



New Zealand Search and Rescue

SAR TRAINING GOVERNANCE GROUP MEETING

Meeting Notes

1:00 – 3:08pm Wednesday 14 September 2016

SLSNZ – Pelorous Trust Sports House

Hutt Park Road, Seaview, Wellington

Present:

Duncan Ferner – NZSAR

Rhett Emery – NZSAR

Paul Dalton - SLSNZ

Jo Holden – NZ Police

Samantha McNaughton – Skills International (via phone)

Phil Pollero – Coastguard NZ

Samuel Blight – TPP (via phone – left meeting at 2.40pm)

Steve Caldwell – LandSAR

Paul Craven - RCCNZ

1 Welcome

Duncan welcomed Samantha McNaughton and Phil Pollero.

2. Apologies

Mike Hill – RCCNZ

Patrick Holmes – Coastguard NZ

Johnny Tramoundanas-Can – TEC

Michele Turner – TEC

3. Notes of Governance Group meeting held on 16 March 2016

Approved with correction of “TTP” to “TPP” and correction of Michelle Turner’s name to “Michele Turner”.

4. Matters arising from the notes

4a. Foreign Students

Rhett reported that the request for foreign students to access SAR(ACE) training has gone from TEC to the Ministry of Education. The request is restricted to students with at least six months remaining on their Visa at the time of the course. The earliest effect of any change in policy would be for 2017.

Action:

Rhett to include reference to this within the MoU if confirmed.

4b. SAR Training Diagram

The diagram has been revised since the last meeting, with a change to the heading of the bottom box, and an adjustment to the placement of CIMS4.

Decision:

The updated Training Diagram was accepted

Action:

Rhett to incorporate the Training Diagram into the MoU.

5. Confirmation of any out of session matters since last meeting

There were no out of session matters to be confirmed.

6. SAR PAC Minutes and actions

Minutes of SAR PAC 7 June 2016 meeting were noted

Minutes of SAR PAC 7 September 2016 meeting noted. Action re item 9 – refer to item 10a of these notes.

6a. CIMS standards review – impact on delivery

The revised CIMS4 standards are now registered and on the NZQA website. The meeting discussed when TPP would assess against the revised standards and what impact these standards have on the programme and assessment. The expectation of the meeting was for the new standards to be used as soon as possible.

Samuel advised that the current delivery material is consistent with CIMS 2nd Edition, and with the new standards.

Decision:

TPP to assess against the new CIMS4 standards as soon as possible; this decision to be conveyed back to PAC.

Action:

TPP to prepare a one page explanation/summary for those with the existing CIMS qualifications outlining the differences between the two versions.

6b. Moderation – update and 2017 plan

Discussion on current moderation noted that action following the moderation of Search Techniques and has been very protracted, but that PAC is aware of the need to ensure moderation reports are fully implemented, and is using the moderation

table to track this action. The moderation process diagram is to be amended to include post moderation actions in the process.

Jo commented that the moderation process is very thorough and very good feedback and constructive comments have been received from the moderators. Some course moderation reports, such as Searching the Suburban Environment, contain recommendations that will require time and commitment to complete.

Courses identified by PAC for moderation in 2017 were considered and approved.

Decision:

2017 course moderation schedule accepted.

Action:

Rhett to update the moderation process diagram to incorporate post-moderation actions.

7. EM ACE

Samantha gave a verbal update on the delivery of EM ACE training. There will be additional training providers in 2017. Discussion identified some of the difficulties Skills have encountered such as the definition of a volunteer and eligibility for training.

8. SAR(ACE) Joint MOU

The MOU was updated and circulated after the last meeting. Discussion agreed to further include the SAR Table of Courses as appendices to the MOU.

Action:

Rhett to add the SAR Table of Courses to the MOU.

9. SAR(ACE)

9a. SAR(ACE) Training Report (1 Feb – 31 August 2016)

Discussion noted that course delivery to date and EFT consumption is down on the same period in 2015.

Decision:

Report received.

9b. 2016 SAR(ACE) EFT allocation

The meeting noted that PAC had discussed the EFT consumption to date, and that sector agencies were reviewing their requirements for any additional training this year.

EFT consumption down in response to the timing of some courses later in the year, and the non-delivery of some courses due to postponement or cancellation.

9c. Course update

Discussion noted that changes to courses can create difficulties for delivery. Courses need to avoid ongoing ad-hoc modifications; need to ensure sufficient time to review and implement changes before further modifications are made.

Discussed the need for sector and TPP to work to broaden the tutor base.

Action:

TPP to work on broadening the tutor pool and ask PAC to report back to Governance Group.

10. Student Survey

10a. NZSAR Survey

The NZSAR commissioned survey undertaken by MMResearch was received. The meeting noted that PAC will be collating any issues raised from the survey at their next meeting in November. Discussion noted the very positive feedback overall.

Issues relating to the release of email details and the accuracy of email addresses were identified. Samuel agreed to follow up on this at TPP.

The meeting agreed that the survey is to be repeated annually.

Decision:

MMResearch SAR Student Survey report received.

Actions:

Rhett to organise for the survey to be repeated early in 2017.

Samuel to check if the TPP student disclosure statement can allow for the release of email details for the survey.

Samuel to ensure that TPP enrolment forms capture email address details.

10b. TPP Student Survey

The TPP student survey summary for the year to date was received. Discussion noted that the response rate to the survey is very low, and whether TPP internal processes can be amended to enable a better response rate for SAR courses.

Action:

Samuel to develop a paper for TPP Academic Board on a proposal to improve the SAR student satisfaction survey response rate.

11. TPP credit review by The Skills Organisation

The updated table of the status of the credit review of TPP standards was distributed prior to the meeting. Samuel apologised for the time this review has taken.

Samuel confirmed that TPP is adopting the revised credits, with some already in place for 2016. The revised credits give confidence in the defence of the course standards. All revised credits will be applied to the 2017 training. The revised credit values should enable more courses to be delivered, with the opportunity for further course development. Course timetabling will need to factor in delivery costs and work in partnership between TPP and the sector for best delivery efficiency.

Action:

Implement revised credit values for all standards for the 2017 training calendar.

12. General Business

The Governance Group's TOR will be reviewed at the next meeting. Duncan invited PAC to review its TOR at its next meeting.

Prior to discussion of Item 13, Samuel was asked that TPP's Investment Plan for 2017 be submitted for the Governance Group prior to the next meeting. Samuel then left the meeting.

Action:

Samuel to supply to the Governance Group TPP's 2017 Investment Plan as it relates to SAR(ACE).

13. SARINZ SAR(ACE) Funding application for 2017

The meeting discussed the Investment Plan submission from SARINZ to TEC for SAR(ACE) delivery in 2017; TEC is seeking advice from the Governance Group in response to this application. Any questions of SARINZ in relation to their plan can be submitted to Rhett.

The meeting agreed that in order to consider this at the next meeting that a process document is prepared and agreed out of session, prior to the next meeting.

Action:

Rhett to prepare and distribute a process document for the consideration of multiple investment plans.

Meeting finished at 3.08 pm.

Next meeting: 30 November 2016.

Duncan Ferner
Chair
SAR Training Governance Group



New Zealand Search and Rescue

TASK LIST GOVERNANCE GROUP MEETING (POST 14 SEPTEMBER 2016)		
Action	Person Responsible	Status
4a. Rhett to include reference to funding of international trainees in the MOU if confirmed.	Rhett	
4b. Rhett to incorporate the SAR Sector Training Diagram into the MoU.	Rhett	
6a. TPP to prepare a one page explanation/summary for those with the existing CIMS qualifications outlining the differences between the two versions.	Samuel / TPP	
6b. Rhett to update the moderation process diagram to incorporate post-moderation actions confirmation of recommendations.	Rhett	
8. Rhett to include SAR (ACE) Table of Funded Courses as an appendix in the MOU.	Rhett	
9c. TPP to work on broadening the tutor pool and ask PAC to report back on progress to the Governance Group.	Rhett / PAC	
10a. Rhett to organise for the survey to be repeated early in 2017. Samuel to check if the TPP student disclosure statement can allow for the release to email details for the survey. Samuel to ensure that TPP enrolment forms capture email address details.	Rhett Samuel / TPP	
10b. Samuel to develop a paper for TPP Academic Board on a proposal to improve the SAR student satisfaction survey response rate.	Samuel / TPP	

11. Implement revised credit values for all standards for the 2017 training calendar..	TPP / Rhett	
12. Samuel to supply to the Governance Group TPP's 2017 Investment Plan as it relates to SAR(ACE).	Samuel	
13. Rhett to prepare process document for considering funding applications from multiple SAR(ACE) providers and distribute for out of session consideration	Rhett	
Parking Lot Reminders		