programme by the Academic Board, clear and objective evidence must be provided to show consultation with, and preferably support from, relevant industry and community. (Refer <http://www.nzqa.govt.nz/assets/Studying-in-NZ/New-Zealand-Qualification-Framework/Guidelines-for-approval-of-New-Zealand-qualifications-at-levels-1-6.pdf>).

An advisory committee must be established and shall have met within six months of a programme receiving management approval to be promoted and delivered.

An advisory committee may be established for one or several programmes and should take account of programmes delivered at more than one site.

TERMS OF REFERENCE

MEMBERSHIP

The purpose of an advisory committee is to provide independent input from the community, industry and secondary school representatives. Membership should be representative of the programme/s for which the committee is established. It is recommended that the following form the basis of the committee membership.

- Head of Department or delegate
- Student representative(s) (1-2):
 - Graduate
 - Programme Representative
- Māori representative
- Community/industry representatives (minimum of 6)

There is an expectation that Staff Members from the Department will be in attendance of which one will act as secretary.

Community/industry representatives shall constitute a majority of the committee, with an equal mix, where possible, from individual businesses and industry agencies / bodies.

A committee of between 8 - 12 members is an optimum size to promote participation and discussion.

Advisory Committee members from outside the Institute will be invited by the Chief Executive or appropriate Head of Department in consultation with community and industry organisations (including Industry Training Organisations) and leaders.

Advisory Committee members will receive a letter setting out expectations and the terms of reference relating to committee membership.

Positions will be offered for a term of up to two years and may be renewed.

MEMBERSHIP CONDITIONS

It is expected that committee members will act in the interests of NMIT and its students, while providing independent industry or community input to the Institute.

Sensitive information provided by NMIT to advisory committee members shall not be further disseminated without prior agreement by a member of the NMIT Directorate.

Members may be asked to confirm their interest if unable to attend meetings on a regular basis.

THE ROLE OF THE COMMITTEE

To provide advice to the Head of Department and the Academic Board, from an industry or community perspective, on matters relating to a programme or group of programmes and relevancy of programme content to current industry practices.

To provide feedback and input into new programme developments or changes to existing programmes as part of programme approval and review.

To receive feedback, at least twice per year, from the Head of Department, on:

- Enrolment

- Student survey outcomes / actions
- Education Performance Indicators (EPIs)
- Potential programme developments
- Provide marketing advice where appropriate.

OBJECTIVES

- To assist in liaison between the Programme Area and the community
- To provide a forum for discussion and sharing of information.
- To provide input into the development, ongoing monitoring (including quality of delivery) and review of programmes.
- To promote the activities of the Programme in the community/industry.
- To provide assistance in relation to industry contact, scholarships, work placement or work experience for students.
- To undertake specific advisory roles where specified by programme requirements, or outside agencies.
- To advise in relation to longer-term planning and identify employment and training trends in relevant industries or professions.
- To assist in liaison with relevant industry and community organisations and in the development of positive relationships with such organisations.
- Other specific roles as appropriate to the committee, and approved by the Head of Department.

MEETINGS

A Head of Department or delegate shall convene each advisory committee which shall meet at least twice per calendar year. Meetings can be convened on- or off-site.

It is the desire of NMIT to ensure that these committees are industry led, and to this end, an industry or community representative shall chair each Advisory Committee wherever possible. In order to provide continuity, it is recommended that the Chair be appointed for at least one year but not longer than two consecutive years.

An agenda shall be circulated prior to each meeting and minutes distributed to all members of the committee.

A quorum for each meeting will be five voting members of which at least three will be from outside the Institute.

Administrative support and secretarial services should be provided from within the department (administrative or academic staff member). Feedback and recommendations captured should be logged into Action Plan⁺ providing evidence of self-assessment; and direction for continuous improvement.

REFERENCES

INTERNAL

- Programme Representative Policy

EXTERNAL

- <http://www.nzqa.govt.nz/assets/Studying-in-NZ/New-Zealand-Qualification-Framework/Guidelines-for-approval-of-New-Zealand-qualifications-at-levels-1-6.pdf>