

## Appendix 1

# Tourism Maori Qualifications Review 2019

## *Review Working Group - Terms of Reference*

### Vision

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*‘Mā te huruhuru te manu ka rere’*

The Review working group will review and develop a suite of Tourism Maori qualifications that meet the aspirations of whānau, hapū, and iwi; and empower them to make effective contributions of consequence to Te Ao Māori both today, and into the future.

### Purpose

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The Review Working Group is to provide detailed and technical input into the review of the Tourism Māori qualifications in line with the objectives and principles outlined in the ‘Tourism Māori Qualifications Review Plan’, including:

- Operating in accordance with the tikanga as set out in Appendix 1<sup>1</sup> that safeguard the integrity of both the New Zealand Qualifications Framework and Mātauranga Māori.
- Focusing on the best outcome for the current and future needs of the ākonga, iwi, hapū, hapori, stakeholders and relevant sectors.
- Developing a draft suite of qualifications (strategic purpose statement, graduate profile, education and employment pathways) based on the analysis of feedback and information gathered from Providers, practitioners, the sector, and other stakeholders.
- Preparing draft qualifications for consultation with whānau, hapū, and iwi.

### Key roles and responsibilities

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The key responsibility of the Review Working Group is to review the suite of Tourism Māori qualifications (strategic purpose statement, graduate profile, education and employment pathways), based on the analysis of information and feedback gathered.

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<sup>1</sup> See MMEQA reference booklet

## Selection Criteria

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The Review Working Group will reflect a balance of whānau, hapū, iwi perspectives; and the sector, including industry, education and communities. They will have a collective understanding of:

- The Māori Economy.
- Tourism Māori development needs.
- Whānau, hapū, iwi, hapori Māori needs and aspirations.
- The New Zealand Qualifications Framework.

Each member will have:

- Credibility with stakeholder groups.
- A depth of sector knowledge and breadth of experience.
- A willingness to be an effective voice and to achieve consensus.
- Demonstrated leadership capability.

## Responsibilities of members

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Members shall:

- Commit to the pan-sector purpose of the review.
- Contribute constructively and openly to the review of the Tourism Māori qualifications.
- Attend relevant meetings as required.
- Confirm minutes.
- Respond to communications.

Review Working Group members will work in collaboration with Māori Qualifications Services (NZQA), the qualification developer for these qualifications.

## Working Group procedures

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<b>Membership term</b>	For the duration of qualification review process.
<b>Quorum</b>	Five members
<b>Decision-making</b>	<ul style="list-style-type: none"> <li>• Majority however, consensus is preferred.</li> <li>• All members have the authority to make decisions in line with the objectives of this process.</li> <li>• Where consensus cannot be reached the Review Working Group may be required to vote. In this case a minimum of five members in favour is required for a motion to be carried.</li> </ul>
<b>Meeting protocols</b>	<ul style="list-style-type: none"> <li>• Generosity in all interactions.</li> <li>• Full participation in decision making.</li> <li>• Outcome focused.</li> <li>• Consensus driven.</li> <li>• Constructive.</li> <li>• Open and honest.</li> </ul>
<b>Frequency of meetings</b>	As required. One face-to-face review hui has been planned. Other modes of communication include email and tele/video conferencing.
<b>Absence</b>	<ul style="list-style-type: none"> <li>• There is no replacement person if a member is temporarily unavailable. The member is responsible for communicating with the group and providing their views prior to the meeting.</li> <li>• If the person wishes, they can participate in the meeting through electronic means.</li> </ul>
<b>Retirement</b>	If the member of the governance group retires, steps down, or is no longer able to fulfil their responsibilities, then Māori Qualifications Services will decide on a case by case basis how to fill this skill gap.

## Administration

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Māori Qualifications Services will assume the following costs for the review:

- Hui costs (meeting venue and catering).
- Administration costs.
- Where appropriate, feedback and comments can be made by: telephone, e-mail and letters.

The following support will also be provided:

- Preparing and disseminating: agenda and related papers, schedule of meetings and meeting records; documents required for approval to list qualifications; consultation documents and collated feedback from consultation.
- Maintaining web pages for information and consultation.
- Completing administrative tasks associated with the review including arranging:
  - Meeting venue and catering.

- Monitoring expenditure and advising of any constraints related to the budget for the review.

In special circumstances and with prior agreement from the Manager, Qualification Services (NZQA), the following may be provided for agreed persons:

- Travel
- Accommodation and meals.
- Vehicle and taxi travel reimbursement.
- Breakfast and evening meal allowances.
- A fee and payment (when applicable) as stated in *NZQA Meeting and Travel Procedures for Third Parties*.

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### Ngā kaupapa Māori principles (adapted from Ngā Kaupapa o Te Hono o Te Kahurangi)

<b>Whanaungatanga</b>	The care of ākonga, whānau, hapū, iwi and mātauranga Māori itself will be a fundamental outcome of the review.
<b>Manaakitanga</b>	The presence and expressions of mana-enhancing behaviours and practices will be evident between all review participants.
<b>Pūkengatanga</b>	Those directly involved in the review will have the skills and knowledge needed to ensure that the values, beliefs, needs and aspirations of the people are met.
<b>Kaitiakitanga</b>	All review participants will ensure that the authenticity, integrity and use of mātauranga Māori is protected, maintained and transmitted appropriately.
<b>Rangatiratanga</b>	The review will reflect a unique and distinctively Māori approach to ensure the needs of ākonga, the wider community and other key stakeholders are met.
<b>Te reo Māori</b>	As the primary vehicle for expressing and transmitting Māori knowledge, values and culture, te reo Māori is practiced, promoted and celebrated.