

Terms of Reference

Skills PGD Qualification Review Working Group

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Comments:

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PGD Qualification Review Working Group

Purpose

The purpose of the Qualification Review Working Group is to provide subject and technical expertise including advice, on the Plumbing, Drainlaying and Gasfitting qualification review project. Working Group members will be expected to communicate outcomes and updates to their networks, obtain feedback and communicate this back to Skills. The outcome of this project will lead to improvement, uptake and completion of New Zealand Certificate qualifications.

Within Scope

This is a qualification review project to ensure qualifications for Plumbing, Drainlaying and Gasfitting remain fit for purpose for the next five years.

Qualifications included within this scope are:

- New Zealand Certificate in Plumbing, Gasfitting and Drainlaying (Pre-Apprenticeship) (Level 3) [Ref: 2660]
- New Zealand Certificate in Plumbing (Level 4) [Ref: 2663]
- New Zealand Certificate in Gasfitting (Level 4) [Ref: 2662]
- New Zealand Certificate in Drainlaying (Level 4) [Ref: 2661]

This qualification review does not include qualifications at level 5 as they have been recently registered.

The Qualification Review Working Group will provide input into review decisions by providing advice, gaining feedback where required, and then supporting the communication of outcomes required for further consultation.

Discussion will be focused on:

1. Purpose
2. Outcomes
3. And a particular focus on how to better embed the level 3 certificate into the first year of apprenticeship

Working Group Term

It is intended that this Qualification Review Working Group would be for a maximum of six months or at the conclusion of project outcomes. This would entail approximately three meetings. At the completion of this work, the Working Group will be disbanded.

Qualification Review Working Group Selection

The selection process will look for the right group culture (respect, shared vision, challenge and ability to get over disagreements) where members can work effectively together and add value through their interactions, along with individual expertise and suitability to ensure a range of perspectives are represented within the group.

Membership

The Qualification Review Working Group will be comprised of eight to ten members committed to excellence across the Plumbing, Gasfitting, Drainlaying industry. The membership will include differing industry perspectives from Employers, Employer Group Schemes and Training Providers.

Members will:

- have depth of sector knowledge and breadth of experience
- be proactive and committed to representing their own perspectives, as well as listening to others,
- have a willingness to achieve consensus
- be approachable and an effective communicator,
- be able to commit to the meeting schedule,
- be able to travel to Wellington and/or Auckland to attend meetings.

Group Member Responsibilities

Members are to:

- maintain regular meeting attendance,
- respond to communications,
- be prepared and informed,
- contribute constructively and openly to the work of the Group,
- be professional and bring to the table a sector perspective.

Absence

A member that is not able to attend a meeting may not send a replacement person. The member is responsible for communicating with the group and providing their views prior to the meeting.

If the person wishes, they can participate in the meeting through electronic means where every person can hear the other. If there is an absent member who is the only representative of their organisation group, the other members will be cognisant of making robust decisions.

Meeting and Administration preparation

Skills will provide meeting documentation. Travel arrangements for members are to be undertaken by the member.

Resignation / Release of Members

The Skills Project Manager may at any stage release an individual from membership as a result of resignation or failure to meet their responsibilities.

The replacement process (if required) will follow that of the Qualification Review Working Group establishment process.

Meeting Protocols

Meetings are to be:

- semi-formal,
- interactive,
- outcomes-focused,
- results-orientated,
- consensus-driven,
- constructive,
- open and honest, and
- structured to achieve key actions and decisions.

Frequency of meetings

There will be approximately 3 meetings over a 6-month period, scheduled to fit in with project requirements. As this is a qualification review, the third meeting may not be required.

Working Group Costs

Members are to cover their own costs for:

- travel, transport, parking fees,
- accommodation and meals separate to development meetings.

First Meeting

The first meeting of the Qualification Review Working Group for PGD is 21 April 2021 to be held at Skills, Auckland.