

**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  
Bruce Stubbs – New Zealand Fire Service  
Ian Millman – National Rural Fire Authority

**In attendance:** Liz Hamilton – FRSITO Development Manager  
Bill Robertson- FRSITO  
Maria Reynecke – FRSITO Administration Assistant

**Apologies:** Jock Darragh – Wellington City Council  
Kerry Ferris – UFBA  
Sam Cottle – FRSITO Development Assistant

**Absent:** Athol Conway – Employee Representative

## **1. Welcome and Introduction**

Liz Hamilton opened the meeting at 10.05am and thanked everyone for their attendance. The members were also informed that Brian Davey will be leaving the meeting early due to other commitments.

Apologies were accepted.

## **2. Unit Standard Update with NZQA**

Liz welcomed Ian Scarlett and Amy Stubbs from NZQA. They were invited to give their perspective on the process of evaluating the unit standards. The role of NZQA is to manage the different coverage areas for all the ITO's.

The question was raised as to why we should consult our industry and other industries. This is to manage the overall consistency of the National Qualifications Framework.

The NZQA representatives then described the process to register new unit standards. The application is recorded and an evaluator is assigned to check the unit standard and wording. If there are minor changes these are often discussed directly with the ITO. There is a quality assurance cycle. Where more significant changes are identified the units are sent to the ITO for reworking, received again by NZQA and reviewed by a different evaluator. If there are major concerns there is no impediment to NZQA and the ITO meeting to discuss these.

The turn around time for applications from the time they are received at NZQA is 20 days.

Liz thanked Ian and Amy for their attendance and they left the meeting at 11am.

### **3. Confirmation of Previous Minutes**

The minutes of the previous meeting dated 19 February 2009 were tabled.

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

**Moved: Dave Jack  
Second: Jane Pierard  
Carried**

### **4. CEO update – Funding, Levies and Subsidies**

A copy of the CEO's report will be attached to the minutes.

The CEO was asked to give some overview of funding, levies and subsidies.

Most of our funding comes from TEC. There has been a review of funding from industry and subsidies. At the moment we are getting about \$95,000 - \$100,000 from industry (a year) of which \$85,000 comes from Fire Service. The liability from subsidies is approximately \$550,000.

There are two options to make this sustainable:

- 1) more money from the industry.
- 2) rework the subsidy policy. This means reducing the administration costs and the cost to the client per unit. This was submitted to the FRSITO board and from the 1 July we will not be entering into any new subsidies.

### **5. Unit Standard Update**

Liz handed out an outline of the Rural Units. This outlines the major changes of these units. It was stated that updates for all the units being reviewed will be given to the TAG members as they become available. These updates will be made available for comments as well.

The meetings and processes are going well. Comments received will be fed back to the review groups.

### **6. Resource Development Update**

The Trainer Note on the web was developed in conjunction with 3285, but can be used generically and also has a role in working with literacy and numeracy needs. There is no lesson plan for 3285 and Trainer Notes are intended to cover this. There has been some feedback on 3285 for some changes to be made.

Resource 22445 is also ready now. This resource will consist of the following:

- a) Learner notes
- b) Trainer resources
- c) Assessment guide (mustard cover)
- d) Model answers (provided to assessors only)
- e) Evidence guide

We are reviewing the top 20 units that we are the standard setting body for. And resources will be developed for these as above. Other units will have an Evidence Guide, Assessment and Model Answers.

Ian Millman advised that he had distributed the list of rural units for resource development. However this was a list from July 2008. These units have been prioritised and this list will be distributed to TAG. Units 3286, 3287 and 3270/21417 resources are scheduled for completion 30 June 2009. Ian also advised that he has approximately 30 resources, and although these are dated they are available. He will provide 14564 to Bruce Stubbs.

The CIMS steering committee has received an update of the Blue Book, and a draft of the 'Yellow book', and an outline of a 'Red' book. The Steering Committee has asked to see all three books prior to any production to ensure there is continuity between them. The deadline for this is early July.

### **7. Professional Development**

Bill ran a professional development session with the TAG members on some principles of adult learners and learning



*Fire & Rescue Services ITO*

**8. General Business**

The rural Logbook has a final printer's proof and has been sent to Telford Polytechnic to view as they are part funding this project.

Liz informed members of progress for the FRSITO conference in October.

The next TAG Meeting is scheduled for **THURSDAY 20 August 2009**

Liz Hamilton thanked the members for their attendance.

Meeting closed at 2.33 pm.