



Fire & Rescue Services ITO

**MINUTES OF THE TRAINING ADVISORY GROUP
Mainzeal Building, 181 Vivian Street, Level 2, WELLINGTON
Thursday 19 November 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 – Institute of Fire Engineers
Bruce Stubbs – New Zealand Fire Service
Ian Millman – National Rural Fire Authority
Jock Darragh – Local Government
Alex Tait – MCDEM
Denis Fitzmaurice – NZPFFU

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

Apologies: Jane Pierard – MCDEM
Kerry Ferris – UFBA

1. Welcome and Introduction

Liz Hamilton opened the meeting at 10.05am and thanked everyone for their attendance. Alex Tait and Denis Fitzmaurice were introduced to the Group. Alex Tait was representing MCDEM as Jane Pierard was unable to attend the meeting. Denis Fitzmaurice replaces Athol Conway as the NZPFFU representative.

Apologies were accepted.

2. Confirmation of previous minutes and matters arising

The date on the minutes was incorrect and will be amended. There were no other matters arising in the minutes.

Moved: Bruce Stubbs
Second: Joe Hayes
Carried

3. CEO Update

A copy of the CEO's report will be attached to the minutes. The report includes matters such as:

- Design and maintenance of qualifications
- Quality management of training delivery
- Supporting volunteers
- Increasing learner's qualification completions
- Influence and sector leadership
- Organisational effectiveness

4. Quality Assurance

Martin MacLean presented a session on Quality Assurance. He described Quality Assurance as the responsibility of the whole organisation, not just the Quality Management team.

NZQA will be reviewing their auditing process in the next year. The NZQA Quality Assurance framework will be replacing the current NZQA audit model.

Changes will include using an evaluative model with a focus on self-assessment, and an emphasis on being needs focused rather than goals focused. The key principles of this will be a high trust, high accountability model, and a view that Quality Assurance is dynamic and outcomes focused.

It was made clear that self-assessment is not:

- solely focused on keeping records
- relying on having purely quantitative data as a means of measuring output
- focused on simply having systems and processes, but on how they are being used

NZQA will evaluate whether the ITO understands their capability via self assessment.

Overall points to remember

- Be open to learning
- Collegial and collaborative
- It is about leadership
- Shared responsibility
- Focus first on the things that matter most
- Adopt a more analytical approach: Why are we doing this? What is the impact? What value does it add to the trainee?

For a group activity the members of TAG were asked how they will know they are contributing to need of industry. They were also asked how TAG contributes towards the ITO.

The TAG members summarised their contribution as:

- Setting goals
- Ensuring the needs of learners and industry are met
- Getting feedback from industry, learners
- Provision of information to sectors
- Voicing concerns if ITO does not address industry concerns
- Sharing ideas and collaborating to solve problems
- Identifying knowledge and experience

5. Unit Standard Review and 2010 Qualification Planning

Sam Cottle gave a presentation on the unit standard review that was conducted in 2009. This was followed by a discussion on an issue outstanding from the review of unit standard 20395 which relates to a Special Note that trainees could only get a unit standard as an outcome of completing a specific course. Options discussed were:

- These units could be taken off the framework or replaced
- Tightening the assessor requirements in the FRSITO AMAP
- Tighten up on required equipment and conditions of assessment in the special notes

The latter two points will be followed through.

A list of all unit standards that were likely to be registered in November was handed out to all members.

NZQA Qualifications Review

An overview of NZQA's proposed changes to New Zealand Qualifications was presented:

- The New Zealand Government wants to simplify the tertiary education system
- There is a New Zealand Qualifications Register, and the NQF is a subset of the Register

- The Register has nearly 6000 qualifications
- The Register is often seen as confusing, lacking in relevance, and has considerable duplication between qualifications
- The proposition is to unify New Zealand's qualifications into one system, and eliminate duplication
- For the ITO this means that we will have to look at our own qualifications for duplication
- FRSITO's qualification review is set for 2010 and will be conducted in a similar way to the unit standard review

6. Resource Development

Venessa Green presented. The rationale is to have a complete set of assessment packages. These included an evidence guide and model answers (for registered assessors only), a practical assessment, and a theory assessment, as appropriate.

FRSITO has been working on 20 most used units (list of these units attached to minutes).

All the assessment packages will be checked for technical accuracy, and signed off by subject matter experts. TAG members will receive a formal request to nominate these subject matter experts, who will be expected to sign-off on resources within 10 - 14 days. Term of reference for nominations will be made.

7. General Business

Bruce Stubbs and Nathan Freeman proposed new unit standards and qualifications, respectively. These will be sent to TAG members for feedback.

It was agreed that TAG will have three meetings in 2010. The proposed dates for these meetings are:

- 18 March 2010
- 15 July 2010
- 18 November 2010

The next TAG Meeting is scheduled for **THURSDAY 18 March 2010**

Liz Hamilton thanked the members for their attendance.