STAKEHOLDER ENGAGEMENT POLICY

Section	Quality		
Approval Date	02.12.2020	**Approved by**	Academic Committee
Next Review	04.09.2022	**Responsibility**	Executive Director - Learning Innovation and Delivery (vacant)
This Review	04.09.2020	**Key Evaluation Question**	2

PURPOSE

To ensure that all NMIT Curriculum Areas engage in robust and meaningful ways with industry, iwi, Māori, not for profit organisations, the wider community and other external stakeholders.

To ensure that the curriculum remains relevant and that quality outcomes are delivered to, and valued by, learners and stakeholders.

OBJECTIVES OF STAKEHOLDER ENGAGEMENT

a) To establish strong networks between Curriculum Areas and all external stakeholders.

b) To ensure appropriate engagement with iwi and Māori organisations reflective of NMIT's Treaty of Waitangi policy.

b) To provide forums for discussion and sharing of information, needs and trends.

c) To enable stakeholder input into the development, continuous improvement, and delivery of programmes to ensure quality outcomes for graduates.

d) To advocate for the programme(s).

e) To provide operational assistance (e.g. work placement, work experience, student assessment, guest speakers, assessment reviews, market research, networking).

f) To advise in relation to longer-term planning and identify employment and training trends in relevant industries or professions.

SCOPE

All engagement between NMIT Curriculum Areas and external stakeholders.

DEFINITIONS

External Stakeholders	Any group whose input to curriculum delivery is invaluable to the Curriculum Area: including, but not limited to: Not-for-profit organisations, iwi, industry, whanau, community, employers, professional bodies, high schools,

RESPONSIBILITIES

Academic Staff	Driving and maintaining relationships between NMIT and external stakeholders
Curriculum Manager	Establishing and monitoring Curriculum Area engagement with external stakeholders
Director Māori	Provide iwi and Māori advice to Curriculum Areas and Stakeholder Advisory Forums

ADVISORY FORUMS

All Curriculum Areas must establish and maintain regular meetings or other forms of communication and engagement with stakeholders to meet the purpose and objectives of this policy. NZIST subsidiaries, Standard Setting Bodies and the qualification developer may be included as stakeholders as appropriate.

ADVISORY COMMITTEES

The purpose of an Advisory Committee is to provide formal independent input and advice to the Curriculum Area, from an industry, iwi and community perspective, on matters relating to a programme or group of programmes, and relevancy of programme content to meeting current industry, Māori and community needs.

An Advisory Committee will generally focus on all of the *Objectives of Stakeholder Engagement,* as listed under Purpose.

OTHER STAKEHOLDER ENGAGEMENT

In addition to a formal Advisory Committee, or in instances where establishing a formal committee with stakeholders is not appropriate or proves difficult, other forums can be established.

The purpose of these forums is to maintain a meaningful relationship with external stakeholders - individuals, groups and organisations with an interest in programme and graduate outcomes.

Engagement may take a variety of forms and contexts where stakeholder representatives are actively involved in the Curriculum Area, for example, through community projects, industry visits, scholarships and awards, research symposiums, surveys, knowledge exchange, collaborative events, Facebook page or other online forums, hosting industry events.

Stakeholder forums will generally focus on any of the Objectives of Stakeholder Engagement.

The Director Māori is responsible for establishing and maintaining strong institute-wide engagement with iwi, hāpu, whanau, Marae and Māori organisations, working closely with Curriculum Areas, and ensuring that iwi and Māori input is provided as required to individual programmes, Stakeholder Forums and Curriculum Areas.

REFERENCES

INTERNAL
Internal Review
Self-Assessment Policy
Self-Assessment Procedure
Student Representative Policy
Treaty of Waitangi Policy

APPENDICES

APPENDIX ONE:

Advisory Committees Terms of Reference

ADVISORY COMMITTEE TERMS OF REFERENCE

EXPECTATIONS

Advisory Committees reflect a professional relationship between NMIT and stakeholders. Members can expect:

- Professional, timely communications
- To be provided with Terms of Reference and any other relevant information relating to their role on the Committee
- To receive full meeting documents including meeting schedule, agenda and minutes
- To engage in discussions and activities that meet the purpose and intent of the Stakeholder Advisory Forums Policy
- That feedback and recommendations from the Committee will be captured and used as evidence for self-assessment purposes and direction for continuous improvement
- Support from the NMIT Māori Director to facilitate Iwi, Māori input as required.

MEMBERSHIP

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.

- Curriculum Manager or delegate
- Māori Director or delegate
- Student or graduate representative(s)
- Strong external representation

Curriculum Area representatives, Community, not-for-profit and industry representatives shall constitute a majority of the committee with an equal mix, where possible, from individual businesses and industry agencies or bodies.

Advisory Committee members will be formally invited by the Curriculum Manager in consultation with community and industry organisations (including Industry Training Organisations) and leaders.

Membership may be for up to two years, subject to 12 monthly reviews by the Curriculum Manager.

MEETINGS

A Curriculum Manager or delegate shall convene each Advisory Committee which shall aim to meet at least twice per calendar year. Meetings can be convened virtually or face-to-face.

Meetings will be chaired by a stakeholder representative, or the Curriculum Manager, as appropriate, in order to achieve the purpose and objectives of stakeholder engagement.

The quorum for any voting will be half plus one of members present, in accordance with meeting good practice.