

**MINUTES OF THE TRAINING ADVISORY GROUP
Mainzeal Building, 181 Vivian Street, Level 2, WELLINGTON
Thursday 19 February 2009**

Present: Glen Mackie – New Zealand Forest Owners Association
Dave Jack - FRFANZ
Lindsay Golding – Department of Conservation
Joe Hayes – Tai Poutini Polytechnic
Nathan Freeman – New Zealand Defence Force
Brian Davey – IFE
Jane Pierard – MCDEM
Sarah Stuart-Black - MCDEM

In attendance: Liz Hamilton – FRSITO Development Manager
Martin MacLean – FRSITO Quality Manager
Sam Cottle – FRSITO Development Assistant
Maria Reynecke – FRSITO Administration Assistant

Apologies: Ian Millman – National Rural Fire Authority
Jock Darragh – Wellington City Council
Kerry Ferris – UFBA
Bruce Stubbs – New Zealand Fire Service
Bill Robertson- FRSITO

Absent: Athol Conway – Employee Representative

1. Welcome and Introduction

Liz Hamilton opened the meeting at 10.00am and thanked everyone for their attendance.

Apologies were accepted.

2. Confirmation of Previous Minutes

The minutes of the previous meeting dated 20 November 2008 were tabled.

Resolution: That the minutes of the previous meeting be accepted as a true and accurate record.

**Moved: Brian Davey
Second: Joe Hayes
Carried**

3. Personnel - Introductions

Glen Mackie was welcomed to the meeting as he has replaced Rod Farrow. The Advisory Group would formally like to thank Rod for all he has done in the group. Liz will ask Bill to write a formal letter of thanks to him.

New FRSITO personnel were introduced:

Ian Chen, Administration Assistant
Leigh Maddock, Moderator
Venessa Green, Resource Developer

4. QMS Update

Martin MacLean gave an update of the QMS (Quality Management System) as approved by the FRSITO Board in September 2008. The AMAP (Assessment and Moderation Action Plan) is yet to be approved by NZQA.

The Quality team will be meeting with Assessors throughout the year to provide training on the new QMS. Assessor meetings will be held twice a year and it will be compulsory to attend.

Martin advised that Workplace Assessors will be allowed to assess at other workplaces other than their own as long as it is not in a commercial capacity.

The Assessment Result Notification (04) Forms will now be available electronically.

Logbooks

There has been discussion in some industry sectors on the use of a log book. Discussion to date has centered on the book as a tool to record evidence, not as an assessment tool. It is intended that it will assist in the assessment process.

Sector Updates

New Zealand Defence Force

- NZDF are now using St John's as Training Provider for first aid units
- They will be helping out with the upcoming unit standard review

Department of Conservation

- Busy getting names to FRSITO for the unit standard review.

FRFANZ

- Dave reported that is largely Business as usual for FRFANZ
- FRFRANZ is organising a conference for later this year to be held in Timaru.

Ministry of Civil Defence and Emergency Management

- Jane Pierard will be the new representative on TAG.
- Tim Clarke will be the review representative for MCDEM in the unit standard review
- MCDEM have developed CDEM competencies through consultation with a number of focus groups nationally, and an online survey is currently being conducted. The survey will be linked through the FRSITO website.

Institution of Fire Engineers

- The IFE UK now recognises qualifications on the UK qualifications framework
- NZFS are currently busy with core standards reviews.

New Zealand Forest Owners Association

- They have met with the new Minister
- Forest owners are being affected by the current economic situation which will impact on training

Tai Poutini Polytechnic

- It has been business as usual for Tai Poutini Polytechnic
- They have been fairly quiet with training



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5. National Manager Update

In Bill Robertson's absence this was presented by Liz.

FRSITO started the year of with a full staff. Offices are located in Paihia, Wellington, Auckland and Christchurch.

TEC has given FRSITO funding for two projects. One is to consider interventions to remove barriers to training for volunteers. The second project is looking at Workplace Productivity. A Youth Project is also being undertaken, although is not funded through the TEC Sector Leadership fund.

The Embedded Literacy and Numeracy Project was completed in December 2008, and Learner Notes for unit 3285 are an outcome. This resource is now available at a cost of \$5. An assessment workbook is available, with model answers only being available to registered Assessors.

FRSITO is organising a conference to be held 19 – 21 October 2009. All emergency services will be invited, including those from Australia.

6. Unit Standard Review Update

Sam will email material relating to Rural Aircraft units by the end of the week. There is a need to understand how many people need these units, as well as where the higher level is training is being done.

The fuller unit standard review begins in March and is planned to be completed in October. Packages and an overview of the unit standards will be sent out to review members.

7. Resource Development Update

FRSITO is not able to develop resources for all units but will look at usage, gaps in availability and then prioritise. There will be a charge for new resource material.

9. General Business

Nudge asked for an update on the accreditation request to ATTTO re the unit standards contained in the Airport qualifications. Liz advised that the supporting letter had been requested and action will proceed with NZQA. She does not expect there to be any issues.

The next TAG Meeting is scheduled for **THURSDAY 21 May 2009.**



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Liz Hamilton thanked the members for their attendance.

Meeting closed at 1.00 pm.