

Background

The role of Workforce Development Councils (WDCs) is to ensure the vocational education system meets industry needs and gives a stronger voice to Māori business and iwi development.

Their intent is to give industries and employers greater leadership and influence across vocational education, and to improve confidence and learning outcomes across each sector, so that:

- providers can be confident their programmes are relevant to employers and endorsed by industry; and
- learners can be confident their qualifications will meet employers' expectations and national industry standards.

Hanga-Aro-Rau is the WDC representing the manufacturing, engineering and logistics industries. We lead the development of industry qualifications, set industry standards and quality assure training provision against these industry standards.

When developing and/or reviewing qualifications and/ or industry standards we work with Qualification Advisory Groups (QAGs) and Technical Advisory Groups (TAGs) to ensure we meet the current and future skills and workforce development needs of the industry.

The purpose of this document is to set out the Terms of Reference for Qualification Advisory Groups and Technical Advisory Groups.

Terms of Reference

Qualification Advisory Groups and Technical Advisory Groups will comprise representatives with experience, knowledge and skills in their industry sector(s). It is expected the group will have 8-10 members, to ensure a reasonable and appropriate cross-sectional representation of the industry. Group members may sit on one or both of the advisory groups.

Their purpose is to work with Hanga-Aro-Rau to review the relevant qualifications and standards associated with the sector, to achieve an approval outcome with NZQA, and qualifications and/ or industry standards that reflect the reality of the industry skills and needs.

It is anticipated that this work will involve a minimum of two online and/ or face-to-face meetings, some email input to feedback on proposed changes, as well as individual consultation with industry peers and industry networks. The group will be disestablished once the qualification(s) and/ or industry standard(s) have been approved and listed on the New Zealand Qualifications Framework and/or Directory of Assessment Standards.



Advisory groups roles and responsibilities

The Qualification Advisory Group's primary role and responsibilities are to:

- Suggest changes to the qualification(s) where necessary, including Strategic Purpose Statement, Graduate Outcome Statements, Employment and Education Pathways
- Inform qualification(s) development opportunities to respond to emerging industry needs
- Represent, consult with, and gain feedback from industry peers and industry networks
- Inform delivery requirements to support programme planning and endorsement
- Map (at a high level) existing unit standards to draft outcome statements to identify gaps and revision needs.

The Technical Advisory Group's primary role and responsibilities are to:

- Suggest changes to the standard(s) where necessary, including pre-requisites, guidance information, outcomes and performance criteria, levels and credit value
- Inform standard(s) development opportunities to respond to emerging industry needs
- Represent, consult with, and gain feedback from industry peers and industry networks.

Individual member responsibilities

Each member will be responsible for:

- Attending, and being prepared for, all advisory group meetings
- Contributing to meetings and corresponding at all times in a positive, constructive and respectful manner to achieve well considered, progressive outcomes
- Keeping up to date with decisions made should you be unable to attend advisory group meetings
- Promptly responding to communications and requests for feedback
- Maintaining impartiality in order to respond to the needs of the wider industry not those of an individual company.

Hanga-Aro-Rau reserves the right to review membership at any time if, in its opinion, a member is not acting in good faith to meet the above responsibilities.

A commitment is expected, where possible, to see the review through to completion. This includes providing final sign-off (via an NZQA attestation form(s) where necessary), and supporting Hanga-Aro-Rau to respond to any queries from NZQA during the application process(es).



Criteria for membership

Membership will endeavour to include diversity of representation relevant to the industry, including Māori, and include representatives from:

- The industry (e.g. operations managers, executive staff, team leaders, and/or HR and training and development representatives)
- Industry Associations
- Regulatory agencies (if applicable)
- The education sector (e.g. WDC, ITP and/or PTE).

Members will be appointed by Hanga-Aro-Rau, based on the following criteria::

- Current relevant expertise and experience in the industry and an advanced understanding of the roles within it
- Integrity and credibility within the industry
- Recent working knowledge of industry sector issues and an interest/commitment to the development of skills and training
- Strong networking skills to engage or develop a mechanism for communicating with and gaining feedback from industry stakeholders
- A working understanding of the qualification(s), industry standard(s) and any programme(s) of training
- A willingness to collaborate with Hanga-Aro-Rau and its delivery partners
- Ability to work in a team
- Availability and time to participate in email discussion, consultation and meetings.

Meetings

Hanga-Aro-Rau will arrange and facilitate all meetings and support the advisory group and development process in the following ways:

- Preparation of papers prior to meetings. Papers will be sent out in advance of each meeting to allow time for members to review
- Minute and note taking
- Communicating with members about meeting dates, further action(s) required and consultation processes/ requirements
- Preparing all documentation for NZQA.

Associated costs

Each advisory group member will contribute to the process by covering their own participation costs.

