

Mandatory Review of Teacher Education Qualifications
Governance Group Meeting – 28-29 January 2014
Minutes

DRAFT PENDING CONFIRMATION

Date: 28-29 January 2014
Location: Terrace Conference Centre, St Johns House, 114 The Terrace, Wellington

Attended

Governance Group:

Bronwyn Yates	Literacy Aotearoa Ltd
Christina Thornley	Teachers Council (for Deborah Wansborough)
Axel Laurs	Tertiary Education Commission (for Janet Hay)
Liz Bowen-Clewley	Competency International Ltd
Lloyd Olivecrona	The Skills Organisation
Mark Nichols	The Open Polytechnic
Shelley Hoani	Te Wānanga o Aotearoa
Wayne Dyer	Auckland English Academy
Lyn Williams	Christchurch Polytechnic and Institute of Technology (co-lead)
Peter Coolbear	Ako Aotearoa (co-lead)
Rod Bentham	Qualifications Services, NZQA (co-lead)

NZQA:

Dave Hodges	Professional Adviser
Seini Nai	Sector Relationship Manager (28 January)
Annie Chan	Co-facilitator for Teacher Education Review
Michel Norrish	Co-facilitator for Teacher Education Review

Apologies

Deborah Wansborough	Teachers Council
Diana Ayling	Unitec
Janet Hay	Tertiary Education Commission

Minutes

Chaired by interim chair, Rod Bentham

1. Welcome and introductions
 - a) Rod Bentham welcomed the governance group, and participants introduced themselves.

2. Setting the scene
 - a) An overview of the Targeted Review of Qualifications (TRoQ) was presented by Seini Nai.
 - b) Scope of the review:

It was noted that the review includes over 80 qualifications, owned by 44 organisations.

Rod indicated that the qualifications covered a range of disciplines. It was agreed that:

- Qualifications listed under the Teacher Education Review are to be grouped under:
 - Adult and Tertiary Teaching (ATT)
 - Education Specialisation and Support (ESS)

3. Approach to reviewing with the range of different qualifications:

- Governance Group (GG) to develop ATT landscape of qualifications
- ESS working group(s) to make recommendations for landscape as part of their Needs Analysis

4. Roles and responsibilities of the various positions involved in the review were discussed. This included: Governance Group (GG), co-leads for the review, chair, professional adviser, sector relationship manager, facilitators, working groups, stakeholder e-mail network, Quality Assurance Division (QAD) of NZQA.

Actions:

- Appointment of chair: - Lyn Williams
- Appointment of deputy chair: - Lloyd Olivecrona

Decisions made:

- To have GG representation on the working groups
 - Role of co-leads is now subsumed by their membership of the governance group
 - GG will seek to co-opt from Pasifika and learner communities
- Note: Any application still needs to fulfil GG selection criteria

5. Terms of Reference

Decisions made:

- Amended Terms of Reference agreed on. Changes include:
 - the possibility to co-opt expertise onto GG when needed
 - the GG's role ends when qualifications are listed
 - quorum is more than 50% of members. If there is not a quorum, any draft decisions, to be circulated for ratification to absentees, before decisions are confirmed.
 - No alternates for attendance after this initial meeting– absentees to be sent documents and agenda early to give opportunity to contribute to GG discussion
 - Chair to have a casting vote, where there is a 50:50 vote

From here the meeting was chaired by appointed chair- Lyn Williams

6. Needs Analysis

The ATT Needs Analysis was presented by Peter Coolbear

Decisions made:

- The ATT Needs Analysis was endorsed as version one of a living document. Further work may include a literature review and further research into the demand for qualifications.

- The ESS Needs Analysis to be developed at a workshop for ESS providers on February 4.

7. Review Plan:

The Review Plan for Teach Education was agreed to by the GG. It was noted that the timeline gives indicative time of deliverables only.

- The Review Plan for this review is to be submitted by 28 February, one month after the trigger date for the review
- The landscape of proposed qualifications, the Strategic Purpose and Graduate Profile Outcomes needs to be completed and consulted on to meet the requirements of *Application for Approval to Develop a Qualifications at Levels 1-6*. This application needs to be submitted by 28 July, six months from the trigger date.

8. Landscape

A first draft of a landscape for the ATT qualifications was developed for further consideration by the Governance Group. A supporting rationale will be developed and will accompany the landscape when it is distributed to stakeholders for comment.

A landscape for the ESS qualifications will be developed after the ESS needs analysis is developed and endorsed by the Governance Group.

9. Closing

Next meeting scheduled for 11 March – to be confirmed.