Terms of Reference

Tēnei te mihi ki a koe, ki te hunga e whakaaro ana mō te tūranga nei. He kaupapa whakahirahira tēnei- hei hāpai i ngā mahi, hei āwhina, hei pīkau hoki i ngā mahi mō ngā ohumahi WDC e ono. Ka rere tēnei karanga ki te hunga whai pūkenga, whai wheako hoki, whai mātauranga hoki e tika ana ki tēnei momo mahi. Hono mai, tono mai, nau mai.

We would like to acknowledge the valuable contribution you will be providing, as a participant in the advisory working group. The purpose of this group is to apply the principles of Te Tiriti o Waitangi and uplift industry voice in the development of qualifications, provide TEOs with quality qualifications to build programmes from, support priority learners and collaborate in a meaningful way to help industry develop their workforce. We have invited a select group of professionals who possess the necessary skills, experience, and knowledge within industry, TEO providers, te ao Māori and priority learners.

Purpose

The purpose of the Advisory Group is to contribute subject matter expertise and experiential knowledge for the review of the following qualifications:

- NZ Diploma in Health Science (level 5)
- NZ Diploma in Holistic Nutrition (level 6)

Toitū te Waiora, in conjunction with the Advisory Group, will be responsible for reviewing the qualifications and determining what amendments should be made to ensure they are fit for purpose now and in the future.

Honouring Te Tiriti o Waitangi and applying Mana Ōrite relationships

Members understand the principles of Te Tiriti o Waitangi and supports their application within the advisory group. Members will be working with Te Tiriti o Waitangi partners and this needs to be in a manner which enhances partnerships, engages effectively and appropriately in a manner that supports Māori Crown relations. Mana ōrite relationships acknowledge the capabilities, authority and role between Māori and Crown, which is explicit within the Education and Training Act. We will facilitate respectful dialogue, consideration to hear each other's views and affording equal power within kōrero and decisions.

The Advisory Group

Membership will consist of up to 15 experts, appointed by Toitū te Waiora. An invitation to join the advisory group will be based on a person's experience, understanding of industry and/or learner needs relating to the qualifications and standards. Participants agree not to charge Toitū te Waiora a fee for their services and join the group to provide advice to ensure positive results and education outcomes are achieved for the qualifications that support their industries.

Toitū te Waiora Members and our Responsibilities

Toitū te Waiora representatives:

Qualification Systems Product lead - Ashley Acklin

Industry & Sector relationships lead - Sara Goff

Toitū te Waiora responsibilities:

1. Set and adhere to meeting protocols and ground rules
2. Organise and lead meetings effectively
3. Preparation of agenda papers, schedule of meetings and meeting records prepared and disseminated
4. Prepare schedule of meetings in accordance with approved project and business plans, standard setting priorities
5. Document outcomes in meeting minutes

Member Selection

Toitū te Waiora will select members based on their strengths in the following areas:

- Credibility
- Industry knowledge and experience
- Knowledge and experience of working as an educational practitioner
- Working knowledge of the New Zealand Qualifications Framework (NZQF)

We will be looking for representatives from the following groups:

- Professional Associations
- Industry
- Recent Graduates employed in the industry
- Tertiary Education Organisations (including those with vocational pathways experience)
- Iwi and Māori business
- Pacific Peoples
- Tāngata whaikaha (disability community)

Member Responsibilities

- Provide industry specific informed advice, technical information, and critique during the development of qualification/standards content. This may include:
- research, trends, retention data, career pathways, codes of practice, industry standards, and guidelines, regulations and compliance requirements, issues or challenges faced, or any industry intelligence that could impact on the quality of outcomes.
- Provide technical advice to guide the review process and any required qualification development.
- Support the vocational aspirations of all learners who wish to achieve the qualifications, particularly Māori, Pacific Peoples and tāngata whaikaha/disabilities communities, priority learner groups.
- Ensure relevant groups are represented in an equitable manner.
- Consult and seek feedback from members own industry networks.
- Discuss challenges and opportunities for improving access to the qualifications.
- Commit to the review process for the duration of the project.
- Approve what is to be communicated and share to their networks.
- Provide final endorsement of the qualifications

Membership expectations

- Understand the Te Tiriti o Waitangi principles and the Māori | Crown partnership
- Attend meetings or provide advance notice of non-attendance
- Respond to communications within requested timeframes
- Prepare for meetings, including reading, gathering feedback from industry networks, and resolving gaps in technical information
- Maintain the integrity of group deliberations and only share approved communications to networks
- Contribute constructively and openly to the group
- Work with manaakitanga, respecting other participants world views and mana
- Provide feedback within the requested timeframes on:
  -meeting records
  -action points
  -draft qualifications
- Give notice of intention to withdraw from the group
- Sign attestations
- Maintain summaries of meeting discussions, and consultation summaries
- Complete the consultation feedback summary report
- Complete an Advisory Group satisfaction survey Work Groups

Project stages

The project will involve four stages:

- Initiation - scoping and planning
- Focus Group kōrero within the Advisory Group will be on
  - reviewing the recommendations gathered from the qualification review process
  - suggesting changes
  - reviewing of qualifications drafts before they are published for public response
- Submission to NZQA for evaluation

Working Task Groups

The Systems Product Analyst will consider the need for and establish specialist short-term work groups or panels to carry out specific standard or qualification development or review responsibilities as required. A separate Working Group Terms of Reference will be drafted specific to the project or task, outlining the scope and limitations for such a working group.

Resignation/Release of Members

At any stage Toitū te Waiora may release an individual from membership as a result of resignation or failure to meet the stated responsibilities. The replacement process will follow that of the Member Selection criteria above.

Escalation

If at any time Toitū te Waiora or members of the advisory group are not able to resolve differences or challenges, or there has been a significant breach of member responsibilities and expectations, then this will be escalated to the Qualifications Manager and Industry Relationship Manager. If no resolution is achieved, the GM Qualifications & Assurance and GM Industry Transformation will join the kōrero to bring the issue or breach to a resolution.

Reporting

Toitū te Waiora will report findings and outcomes for the Advisory Group to:

- Other Qualifications or Assurance team members
- Senior Leadership Team
- Toitū te Waiora Council (Board Members)
- Government and their Agencies - TEC, NZQA, and any other relevant government agency

Minutes may also be circulated where relevant.

Appendix 1

Advisory Group Administration Guide

In the case of an Advisory Group member being unable to continue in the group a suitable replacement may be nominated by the departing member.

Or

The Advisory Group member may be requested to nominate a replacement member.

Meeting Protocols

Meetings will be:

- Semi-formal and interactive.
- Outcomes focussed and results orientated.
- Consensus driven.
- Constructive, open and honest.
- Structured to achieve key actions and decisions.

Meetings │ Hui

Chair - Meetings will initially be chaired by Toitū te Waiora Project Lead.

Quorum - A meeting quorum will only be required when decisions are required. In this case, the meeting quorum will be seven members of the Advisory Group.

Format – As much as practical, meetings will be via online means, to ensure ease of attendance of people from a wide geographical area. Where face-to-face meetings are deemed appropriate, Toitū te Waiora will arrange the meeting venue and cover travel costs. Advisory Group members will need to apply to Toitū te Waiora and receive confirmation that costs associated with attending meetings in person are covered, including but not limited to: travel (flights and taxis) accommodation and meals

Decision-making process - All decisions must be taken to support TES objectives and industry needs. Decisions will preferably be made by consensus (i.e., members are satisfied with the decision, even though it may not be their first choice). If consensus is not possible, the Qualifications Manager or GM Qualifications and Assurance will make a final decision.

Agenda, minutes, and decision papers - Agendas are to be provided sufficiently in advance for all scheduled meetings and minutes will be provided for all meetings.

Meeting Frequency - Meetings will be arranged at appropriate intervals during the review process. It is recognised that not all members will be able to attend all meetings.

Amendment, Modification or Variation – The Terms of Reference may be amended, varied, or modified in writing after consultation and agreement by the members.