## Intelligence Analysis Unit Standard Review 2021

## The suite of Intelligence Analysis qualifications on the New Zealand Qualifications Framework was reviewed in 2019. As a continuation, Skills will be conducting review of the Intelligence Analysis unit standards.

We are seeking expressions on interest in being part of The Working Group.

## The Working Group

## The role of the Working Group is to represent the stakeholders in the review.

**The Working Group is expected to:**

* provide critique during the review of the Intelligence Analysis unit standards
* ensure the unit standards are fit for purpose and reflect currency for the next 5 years
* consult with networks and consider feedback from the wider consultation group and communicate this to The Skills Organisation
* provide final endorsement of the unit standards prior to submission to NZQA.

**Interested persons should consider the following:**

* participation in this review is voluntary and non-funded by The Skills Organisation
* travel and day costs will be met by each individual or their organisation
* members will be chosen based on their expertise and suitability
* the initial meeting will be a video conference meeting via Microsoft Teams with an overview of the unit standard review. The format of subsequent meetings will be decided among the group
* pass the reviewed Unit Standards to your teams/organisation for wider consultation
* if you are unable to attend in person but would like to receive project updates and provide feedback on project developments, you can subscribe to the wider consultation group
* the duration of this review will be between February- June 2021 to ensure that the unit standards are ready for registration by end of Quarter 2 of 2021.

Express your interest to be considered for the Working Group by emailing the completed EoI form to Sandy Chan (email: sandyc@skills.org.nz) by **Friday 5th February 2021.**

Selected members will be informed by close of business on **Monday 8th February 2021**.

### **Expression of Interest**

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| The Skills Organisation is seeking expressions of interest to be considered as a member in the **Working Group** for the review of the Regulatory Practice unit standards.  Complete this form and send by email to Sandy Chan (sandyc@skills.org.nz) by **Friday** **5th February** **2021.** | |
| **First name:** | **Surname**: |
| **Organisation name and address:** | |
| **Role/Position:** | |
| **Work landline:** | **Cell phone:** |
| **Email:** | |
| **Give a brief description of your industry knowledge and experience.** | |
| * I have the time, depth of knowledge, and breadth of experience to contribute. | |
| * I am available for the first VC meeting on the **23rd February 2021** | |
| * If invited I am available to participate in person as a member of the Working Group, contributing to overall qualification structure and scope   **OR**   * I cannot participate in detailed development but would like to receive progress drafts for comment and feedback (wider consultation group). | |
| **Any further comments:** | |
| **Signed:** | **Date:** |

#### Participation in the review of Intelligence Analysis Unit Standard Review 2021

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###### Projected Timeframes

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| Stage | Date | Project Milestones and Deliverables | Responsible |
| 1 | December 2020 | **Planning and Terms of Reference**  Draft edit of unit standards  Draft project plan document  Draft terms of reference  Project budgets  Project launched and industry advised  Expression of Interest sent out | Skills |
| 2 | February 5th 2021 | **Working Group formation**  EoIs due | Skills |
| 3 | February 2021 | **Working Group notified 8th February**  Confirmation of project structure  WG Responsibilities and ToR agreed  Initiation of detailed development  **23rd February**- First review meeting- overview of the review process and start on first drafts | Skills/Working Group |
| 4 | March 2021 | **Subsequent meetings**  Documentation endorsed by Industry representatives | Skills/Working Group |
| 5 | April 2021 | **Subsequent meetings**  Documentation endorsed by Industry representatives | Skills/Working Group |
| 6 | May 2021 | **Quality Assurance and submission to NZQA**  Documents submitted to NZQA | Skills |
| 7 | June-July 2021 | **NZQA Approval**  Unit standards registered on the NZQF and published on the NZQA website  Stakeholders notified | Skills/NZQA |

\*Please note that there may be more than 1 meeting a month and can be either virtual or F2F. This will be decided amongst the group.

“\* The review duration may be shorter than the projected timelines but will depend on the progress made and group member availability.