

**SAR Training Program Advisory Committee**  
**Meeting notes**  
**830am – 230pm Tuesday 7<sup>th</sup> June 2016**  
**Cook Room, Level 6, SAS Tower, Ministry of Transport**  
**Wellington**



- 1. Present** Hamish McLean(chair)  
Ashlee Ilton (minute taker)  
Vernon Morris  
Jo Holden  
Rhett Emery  
Phil Pollero
- 2. Apologies** Pete Corbett, Karen Walker, Allan Mundy, Kevin Banaghan
- 3. Introduction** Meeting opened at 9.02am by Hamish McLean
- 4. Matters arising from previous meeting** #16 introduction of the new “act” (instead of app)  
Minutes from previous meeting approved.
- 5. Action points from previous minutes** Police training requests to be communicated to Jo and Rhett. Approval from Jo and Rhett before a course is scheduled.

Martin and Trevor are still working on course material for SAR Marine Technical. Standard will go through TPP’s academic Board in July ready for delivery in August. Non LandSAR registrations to be sent through to Ashlee Ilton [ashleei@tpp.ac.nz](mailto:ashleei@tpp.ac.nz)

Appendix 1:  
Hamish spoke to the tutor matrix.

Presentations deferred to next meeting.

- 6. Health and Safety Training Report** No health and safety to report.  
TPP has purchases 2 PLB’s that will be assigned to courses where needed.  
Rhett raised concerns around TPP’s health and safety processes in place for tutors, and what follow-up these has been for this since the Tutor forum in January. Rhett invited TPP to attend the Health and Safety seminar in September.

**7. Course moderation** **Pre-2016 Moderation**

Course	Action to be taken	Person responsible/timeframe
Manage the Initial Response (Land) Pre-2016	Review 2 years ago, update on material is now complete and being used on courses. Course needs to run several times before it is moderated.	To be moderated later in the year.
Manage the Marine Response 2016	2 <sup>nd</sup> course to be moderated.	
Tracking Core Skills Pre-2016	Going through to FAC and then AB end of July. Trevor has provided TPP with newly designed material.	TPP
Search Techniques pre 2016	Joint sector report complete	No further action
Training for Assessor Delivery? Pre-2016	Joint sector report to be completed by Hamish and Trevor.	Hamish to provide joint sector report at next SARPAC meeting

## 2016 Moderation

SAR Managers	This year's course is being moderated 12-24 June 2016	Sgt Michael Wear is the moderator.
SSE	Course being moderated 16-17 July	Trevor is academic moderator, SME moderator TBC.
TWE	Course that will be moderated TBC	
SAR Leadership 2016	Course is being moderated 9-11 July	Trevor Crozier and Sector SME to moderate course.

- SAR Managers is being moderated this year by Sgt Michael Wear. Rhett to provide Jo with a moderation guideline for the moderator to follow.

**Action:** 2017 moderation to be discussed at next meeting.

Appendix 2:

Training report was presented to PAC.

- Other agencies ((Coastguard, Surf, Police) quite small proportions, but this will increase once MMTIR and SAR Marine Technical courses are delivered.

## 8. Training Report

Districts need to engage with core training. If volunteers aren't up to scratch and not engaging in training then they shouldn't be used.

## 9. Course changes and updates

A discussion arose around quality and who is assuring the quality for non TPP courses. LandSAR now have assessors who can sign off volunteers against their competencies.

- Additional MTIR course was approved; 3-5 October in Tasman.
- Additional TCS for Whakatane approved (Date TBC)
- Additional 4WD courses approved

Training for Assessor/Training for Delivery – Completion of NCAE has been higher than expected. . Fiona Berthold to be used as the tutor for Coastguards TfD & TfA courses. Phil also mentioned that Fiona went above and beyond to have Coastguard volunteers complete the course and that feedback from Fiona's courses was very good.

**Action:** Phil to send dates through to Ashlee

Break for morning tea

Appendix 3:

TPP provided a breakdown of the credit review from Skills with a green/red flight status.

## 10. Credit review

- Discussion arose around the credit review. Martin is meeting with TPP to discuss options with TPP.
- Jo raised concerns that SAR89 does not fit the course, elements are ok but parts of the standard need to be reviewed and changed.
- Hamish explained that he has been putting pre-course learning online and creating modules for each course.
- Minimum and maximum numbers is going to have to increase based off the proposed credit changes.
- How can courses be made more cost effective; venue requirements and locations.
- Rhett mentioned that in the SARACE funding agreement courses must not exceed 40 credits. SAR Managers is 45.

- Post course meeting for SAR Managers to be held 2-3 months after the course. Likely to be in September.

**Action:** Trevor to send outcomes for ESP through to TPP for academic approval.

**Action:** TPP to consult with Academic Board regarding SAR Managers credit value.

## 11. Student Surveys

TPP have received 68/300 responses from their online training survey. Still a very low response and TPP will continue to try and improve the response rate. Issues with length and relevance of TPP generic survey discussed; Vernon to explore options for developing SAR specific feedback

Rhett spoke about how the response rate is not good enough and TPP need to do something about this.

TPP are encouraging their tutors to do hot debriefs and course goals before and after the courses to capture student feedback which can then be reported back to TPP.

Air Observers – Credit value proposed at 4, skills recommend 2.

CIMS 4 standard – Current standard looks to be split into 2 standards. If registered with new standard numbers, how will enrolments for new courses be managed.

## 12. Course Development

PAC agreed that if you already hold CIMS 4 standards then you won't be eligible to attend the new course through SARACE funding.

### Coastguard

- Still developing Small Boat and Rescue Watercraft and Radio Operator Syllabus
- Health and Safety is moving along steadily
- Damage control will be required for Tuho grounding

### TPP

## 13. Agency Updates

- 12 online modules have been created for SAR courses
- OT/OTTL has been approved for delivery
- Vern is now on board as HOD for a 3 month contract

### NZSAR

- Health and Safety seminar being run in September
- START material still required for website.
- Awards a few weeks ago went really well
- Survey of 2015 SAR(ACE) students to be undertaken

### Police

- SAR coordinators workshop being held directly after SAR Conference. TPP are welcome to attend. It's about creating a no blame environment.

Student tutor ratios currently is 1:10. TPP proposes 1:9.

## 14. General Business

There is no further course development on the agenda. Jo mentioned that we are in another phase and in future are we going to have to review training and the curriculum to see if training is fit for purpose and future training needs.

Discussion around pre-course and online learning occurred.

Next meeting 19<sup>th</sup> September in Wellington following Health and Safety seminar.

Meeting closed 12.40pm

Incomplete actions from last meeting:

- One PAC member from each agency provide a 5 minute presentation on what they do. Deferred to next meeting.

<b>TASKS</b>	<b>Meeting date 7<sup>th</sup> June 2016</b>	
<b>Action</b>	<b>Person responsible</b>	<b>Due</b>
TPP to continue to refer SAR Police course enquiries to Jo Holden	Ashlee	Ongoing
TPP to develop standards for SAR Technical course and Air Observer courses, put through Academic Board for approval.	Hamish	Complete and will go through TPP AB process in July
Joint sector response report for Training for Assessor.	Hamish	Next meeting 19 <sup>th</sup> September
2017 moderation to be discussed at next meeting	PAC	Next meeting 19 <sup>th</sup> September
Phil to send dates for potential Coastguard ToA and ToD courses.	Phil	ASAP
Trevor to send outcomes for ESP through to TPP for academic approval	Trevor/Rhett	ASAP
<b>Parking Lot</b> <ul style="list-style-type: none"> <li>• Future demand for course, what is it?</li> <li>• Confirm with Martin regarding SAD – Jo is going to do this at SAR Managers</li> </ul>		

**For Governance Approval**

<b>TASKS</b>	<b>From SARPAC 7th June 2016</b>	
<b>Action</b>	<b>Person responsible</b>	<b>Governance meeting date</b>