

tutor's position. Negotiations were underway, but should those not be successful, the College will need to seek elsewhere to ensure that the qualifications and the number of staff were adequate. The panel considered that more work on staffing needed to be done and that a plan showing what was needed in the way of staffing, which of those positions were filled and what was still needed, should be developed. The College needed to be flexible and creative in their planning. The applicant from India, although needed for his subject expertise, was also qualified to fulfil the research leader role, for example.

***Wellpark was required to provide a staffing plan, which should cover the positions required and indicate the qualifications needed, whether part-time or fulltime and with position descriptors for each of key roles.***

*In the case of courses with practical, field or work based components, the roles and responsibilities of the supervisory staff and the institution are formalised.*

The panel was concerned about the workload of the clinical supervisor as her part-time position included discussing cases with all students as well as managing the clinic. This will be impossible if student numbers increase. The clinic was supposedly self-directed with students being deemed competent to be self directed after 10 cases, that is when all assessments had been passed, but the logistics of ensuring that each student would get the number of hours and number of cases considered acceptable were complicated. The panel considered that there should be one more staff member to assist the supervisor, especially if the latter were to be able to do research.

*In some situations experience in Māori language and culture, and appropriate knowledge, skills and tikanga will also be necessary.*

Not yet applicable.

*Additional staffing needs are identified where necessary and detailed recruitment and or staff development plans appropriate to the course implementation timetable are in place.*

Additional staffing needs are still being worked on. There are already plans for a part-time librarian, while an assistant in the clinic is being considered and academic staffing requires further planning.

*August 2006 requirement: Wellpark to develop a comprehensive plan for the staffing of the degree.* This requirement was not met and another has been set. See above.

## **6.2 Teaching facilities and physical resources**

*The organisation has clearly identified the range of teaching facilities and physical resources, including library facilities, necessary for the implementation and sustained delivery of the course, in all proposed modes of delivery, and*

- a put in place the necessary teaching facilities and physical resources, or*
- b established detailed development and acquisition schedules appropriate to the course implementation timetable.*

Classroom facilities are pleasant and there is a room set aside for herbal manufacturing. However laboratory facilities will have to be hired when needed. The college is investigating this possibility at various local institutions.

The library was a major concern at the first meeting, but a good comprehensive library review had been done and the situation was much improved. A large room had become a dedicated library space, books can be borrowed and students will have access to online journals. Books are now properly shelved and catalogued, stocks are more substantial, seven computers were available for student use and the panel was pleased to see students arriving to use the library. The College is also seeking student access to the Unitech library.

The existing database has not been updated, but the College has verbally committed itself to the purchase of EBSCO database with full-text electronic access. It is also considering Medline, which although expensive, will allow full-text access to a lot of articles and is investigating a virtual library.

*August 2006 requirement: Wellpark to enhance and sustain the library and to provide access to library resources so that the degree programme is adequately supported. This requirement has been met.*

### **6.3 Support staff**

*There is a sufficient number of appropriately qualified and/or experienced support staff for the outcomes of the course to be met.*

As well as improving the facilities and lending systems, the College was committed to appointing a part-time professional librarian to manage the library resources. There appeared to be a sufficient number of other support staff.

The College agreed to consider an assistant for the clinical supervisor.

### **6.4 Student guidance and support systems**

*6.4 Adequate and appropriate course information and guidance and support systems are accessible to students.*

The panel asked for some evidence of the information provided to students and were given a study guide for Foundation of Body Therapies, a Level 7 module.

### **6.5 Financial and administrative infrastructure**

*6.5 The organisation's financial infrastructure, administrative systems and resource management practices are adequate to support implementation and sustained delivery of the course.*

The panel sought assurance that the College was aware of the ongoing financial costs involved in sustaining the degree programme, once it is approved. These include salaries for staff, capital expenditure, clinical resources, professional development, library and research development.

*Wellpark is required to provide a budget covering appropriate and well qualified staffing, library development, research development and support, professional development and the costs of database purchase.*

The College advised that capital expenditure has increased for this programme, that there is a budget for teaching staff for 2009 and 2010 and that funding will be set aside each year to support the degree. This will include all of the above and the planned small dispensary to be attached to the clinic.

The panel remained anxious that sufficient funding and support were available to sustain the degree into the future. The College confirmed that it has reserves that can be utilized if need be. It is committed to the degree programme and to building research capability. The College asserted that the support from the Trust is unequivocal and that it had the funds to support the degree.

*Wellpark is required to provide evidence from the Trust that they are prepared to underwrite any shortfall resulting from the operational and capital requirements of the degree programme.*

*August 2006 requirement: a comprehensive long-term business plan, including capital and operational requirements, for further development and delivery of the degree. This requirement is not entirely met. See the new requirements above.*

## 6.6 Quality management system

6.6 *The organisation's quality management system incorporates structured processes associated with an Academic Board or equivalent (with delegations to faculty or programme committees as appropriate).*

On request the panel was provided with a signed copy of the Academic Board's approval for the revised degree document to be submitted to NZQA.

The panel asked to see the latest NZQA audit report as it understood that it still only has a 6 month to one year audit cycle. This is of some concern, but it was noted that at the last audit there were only two non-compliances.

The criterion was subsequently met.

**7 Evaluation and review: The adequacy and effectiveness of the provision for evaluation and review of courses: for monitoring the on-going relevance of learning outcomes, course delivery and course standards; for reviewing course regulations and content; for monitoring improvement following evaluation and review; and for determining whether the course shall continue to be offered.**

7.1 *There is an effective system for the regular monitoring, evaluation and review of courses such that the course approval and accreditation criteria and requirements continue to be met. The system includes structured processes, associated with the academic board (or equivalent), for ensuring that the views of learners and representatives of relevant industries, professions, academic and research communities, Māori and other stakeholders are taken into account.*

Internal review systems are in place, but a trifle informal. The College needs to ensure that input from staff and students involved in the programme is always sought. The College is learning to use external stakeholders in its reviews and must continue to do this.

7.2 *Changes to approved courses are managed consistently with external requirements.*

The College approached the redevelopment of the programme in an academically acceptable manner.

The criterion is met.

**8 Research: The adequacy of provision of research facilities and support of staff involved in research, the levels of research activity of staff involved in the course and of ways by which the research-teaching links are made in the curriculum.**

**8.1** *Staff conduct research within their area of experience which advances knowledge and understanding and supports their function as teachers.*

The staff has very little research experience and certainly not enough to get the research strategy underway. The panel sought a commitment from the College that, on approval of the degree, it would appoint an appropriately qualified research leader with a track record in research. The panel was concerned that the research leader should have the qualifications and research experience to develop and lead research at the College.

**Wellpark is required to make a commitment to appoint an appropriately qualified research leader with a track record in research and provide a position description for the research leader.**

**8.2** *The quantity and quality of staff research outputs are monitored and the collective output is consistent with the development and maintenance of an on-going research culture in support of the course.*

The people upgrading their qualifications to master's level were involved in some research.

**8.3** *Organisational systems and facilities provide appropriate support to staff involved in research, including access to an appropriate ethics committee.*

Wellpark is keen to develop a research culture and has developed a five year research strategy with the long term aim of becoming a research centre for natural therapies. Research proposals will be assessed by a Research Committee. The College will also look to outside funding sources and has already developed an application for funding for a project from AKO Aotearoa. It also hopes to develop collaborative research with other institutions, possibly starting with Unitec.

The College is developing a new workload formula. It will include a time allocation of four hours per week for research. The panel asked if that time allowance could be flexibly used so that staff could have blocks of time for research when necessary. Some of the staff reported that they were currently working 16 contact hours per week, which is acceptable, but the College is aiming at 12 as a bench mark.

**Wellpark was required to develop a flexible workload model that fosters the development of a research culture.**

*August 2006 requirement: Wellpark to develop a comprehensive long-term plan for the development of a research culture to support the degree programme.* This requirement is not entirely met. See the two requirements above.

The criterion was subsequently met.

## **REQUIREMENTS**

In 2006 the panel required: