

Terms of Reference

Teacher Education Qualifications Review Governance Group

Purpose

The Teacher Education Qualifications Review Governance Group will provide leadership and direction for the development of cohesive New Zealand teacher education qualifications which are strategically relevant to New Zealand's people and communities and their aspirations.

The work of this group will be in accordance with *Requirements for listing and maintaining qualifications on the New Zealand Qualifications Framework*.

The Governance Group will be expected to provide high-level strategic governance during the review of the qualifications and to communicate progress to key stakeholders and other interested parties, and provide final endorsement of the qualifications.

Draft outcome statements for the proposed qualifications must be submitted for approval for further development, to NZQA's Quality Assurance Division (QAD), by 28 July 2014.

External working relationships

The Governance Group members will engage as required with the following:

- NZQA Qualifications Services (QS)
- current owners of teacher education qualifications
- Wānanga and other key Māori stakeholders
- key Pasifika stakeholders
- teacher education qualification providers
- employers, ITOs, and other end-users
- teacher education sector representatives
- national associations, other advisory networks, and peak bodies
- Government agencies.

Key roles

With regard to the purpose, the Governance Group will:

1. set "rules of engagement" for the review
2. establish and implement the strategic direction with an underlying project plan
3. scope and develop an initial map for qualifications with a model for communication and consultation
4. establish and liaise with workgroups and critically analyse developments
5. determine and establish a decision-making process to enable outcomes to be achieved
6. endorse the submissions (including qualifications) to Quality Assurance Division, NZQA.

Selection criteria for Teacher Education Qualifications Review Governance Group members

The Governance Group will include representatives of the three co-lead organisations, i.e. Ako Aotearoa, Christchurch Polytechnic Institute of Technology (CPIT), and National Qualifications Services (NZQA).

The Governance Group membership will reflect a balance of the teacher education sector, including industry, education, and communities. The group will have a collective understanding of:

- the New Zealand Qualifications Framework (NZQF)
- tertiary and adult teacher education, employment & management of tertiary teachers, tertiary sector needs and demands – present & future
- support-teacher education for the pre-tertiary sector, including teacher-aides
- educational needs of diverse learners including – Māori, Pasifika, youth,
- technology enhanced learning

- workplace learning.

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.

Selection process

Expressions of interest are called for through stakeholder group networks.

Selection is through an appointment panel comprising members appointed by the three co-leads plus the Professional Advisor, with authority to appoint.

The Governance Group may co-opt suitable person(s) where appropriate.

Tenure

Appointments are for the period of the Teacher Education qualifications mandatory review process, until the qualifications have been listed on the New Zealand Qualifications Framework (NZQF).

Responsibilities of members

Members:

- commit to the pan-sector purpose of the review
- contribute constructively and openly to the work of the group
- maintain regular attendance at meetings for the duration of the review
- confirm minutes
- respond to communications
- will be prepared and informed, including being familiar with documents before GG meetings.

Meeting protocols

Meetings are:

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

Quorum and voting

Attendance of more than half the members of the Governance Group is required to constitute a quorum.

Where consensus cannot be reached, the Governance Group may be required to vote. In this case a minimum of more than half the members of the Governance Group in favour is required for a motion to be carried and binding.

Sub-groups

The Governance Group may recommend a specialist short-term sub-group or panel to carry out specific qualifications review tasks as required.

Disestablishment and resignation

Disestablishment of the Governance Group

NZQA Quality Assurance Division may disestablish the Governance Group if it has become inactive or ineffective in meeting its terms of reference in accordance with the criteria listed in the *Guidelines for the review of qualifications at levels 1 to 6 on the New Zealand Qualifications Framework*.

Resignation/Release of members

The Governance Group may agree to release an individual from membership as a result of resignation or failure to meet the stated responsibilities. The replacement process will follow that of establishment.

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 to develop and approval to list qualifications; consultation documents and collated feedback from consultation
- maintaining web pages for information and consultation
- monitoring expenditure and advising of any constraints related to the budget for the review.

Reporting requirements

Governance Group decisions are reported as required to:

- current qualification owners
- organisations expressing an interest in the proceedings
- QS management
- NZQA Senior Management Team (SMT)
- NZQA Board
- Minister of Education or Minister of Tertiary Education.