



HANGA-ARO-RAU
Manufacturing, Engineering
and Logistics
Workforce Development Council

Hanga-Aro-Rau National Industry Advisory Group (NIAGs)

Terms of Reference



Nau mai, haere mai

Mā wai e huarahi e hora? Mā ngā ahumahi!

Who will pave the pathway forward? Industry will!

Background

Vocational education is undergoing its biggest transformation in 35 years. As part of the changes, six Workforce Development Councils (WDCs) have been established to provide industry with greater leadership across vocational education and training.

This is a significant milestone in the Reform of Vocational Education (RoVE). More information on RoVE can be found [here](#).

Hanga-Aro-Rau is one of six WDCs established on 04 October 2021 and legislated through an Order in Council (OiC). The Hanga-Aro-Rau OiC is available [here](#).

About Workforce Development Councils

WDCs play a central role in the Reform of Vocational Education and provide industry with leadership across vocational education and training.

As a WDC, Hanga-Aro-Rau:

- contributes to an education system that honours Te Tiriti o Waitangi and supports Māori-Crown relations
- has a forward, strategic view of the future skills needs of industries
- sets standards, develops qualifications and helps shape the curriculum of vocational education. We moderate assessments against industry standards and, where appropriate, set and moderate capstone assessments at the end of a qualification
- provides advice to the Tertiary Education Commission (TEC) on investment in vocational education, and determine the appropriate mix of skills and training for the industries we cover
- endorses programmes that lead to qualifications, whether work-based (such as apprenticeships), on-campus or online. Unless a programme has the confidence of a WDC, which is essentially industry confidence, it won't be endorsed by the WDC nor funded by the TEC
- provide employers with brokerage and advisory services. WDCs won't, however, be directly involved in arranging apprenticeships and other on-the-job training: this sits with providers.

About Hanga-Aro-Rau

Hanga-Aro-Rau Workforce Development Council represents the manufacturing, engineering and logistics industries including wood manufacturing, bakery, butchery, mechanical, automotive and marine engineering, dairy processing, extractives and drilling, and transport.

The industries Hanga-Aro-Rau serves

Sectors by Manufacturing, Engineering and Logistics

Manufacturing

- Alcohol Manufacturing (Excluding Wine)
- Aluminium Joinery
- Apparel
- Automotive Parts and Wholesaling
- Baking
- Binding and Finishing
- Boat Building and Maintenance
- Chemical Manufacturing
- Dairy Processing
- Direct Mail Production
- Energy and Chemical Plant Operations
- Fibreboard and Paper Packaging
- Food and Beverage Manufacturing
- Furniture Manufacturing
- General Manufacturing
- Glass Processing
- Industrial Textiles
- Kitchen Joinery
- Marine Technology
- Meat Processing
- Metal Manufacturing
- Motor Vehicle Manufacturing (Coachbuilding)
- Non-Metallic Mineral Manufacturing
- Offsite Manufacturing
- Petroleum and Coal Manufacturing
- Pharmaceutical and Medicinal Product Manufacturing
- Plastics, Polymer and Rubber Product Manufacturing
- Primary Processing Support
- Print
- Protective Coatings
- Pulp and Paper
- Retail Meat/Butchery
- Signmaking
- Solid Wood Manufacturing
- Textiles
- Tissue Converting
- Wood Panel and Plywood Manufacturing

Engineering

- Automotive Engineering
- Automotive Reglazing
- Collision Repair
- Composites Technology
- Dairy Systems Engineering
- Engineering Design and Consulting Services
- Engineering Fabrication
- Extractives
- Extractives - Blasting
- Extractives - Drilling
- Fire Protection
- Irrigation
- Locksmithing
- Maintenance Engineering
- Mechanical Building Services
- Mechanical Engineering
- Motorcycle Engineering
- Outdoor Power Equipment
- Refrigeration and Airconditioning
- Welding

Logistics

- Air and Space Transport
- Commercial Road Transport
- Customs and Freight Support Services
- Digital Infrastructure
- Driving Skills
- Forklift
- Maritime and Marina Operations
- Postal and Courier Services
- Rail Transport
- Resource Recovery and Efficiency
- Road Passenger Services
- Stevedoring and Ports
- Supply Chain
- Warehousing and Storage
- Water Freight and Passenger Transport

Our purpose is to facilitate the voices of the specified industries to contribute to the creation of a sustainable, globally engaged and adaptive Aotearoa. We seek to contribute to an education system that provides opportunities for all people in the specified industries to reach their full potential and capabilities, including those who have been traditionally underserved by the education system. As vocational education has a direct impact on improving social, economic and sustainability outcomes, we continue to work on its transformation ensuring fair and equitable outcomes for all people in the specified industries.

We seek to ensure the sectors we represent have a greater leadership role and influence across the vocational education system and its transformation ensuring the workforce is fit for today and the future. We also create industry qualifications, set industry standards and assess training provisions against these industry standards. Everything we do contributes to an education system that honours Te Tiriti o Waitangi and supports Māori–Crown relations.

Introduction

As a multi-sector WDC, Hanga-Aro-Rau engages with each of its industries on several levels to ensure it is responding to their training needs. This takes the form of formal conversations with key players through advisory groups, research and direct feedback from stakeholders.

Hanga-Aro-Rau seeks to engage with industries at a strategic level using National Industry Advisory Groups (NIAGs). These groups will be made up of key decision makers in matters of workplace training and will assist Hanga-Aro-Rau by giving an industry view of their sector’s training needs. NIAGs need to be grounded in a viable vision for their sector’s future and have a long-term time horizon in order to contribute to planning.

Role of the National Industry Advisory Groups (NIAGs)

The role of the NIAGs is to advise Hanga-Aro-Rau about skills and training issues within their specific industry sector, with a particular focus on lifting the skill levels of the Māori workforce and other underrepresented groups. They will provide a mechanism for specified industries to provide input into the performance of the Council’s functions and enable industry to raise issues and concerns. The NIAG will do this by:

- providing advice and feedback on the strategic direction, trends and performance within their sector
- providing advice on the current and future skills and knowledge requirements of their sector, to inform the development and maintenance of quality, fit for purpose qualifications, and inform the council of potential funding advice to the Tertiary Education Commission (TEC)
- being a forum Hanga-Aro-Rau can obtain informed advice from on issues or developments relevant to their sector and, where appropriate, test new initiatives and concepts prior to launch
- providing guidance on, and input into, the arrangements for managing the consistency of qualifications
- advocating and promoting industry training within their sector
- supporting with the coordination of activities to improve performance within the industry
- test our approach in supporting Pacific and Māori peoples in the workforce and ensuring that this important part of our country’s demographic are appropriately supported
- providing a mechanism for the specified industry to provide input into the performance of the WDC’s functions.

Membership

Each NIAG is made up of six to 15 members and must provide a reasonable and appropriate cross-sectional representation of the sector. As far as is reasonably practicable, reasonable representation of the members of the NIAG must be Māori or have a deep understanding of, and commitment to, the principles of Te Tiriti o Waitangi.

The membership group must comprise persons who represent a broad range and diversity of views across specified industries/sectors.

Membership should therefore allow for:

- employers of people in training
- employees
- rangatahi/ young people
- ākonga (learners)
- industry associations
- unions
- other specialists as required
- community groups
- tangata whenua
- Māori and Pacific peoples representation
- underserved (women, disability, neurodiverse)
- workplace assessors (where appropriate)
- contracted providers or trainers (where appropriate).

Individuals can apply to be a member who have proven attributes for the following:

- have an understanding of, and commitment to, addressing the needs of underserved learners, including Māori, Pacific Peoples and people living with disabilities
- demonstrate a commitment to act with impartiality, honesty, integrity and manaakitanga
- leaders and advocates for te ao Māori in the industry/sector
- credibility within the sector
- knowledge of existing qualifications and their link to sector skills needs
- sector knowledge and experience
- ability to operate at a strategic level
- ability to offer sound advice
- communication and team skills.

The names of the NIAG members and who they represent will be published on the Hanga-Aro-Rau website.

Membership is reviewed annually.

Co-chairs

Each NIAG, where possible, will appoint co-chairs, one of whom must be Māori. Where reasonably the co-chair is not practicable to be Māori, the co-chairs must have sufficient knowledge, skill or experience in Te Tiriti o Waitangi (including te reo Māori, te ao Māori and mātauranga Māori). When appointing co-chairs, the NIAG must ensure that each co-chair has demonstrated a commitment to working with each other as active partners with a shared kaupapa aligned to the function of the group.

The co-chair role is to lead meetings effectively and to work closely with the Hanga-Aro-Rau Industry Manager (IM) to ensure that the NIAG is effective. They will do this by:

- ensuring te ao Māori is adopted and used in all NIAG forum, e.g., opening and closing NIAG meetings with karakia
- ensuring meetings are run in an informal, interactive, and efficient manner in line with normal meeting protocols
- ensuring that all members voices are heard and respected
- making sure that the NIAG is clear about its role, tasks, and powers of delegation
- identifying and addressing any conflicts of interest on any items of business
- working with the IM to prepare the agenda and offering guidance and support where needed. The NIAG Co-chairs will be appointed from the NIAG by members' vote on an annual basis.

Responsibilities

NIAG members are required to maintain a commitment to the work and meeting schedule of the NIAG. This means that members will be asked to:

- attend meetings (submit apologies to the IM before the meeting if unable to attend)
- notify the IM of any items to be included on the agenda before the meeting agenda is finalised
- read any material provided prior to a meeting and be able to discuss it meaningfully
- contribute to meetings in a positive, constructive manner to achieve well considered, progressive outcomes
- consult with industry peers and industry networks to gain a wider perspective and represent them at the meeting
- respond to communications and requests for feedback promptly
- review and confirm documentation that is circulated post-meeting
- set aside the self-interest of the individual member and/or interests of their company with a view to contributing to the wider needs of the industry sector
- concentrate on strategic contributions
- act in good faith for the betterment of the sector and the WDC
- consider on reasonable grounds represent the interests of Māori, Pacific Peoples, women and disabled people.

Confidentiality

In the interests of well-informed discussion and decision making, Hanga-Aro-Rau will provide information to assist NIAG members to make a meaningful contribution to the WDC's direction. Sometimes, this will include confidential information or sensitive details. Where this is the case, the Chairperson will ensure that it is clear to members which information is to be treated as confidential and ensure that the items are noted in the minutes. NIAG members will treat such flagged information provided by Hanga-Aro-Rau, and information provided by individual NIAG members, as confidential.

Resignation or exclusion of members

Members can be removed from NIAGs if they are:

- not working effectively towards achieving NIAG aims
- in breach of the terms of reference.

Members may resign from NIAGs at any time. Resignations should be communicated in writing to the Co-chairs of the NIAG.

Meeting administration

NIAGs aim to meet once per year. A schedule of meeting dates will be planned and advised to members early in the year to ensure they have sufficient time to plan their availability.

Copies of the agenda and related meeting papers will, where possible, be sent at least ten days prior to a meeting.

The minutes of each NIAG meeting will be sent to members as soon as possible after a meeting is held. A summary of any key discussions and recommendations made by the NIAG will be made available to Hanga-Aro-Rau management and Council.

Hanga-Aro-Rau is responsible for organising the meeting venue and catering, and will meet reasonable travel costs as follows:

- air travel – Hanga-Aro-Rau will arrange
- taxi fares - reimbursement of actual fare from airport to meeting venue
- parking - reimbursement of actual expense.

An expense claim form will be sent with the notice of meeting. Hanga-Aro-Rau policy is to reimburse the member's company/organisation.

All correspondence with Hanga-Aro-Rau regarding NIAG matters should be via the Industry Manager.