First Aid Project Advisory Group

Terms of Reference V1.0

Background
The New Zealand Qualifications Authority, through its National Qualifications Services team has standard setting responsibility for generic first aid unit standards. This includes unit standards 6400, 6401 and 6402; as well as unit standards 26551 and 26552.

NZQA has received feedback from providers that while unit standards 26551 and 26552 were deemed to replace unit standards 6400, 6401 and 6402, the outcomes are not equivalent and they do not meet the first aid training outcomes being requested by industry.

In January 2013, NZQA held an initial sector meeting to canvas any issues requiring resolution and provide direction to NZQA on the skills and knowledge deemed critical for generic first aid training for the sector which need to be addressed in any review of the first aid unit standards.

This review is now underway.

Purpose
The First Aid unit standards review Project Advisory Group (PAG) will provide high-level advice and expertise to NZQA Qualifications Services (QS) on the review and development of a cohesive set of generic first aid unit standards which are fit-for-purpose and relevant to New Zealand first aid training.

Role
The PAG will be expected to:
- provide high-level advice and expertise during the review of the standards
- provide direction to the expert panel working group
- communicate progress to key stakeholders and other interested parties
- provide final endorsement of the unit standards developed.

The PAG may also recommend members for the expert panel working group.

Scope
The project includes:
- needs analysis (including consideration of international practice to identify skills and knowledge is sought and agreed as critical for generic first aid training by the sector)
- review and development of a suite of first aid standards that are fit-for-purpose for generic first aid training in the NZ context
- review of the consent and moderation requirements document.

and excludes:
- unit standard 25459
- development of industry specific unit standards
- training and guidance materials
- assessment support material.

(While some of these exclusions will undoubtedly occur, they are not specifically included in this standards review project.)

---

1 The expert panel working group will be established by QS to draft the unit standards as directed by the PAG.
Membership criteria
Membership will reflect a balance of first aid stakeholders including industry, business, government agencies, providers, and professional groups. The group will collectively have:

- knowledge and understanding of standards based assessment and the New Zealand Qualifications Framework
- knowledge of and experience in generic first aid
- knowledge of national and international first aid education and training trends and issues
- understanding of the needs of the target groups for the unit standards.

Each member will have:

- credibility with NZQA and national stakeholder groups
- depth of sector knowledge and breadth of experience
- willingness to be an effective voice and to achieve consensus
- demonstrated leadership capability
- be able to travel to Wellington for any face-to-face PAG meetings or workshops. (Note: Travel is expected to be covered by the member’s sponsoring organisation; however there may be room within the review budget to contribute to some travel costs in some circumstances.)

Members will be appointed from the following categories:

- provider representative bodies
- professional, industry, business bodies
- government agencies
- key stakeholder groups.

Selection process
NZQA will call for expressions of interest through stakeholder group networks. NZQA will select members against the published ToR membership criteria.

Term of appointment
Members will be appointed for the length of the project.

Meetings
Chair
The PAG will be chaired by NZQA.

Responsibilities of members
The chair:

- ensures that all members contribute at meetings and seeks decision-making by consensus
- leads meetings effectively
- sets and adheres to meeting protocols and ground rules
- ensures that minutes properly reflect decisions.

All committee members:

- contribute positively and openly to the work of the group
- maintain regular attendance
- respond to communiqués
are prepared and informed
consult with and report to, as appropriate, the stakeholders they represent
provide a channel of communication for other relevant industry
groups/organisations, as appropriate.

Meeting protocols and behaviour
Meetings are:

- semi-formal
- interactive
- outcome focused
- consensus driven
- constructive
- open and honest.

Discussion will be under the Chatham House rule. This means that while discussion may be reported and minuted, these will not be attributed to any one individual except where explicitly requested.

Conflicts of Interest
All PAG members agree to declare actual or perceived conflicts of interest. Conflict of Interest declarations will be shared with all PAG members and are made on the basis that they will be disclosed in meeting minutes where appropriate.

Quorum and voting
Attendance of half the PAG members is required to constitute a quorum. Each PAG member shall be afforded one vote. In the event of a tie of votes, the Chair may exercise an additional casting vote.

Meeting documentation
PAG meetings will be documented appropriately and minutes kept. All minutes (other than where declared confidential by the PAG) will be made available and dispersed following meetings of the PAG. Minutes and other documentation will be kept on record by QS.

Reporting requirements
PAG decisions are reported as required to:

- current unit standard users and key stakeholder and peak bodies
- organisations expressing an interest in the proceedings
- QS & NZQA management.

Media comment
Being a member of the PAG does not provide an implicit or explicit right to speak to media on behalf of the PAG. Only NZQA may make comment to media on behalf of the PAG in terms of this review.

All media enquiries related to the review must be redirected to NZQA.

Disestablishment of PAG
The PAG may be disestablished by the NZQA at any stage following consultation with the Deputy Chief Executive, Qualifications and the Manager, Qualifications Services and consideration of strategic directions, progress against approved business plans or other NZQA imperative. PAG members will be informed prior to any decision to disestablish.
NZQA can disestablish the PAG if it has become inactive or ineffective in meeting its terms of reference. If the PAG is disestablished, NZQA will need to consider putting in place an alternative mechanism for carrying out the current key tasks identified in these terms of reference.

**Resignation/release of members**
The Manager, Qualifications Services, in consultation with the Chair may agree to release an individual from membership as a result of resignation or failure to meet the stated responsibilities.

**PAG Administration**
QS takes responsibility for:
- project management
- ensuring meetings are organised and facilitated effectively
- preparing and disseminating: agenda and related papers, schedule of meetings and meeting records; documents required for approval; consultation documents and collated feedback from consultation
- maintaining web pages for information and consultation
- completing administrative tasks associated with the review.

**Timeframe**
The proposed timeframe for this review

i) **By June 2013**, establish a Project Advisory Group.

ii) **By December 2014** - act on the advice of the PAG to complete the review the standards.

iii) **By 31 December 2015** - Complete the quality assurance and registration of a set of standards that meet the needs of industry, businesses, providers and other Government agencies.

2 And any ancillary materials – excluded from the scope of this review.

Note: It is expected that these materials will be revised to reflect any changes in the standards and will be published by December 2015.