

Extraordinary Academic Council DRAFT MINUTES

Wednesday 25th September, 13.00 Via Teams

Present Professor David Oloke (DO), Chief Academic Officer (Chair),
James Newby Chair (JN), President and CEO
Professor Gary C Wood (GCW), Academic Director
Dr Patricia Xavier (PX), Elected Academic Member
Mary Kenyon-James (MKJ), Director of Student Lifecycle
Emma Lewis (EL), Senior Quality Assurance Manager
Dr Nadia Kourra (NK), Elected Academic Member
Jen Newton (JN), Elected Professional Services member,

In attendance Lucy Stonehouse (LS), Quality Assurance Manager
Chib Alexander (CoSec) Company Secretary

Apologies Tierney McCann (TM) Student Union President

1 Welcome

- i. The Chair opened the meeting, confirmed it was quorate

2 Proposal for NMITEs registration as an Approved Training Provider | Lead Robert Hairstans

Received: AC.24.06.01 CITB ATO proposal

Received:

- i. The Council received a proposal for the CATT department to submit an application on behalf of NMITE to become an Approved Training Organisation (ATO) with the Construction Industry Training Board (CITB). Robert Hairstans provided the Council with an overview of the CITB organisation and its membership detailing the potential benefits and advantages that becoming an ATO could provide NMITE
- ii. RH within NMITEs quality framework requirements to assure CITB that the CPD provided would fit appropriate quality standards. Scheme of delegated responsibility to the CATT and Centre for Innovation and Future Skills (CFIS) to allow them the ability to expand and manage their CPD provision.
- iii. PX noted their support for approval, to be able to expand and take advantage of

the funding available to employers to support undertaking the retrofit course and TED1/2 and feels that it aligns with the widening participation and NMITE aims. JN agreed that it could provide NMITE with some legitimacy to the CPD provision and opens opportunities to mass scale delivery. It was noted that while Skills England is forming and reviewing their remit and agenda, they are expected to approach organisations like CITB to support their mission and development.

APPROVED - The Council approved the submission of an application.

- iv. EL introduced the QA statement for oversight of CPD provision and informed the Council that they had worked with the CATT team in creating a quality framework to cover all CPD provision at NMITE. The framework and form aimed to outline a scheme of delegated responsibility to the CATT and Centre for Innovation and Future Skills (CIFS) to allow them the ability to expand and manage their CPD provision. Noting that this framework if approved would work across all NMITE CPD provision not just the current CATT provision.
- v. JN supportive, the paper is sensible but questioned the rationale for the form. EL to ensure monitoring and oversight, to allow for an audit trail. The Council agreed it was important to ensure that CIFS was able to maintain oversight of what CPD is live at NMITE.
- vi. Redacted [Not for Publication]
- vii. GCW suggested that the form allows for a sign off from Academic Director to show that staff resourcing has been reviewed alongside the financial resourcing. Document outlines that the conversation takes place, but the form does not have space for an audit trail of approval or discussion. SB phrasing was discussed to state the resources needed to deliver the CPD would need line management approval. GCW noted that this would be viable in the short term but that the scheduling for the degree programming takes place centrally. DO noted that they understand both sides but that they felt the form should remain the same, given that staff should be available for CPD delivery. From September 2025 there will be 3 programme leads who would be consulted
- viii. PX agreed that it is the AD's role to arrange resourcing and noted if that resourcing is transparent, live and communicated to line managers, then it should be something that line managers would be able to advise on. DO highlighted that the statement outlines a requirement to discuss the staff resourcing with the AD.
- ix. GCW confirmed they were asking for something on the form to prompt the discussion and concerns that without consultation they would be undermined in the process to ensure delivery of the degree programmes. EL suggestion that this is included in the requirements for sign off by CATT/CIFS lead. "I confirm the resourcing has been discussed with the Academic Director, relevant staff line

manages and Programme Leads where appropriate".

- x. MKJ proposed that the language in 2.2 be made more robust by replacing 'should' with 'must'.

APPROVED. minor amendment to the form agreed.

- xi. MJK in section 3 around student records must be kept in line with NMITE policies is there any requirements for additional notation to directly reference CPD students in NMITE policies. SB explained the CITB requirements do not request direct references and have accepted broader policies i.e. data privacy. MKJ asked if for example reasonable adjustments policies or student support policies would need to be adjusted or reviewed to include CPD students. RH Student records system would need to continue to evolve as the CPD provision grows at NMITE.

3 Academic Regulations | Lead Lucy Stonehouse

Received: AC.24.06.02a Amendment to Academic Regulations

- i. LS introduced the item noting that there was a minor misalignment between the Engineering Council's Compensation and Condonement Policy and phrasing used in NMITEs Academic Regulations. It was proposed that the words 'percentage points' are inserted to ensure clarity, so the regulation reads; 'The minimum module mark for which compensation is allowed is 10 percentage points below the nominal module pass mark (40 at FHEQ Levels 4, 5 & 6 and 50 at FHEQ Level 7) (or equivalent if a grade-based marking scheme is used)'. Members thanked LS for her diligence in noticing the misalignment and approved the rephrased wording.

Amendment to the Academic Regulations - APPROVED