



*Fire & Rescue Services ITO*

**MINUTES OF THE TRAINING ADVISORY GROUP  
at Mainzeal Building, 181 Vivian Street, Level 2, WELLINGTON  
on Wednesday 21 August 2008**

- Present:** Brett Jones – USAR & MCDEM  
Rod Farrow – Forest Owners  
Ian Millman – National Rural Fire Authority  
Dave Jack - FRFANZ  
Kerry Ferris – UFBA  
Lindsay Golding – Department of Conservation  
Joe Hayes – Tai Poutini Polytechnic  
Bruce Stubbs – New Zealand Fire Service  
Nathan Freeman – New Zealand Defence Force
- In attendance:** Liz Hamilton (Chairperson) – FRSITO Development Manager  
Bill Robertson – FRSITO National Manager  
Martin MacLean – FRSITO Quality Manager  
Sam Cottle – FRSITO Development Assistant  
Sarah Stuart-Black – MCDEM  
Ruth Salasiban – FRSITO Administration Assistant
- Apologies:** Athol Conway – NZPFU  
Jock Darragh – Local Government  
Brian Davey – IFE

**1. Welcome and Introduction**

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

Kerry Ferris was welcomed to his first meeting and Sarah Stuart-Black was welcomed as attending the meeting.

Martin MacLean was introduced as FRSITO Quality Manager to the group.

Apologies were accepted.

**2. Confirmation of Previous Minutes**

The minutes of the previous meeting dated 22 May 2008 were tabled.

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

**Moved: Bruce Stubbs**  
**Second: Brett Jones**  
**Carried**

### **3. National Managers Update & Question**

#### Staffing

- Martin MacLean as the new Quality Manager.
- Warren Healy will be the new Finance and Administration Manager and will start on 15<sup>th</sup> of September.
- Maria Reynecke will start end of August replacing Audrey Parker. At present, Admin team is composed of 2 Full Time staff and 2 Temps.
- FRSITO is looking to fill a Moderator vacancy.

#### STM Targets

- FRSITO has exceeded the STM targets for 1<sup>st</sup> and 2<sup>nd</sup> Quarter.
- The 3<sup>rd</sup> quarter is still below target, due to a high number of trainee completions. FRSITO is confident that the target will be met as there are a number of training agreements scheduled to arrive.

#### FRSITO Annual Trainee Survey

- Surveying has started and is scheduled to be finished later this year.

#### Evaluation of FRSITO Systems:

- The review of the FRSITO's systems and processes are still ongoing.
- FRSITO is also planning an upgrade of some office computers.

#### Volunteer Research

- The research was conducted by the New Zealand Institute of Economic Research (NZIER).
- A number of barriers to training were identified as a result of the research.
- FRSITO have asked TEC to consider financing a pilot project of smaller qualifications, similar to the Skill Sets used in Australia. FRSITO will be looking to with NRFA on this project.

#### QMS Review

Martin MacLean gave an update on the review of FRSITO's quality management systems and assessor/moderator manual.

As discussed in the previous TAG meeting, the current process is considered too complex and in need of some streamlining. Some FRSITO documents need simplification to encourage a high trust environment between assessors and moderators.

Martin will send out a draft manual to the group for feedback. He will organise a QMAG Meeting to finalise the document which will be presented to the Board on the 25<sup>th</sup> of September.

**Action Point:** Martin MacLean – organise a QMAG Meeting.

**Bill Robertson left the meeting at 10:30 am**

#### **4. Research Presentation**

Liz Hamilton gave a presentation detailing the Volunteer research project undertaken with NZIER.

The research was partly funded by the TEC and conducted by Sharon Pells of NZIER. This research covers a range of emergency services personnel, and was done in collaboration with LGITO and Learning State.

52 respondents were interviewed.

The report is available on the FRSITO website under the FRSITO reports section.

Liz Hamilton will give feedback/update on other research projects at the next meeting.

Joe Hayes expressed his appreciation for this research as beneficial information for the volunteer sector.

Liz Hamilton gave thanks to all who participated in the survey and asked the group to distribute the report to their respective industries.

#### **5. 2009 Unit standards review and 2009 review and development schedule**

Sam Cottle handed out a list of the unit standards that are due for review for 2009.

FRSITO is required to review every unit standard on a routine basis.

Liz Hamilton asked the group to provide feedback on how to best organise the review. A decision on the timeframe will be set on the next TAG meeting.

There was a discussion on the processes that need to be considered. It was noted that the organisation of this review would be discussed with NZQA. Rod Farrow commented that the unit standard should be clear in its requirements and should not contain any organizational requirements.

Liz Hamilton suggested that in regard to review of the unit standards, the group should also be looking into the how each unit standard fits in into FRSITO's qualifications. Prior to the review, she suggested that she would be willing to run workshops as an introductory to the review process.

### **Discussion Points:**

- The NZQA unit standard review categories were outlined and defined:  
Category A - No changes are needed, the unit will be rolled over  
Category B - Minor changes, but outcome remains the same  
Category C - Major changes, a new NQF ID is given for the unit.  
Category D - Unit standard will be removed from the NQF.
- It was suggested that issues with unit 3267 that were discussed in the previous meeting will be discussed in the review next year.
- Rod Farrow mentioned that the unit standard should be clear in its requirements. The review group should also consider the requirements of the organisations that use it.
- Bruce Stubbs has submitted 3 unit standards. FRSITO will work with Bruce to establish how they will fit in with similar existing units.
- Sam distributed updates of two Structural and Industrial units (16953 and 24612).
- A request from LGITO was discussed. The request was regarding two unit standards (16803 and 16808) that they want to use with their training programmes. The issue with these units surrounds the term "workplace". The group was asked to give their opinions and suggestions on how it would affect the content of the unit standard if the definition of 'workplace' was changed.
- It was also mentioned that LGITO should be clear on their purpose for using these units. It should differentiate between emergency response teams outside of the workplace and the response from in-house teams.

- It was noted that LGITO has a meeting scheduled for September.

## **Action Points:**

- Each sector to nominate a representative for the unit standard review. The nominee must be able to commit, support and network throughout their sector.

TAG Members

- Submit feedback on the request of LGITO

TAG Members

- To provide the schedule of unit standards that will need to be reviewed next year with comments.

Liz Hamilton

Nathan Freeman arrived at 11:22 am (flight delays)

Lunch at 12:15pm

Meeting Resumed at 1:00pm

Bill Robertson returned to the meeting at 1:00 pm

Sarah Stuart-Black left the meeting at 1:00 pm

## **6. Current Projects**

### NRFA

Ian Millman gave an update on the sector.

A new personal logbook will be available for trainees. The purpose of this logbook is to keep a record of their on-job activity as a means of providing evidence towards gaining unit standards and for the NRFA Training Standard. It is hoped to launch the Logbook before October.

### CIMS Resources

CIMS Resources are still being worked on. The CIMS Steering Committee is also looking at some of the revised areas, particularly in the CIMS 'Blue Book.'

A CIMS meeting is currently being scheduled.

## **7. General business**

Nathan Freeman raised an issue relating to the First Aid unit (23406) in the UFRO Level 3 qualification. Liz Hamilton advised that it was a genuine oversight as she thought parties had been involved in the discussions. She advised she had apologised personally to Tim Hunt and had discussions with Bruce Stubbs,



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NZFS, re access to resources and had discussed with Defence a range of actions to be put in place.

Martin MacLean advised the group of the future QMAG meeting. The meeting is tentatively scheduled on the 11<sup>th</sup> of September. He will finalise the list of the QMAG members shortly.

Lindsay Golding suggested that minutes from the TAG meetings be put on the FRSITO website. A draft of these minutes will be sent to TAG members and the final minutes will be posted to the website.

Bill Robertson provided an overview of a USAR meeting which he attended on 14<sup>th</sup> August with LGITO and NZFS.

The next TAG Meeting is scheduled for **THURSDAY 20 November 2008**.

Liz Hamilton thanked the members for their attendance.

Meeting was closed at 1:22pm.