# Initial Teacher Education

## 2023 Interim Monitoring Guide

June 2023

Teaching Council of Aotearoa New Zealand

Matatū. Tū Mataora.
Stand tall. Shape the future.

# Contents

# What do the ITE Requirements say about Monitoring

The ITE Programme Approval, Monitoring and Review Requirements (ITE Requirements) came into force on 1 July 2019.
Requirement 9.2 *Programme Monitoring* states:
"a. monitoring of an approved programme will occur as follows:
In the case of one, or two or three-year programmes, monitoring will be undertaken annually in the first three years of delivery
In the case of four-year programmes, monitoring will be undertaken annually in the first four years of delivery, at a time agreed by the monitor and provider.
b.  Subject to satisfactory monitoring reports from the monitor, the approved programme will thereafter be monitored every second year, unless that year coincides with a programme review. If the review date is subsequently extended, then the scheduled monitoring visit may instead occur in lieu of the review."

# What is Interim Monitoring – when does it operate?

Initial teacher education (ITE) programme monitoring has been a vital and well-accepted quality assurance process within ITE for many years. The release of the 2019 ITE Programme Approval, Monitoring and Review Requirements (ITE Requirements) in mid-2019 also signalled an intention for Matatū Aotearoa |Teaching Council (Council) to re-evaluate the then-current model of programme monitoring. Concurrently in 2019-2021, the COVID-19 pandemic enforced multiple lockdowns in Aotearoa New Zealand, preventing many normal ITE processes from occurring – programme monitoring being one of these. Together, these two factors led to postponement of most scheduled ITE programme monitoring between 2019 and 2021.

In 2022 the Council has begun work with partners and stakeholders through the ITE Advisory Group (ITEAG) with the intention of scoping and designing a new approach to programme quality assurance that meets the needs of providers, the profession, and reflects the vision of the 2019 ITE Requirements. *'Interim Monitoring' is the term given to the temporary programme monitoring process that occurs between late 2021 and until the time when the permanent replacement monitoring model is developed, refined and socialised.* This timeline will be extended to align with programmes approved under the Māori medium requirements, *Te Whare o Rongotauira*.

# Will Interim Monitoring apply to Arareo Māori | Māori Medium programmes?

The nature of the interim monitoring arrangements for Arareo Māori will be developed with providers and NZQA. It is proposed the guidelines for interim Monitoring will inform Arareo Māori programmes, negotiated between providers, Matatū Aotearoa and NZQA as appropriate.

# What are the aims of Interim Monitoring?

The interim monitoring process is strengths-based and focuses on continuous improvement to align with the new ITE Requirement philosophy. The principal aims of Interim Monitoring are as below:

1.  Quality Assurance – a light 'check-in' to see that programmes are being delivered as approved

2. Critical Friendship/Evaluation – how are things going, is the programme being received as expected, what road bumps have been hit, any planned future changes, private check in with providers' partners, follow up on any panel Conditions (Council) or Recommendations (NZQA).

3. Learning for the Council regarding how the 2019 ITE Programme Approval, Monitoring and Review Requirements have 'landed'.

# Who are the monitors in 'Interim Monitoring'?

**NZQA/Council co-approved programmes** (Polytechnics, Wānanga, Private Training Establishments)
- As for pre-2019 monitoring, the monitoring visit will be conducted by an ITE sector expert co-agreed between the provider, NZQA and the Council as monitor.  For the period of Interim Monitoring (2021- until the time when the permanent monitoring model is developed, refined and socialised) this monitor will be accompanied for one day of the monitoring visit by *the Council Lead Advisor who is permanently assigned to that institution*. This Lead Advisor will be acting in the role of observer and will visit for a maximum of one day.

**CUAP (Council for University Academic Programmes / Council co-approved programmes** (Universities)
- For the period of Interim Monitoring (2021- until the time when the permanent monitoring model is developed, refined and socialised), the Interim Monitoring is conducted by two staff from the Council's Teacher Capability and Collaboration team, *including the Lead Advisor permanently assigned to that institution.* These staff are not serving as ITE sector experts but are principally focused upon programme progress against the 2019 ITE Requirements.

# Is Interim Monitoring face-to-face or online?

With caveats, both face-to-face and online (Zoom/Teams) visits are potential options. For the first visit (NZQA co-approved providers) an NZQA evaluator will accompany the monitor, whether that be online or in-person. The Council will work together with NZQA to prepare for monitoring.

**NZQA/Council co-approved programmes** (Polytechnics, Wānanga, Private Training Establishments)
- The mode of Interim Monitoring will be co-agreed between NZQA and the provider.

**CUAP (Council for University Academic Programmes / Council co-approved programmes** (Universities)
- The mode of Interim Monitoring is the choice of the provider.

# What documentation must providers supply for Interim Monitoring?

At least 6 weeks before the scheduled interim monitoring visit, the Council will provide a self-assessment template to the Provider. If there are any pātai related to the monitoring template, please discuss this further with your Lead Advisor and/or NZQA Evaluator.

The template focuses upon:
- programme strengths and challenges.
- changes that have been made to the programme since the last monitoring visit or review, especially any changes to the conceptual framework, key partners, key teaching tasks, and the assessment framework (particularly the culminating integrative assessment).

**Teaching Council of Aotearoa New Zealand**

**Visit:** Level 7, 80 Boulcott Street Wellington 6011, NZ
**Post:** PO Box 5326, Wellington 6140, NZ
**Phone:** +64 (0) 4 471 0852
**Email:** enquiries@teachingcouncil.nz

4

- any proposed changes to the programme and its delivery. The Lead Advisor can provide guidance around Section 8.8 "Changes to approved programmes" of the 2019 ITE Programme Approval, Monitoring and Review Requirements.
- (If applicable) Transition arrangements for students still to graduate from "old" programmes.

## Steps in Interim Monitoring – NZQA co-approved ITE providers

The Council and NZQA continue to work in close co-operation in all Interim Monitoring processes and wherever possible will communicate with the provider in a 'joined up' NZQA/Council process.

| Weeks to Interim Monitoring (IM) (approx.) | Step | Documentation/Call |
|---|---|---|
| | NZQA/Council signals need for Interim Monitoring,and negotiates suitable date with provider. Council sends pre-monitoring evaluation template to provider. | NZQA/Council email to provider |
| 4 weeks pre-monitoring | Provider returns completed Council pre-monitoring evaluation template and any relevant documentation to the Monitor, NZQA and to the Council, including all up to date programme documentation. | Provider email to NZQA/Council |
| 3 weeks pre-monitoring | Monitoring agenda is negotiated between NZQA and provider. | Calls/emails |
| 0 weeks pre-monitoring | NZQA/Council Monitoring visit occurs | Online or Face to Face |
| 3 weeks post-monitoring | Post-monitoring, NZQA will send draft Monitoring report to provider for fact-checking | NZQA email to provider |
| 5 weeks post-monitoring | Final Interim Monitoring report is sent from NZQA to provider, the Council is copied in | NZQA email to provider, Council is copied in |

## Steps in Interim Monitoring – University ITE providers

The Council has consulted with CUAP (Council for University Academic Programmes) in the arrangement in the arrangement of Interim Monitoring for universities- CUAP delegates responsibility for the monitoring visits to the Council.

| Weeks to Interim Monitoring (IM) (approx.) | Step | Documentation/Call |
|---|---|---|
| | Council signals need for Interim Monitoring, and negotiates suitable date with university | Council email to university |
| | Council sends pre-monitoring evaluation template to university. | |
| 6 weeks pre-monitoring | University returns completed Council pre-monitoring evaluation template to Council | University email to Council |
| 3 weeks pre-monitoring | Interim Monitoring agenda is negotiated between Council and university. | Calls/emails |
| 0 weeks pre-monitoring | Council Interim Monitoring visit occurs | Online or Face to Face |
| 3 weeks post-monitoring | Post-monitoring, Council will send draft Interim Monitoring report to university for fact-checking | Council email to university |
| 5 weeks post-monitoring | Final Interim Monitoring report is sent from Council to university | Council email to university |

# Interim Monitoring Agenda

**NZQA/Council co-approved programmes** (Polytechnics, Wānanga, Private Training Establishments)

- The agenda is set between NZQA, provider and Council, along with the monitor. The Council Lead Advisor observes sections of this agenda which relate to Council functions and responsibilities (see points for universities below).

**CUAP (Council for University Academic Programmes / Council co-approved programmes** (Universities)

The agenda is co-agreed between Council and the university. The key focus areas for the Council relate to areas of the ITE Programme Approval document (Part One) such as:
- 'Headwinds' and 'tailwinds' for programmes since approval
- Partnerships progress against the 2-3 year plan (from approval)
- Programme Structure (refinements and progress)
- Assessment Framework (refinements and progress)
- Te Reo Māori competency (refinements and progress)
- Key Teaching Tasks (refinements and progress in co-operation between provider and partners)
- Culminating Integrative Assessment (refinements and progress)
- Etc.

The potential agenda timing for a university is as below:

| | | | (DATE) - D R A F T | | Zoom meeting link/passcode |
|---|---|---|---|---|---|
| **Time** | **Session** | **Activity** | | | **Venue** |
| 8.30 | 1 | **Karakia**<br><br>**Meeting Advisory Committee/Partner School members** | (list all partners here) | | zoom |
| 9.45 | 2 | **Meeting Dean/HOS** | (list Dean/Hos here) | | zoom |
| 10.30 | | Karakia | **MORNING TEA** | | |
| 11.00 | 3 | **Meeting ITE Programme Directors** | (list ITE Programme Directors here) | | zoom |
| 12.00 | | | **LUNCH** | | zoom |
| **Time** | **Session** | **Activity** | **Attendees** | | |
| 1.00 | 4 | **Meeting selection of teaching staff** | (list Teaching Staff here) | | zoom |
| 2.15 | 5 | **Meeting Associate Dean (Teacher Education) Manager, Education Professional Practice and Partnerships Office** | (list relevant staff here) | | zoom |
| 3.00 | | | **AFTERNOON TEA** | | |
| 3.30 | 6 | **Selection of Graduates - 1 year programmes** | (list recent programme graduates here) | | zoom |
| 4.30 | 7 | Quick debrief - provider/Council | (Provider lead - Council lead) | | Zoom |
| | | | **END OF PROGRAMME** | | |

# Outcome of the interim monitoring visit

In the unlikely case that the interim monitoring concludes and there is a problem with the programme, the provider will be notified and asked to 'make changes by date'. This will need a further assurance response from the provider to show they have met the requirements.

In the worst-case scenario, programme approval could be withdrawn, as set out in the ITE Programme Approval, Monitoring and Review Requirements 10.1 (page 64).

# I still have questions

If you still have questions in relation to Interim Monitoring of ITE programmes, please contact your Lead Advisor or the Council ITE Advisor at iteadmin@teachingcouncil.nz