



New Zealand Search and Rescue

SAR TRAINING GOVERNANCE GROUP MEETING

Meeting Notes

1:00 – 3:00pm Thursday 23 March 2017

Lambton 4, Terrace Conference Centre

114 The Terrace, Wellington

Present:

Duncan Ferner – NZSAR

Rhett Emery – NZSAR

Mike Hill - RCCNZ

Jo Holden – PNHQ

Patrick Holmes – Coastguard NZ

Teresa Schwellnus – TPP

Steve Caldwell – LandSAR

Paul Dalton – SLSNZ

Stephen Waters - Skills International (left at 1.45 pm)

Kevin Banaghan - RCCNZ

Lauren James – Minute Taker

1. Welcome

Duncan opened the meeting and welcomed Teresa Schwellnus and Stephen Waters.

2. Apologies

Johnny Tramoundanas-Can – TEC

Michele Turner - TEC

3. Notes of Governance Group meeting held on 30 November 2016

Approved.

4. Matters arising from the notes

4a. International trainees

Rhett confirmed a new clause 4 has been incorporated into Appendix 2 of the MoU.

Teresa reported that TPP is seeking clarification of the English language requirements for international students in SAR (ACE), and the International English Language Testing System (IELTS) requirements specified for SAC courses. Teresa to discuss this with Rhett.

Action:

Teresa to discuss English Language requirements of international students for SAR (ACE) with Rhett.

4b. SAR Sector Training Diagram

Rhett confirmed the updated SAR Sector Training Diagram has been incorporated into the MoU as part of Appendix 1.

6a. CIMS standards review

- i. TPP has prepared a one page explanation/summary for those with the existing CIMS qualifications outlining the differences between the two versions.

Duncan suggested an aide-memoire outlining the changes from CIMS 1st Ed to CIMS 2nd Ed. After further discussion it was suggested that the MCDEM website might provide some suitable wording. The meeting agreed that Rhett contact MCDEM and come up with some suitable wording which he will circulate out of session.

Action:

Rhett to draft a practical CIMS aide memoire outlining the changes from CIMS 1st Ed to CIMS 2nd Ed and circulate out of session.

- ii. The SAR (ACE) Table of Funded Courses is still to be finalised prior to inclusion in the MoU.

6b. Moderation Process Diagram

- Appendix 9 of the MOU has been updated.
- Moderation process summary updated.

6. SAR PAC Minutes

Duncan reported that TEC had advised that SAR agency attestation of course enrolment numbers would not be acceptable to TEC for funding purposes.

8. SAR (ACE) credit values and EFTS

Teresa raised the issues TPP is facing relating to the 10 hours of course delivery per credit and the need to get something in writing from TEC or NZQA on this issue.

Rhett has written to TEC requesting that TEC:

1. uses the credit value of the provider and unit standard as the basis for the allocation of SAR (ACE) funding;
2. advise the TEO that TEC accepts the SAR Training Governance Group course approval process and credit values;
3. advise the TEO that the hours of learning per SAR course do not need to match the nominal 10 hours per credit for the purpose of SAR (ACE) funding.

The group noted that the 10 hours could be made up of learning that has happened prior to the course whilst carrying out their job. Johnny is organising a meeting between TEC, NZQA and Rhett and the group agreed that Stephen Waters should be invited to the meeting.

Action:

Rhett to request TEC to invite Stephen Waters to the meeting with TEC, NZQA and NZSAR.

10. SAR(ACE) Pre-course requirements

TEC has not replied to Duncan's letter in regard to the recognition of online learning undertaken by course members prior to the face-to-face course.

10b Proposal to improve the SAR student satisfaction survey response rate

Teresa explained that TPP is now using both the online survey and a short paper-based survey to obtain student feedback.

The meeting agreed for TPP to retain both the online and paper-based surveys.

13. SAR Training Funding proposal

NZSAR met with TEC to explore options for future SAR (ACE) funding.

15. SARINZ SAR(ACE) Funding application for 2017

Duncan wrote to TEC in regard to the SARINZ Investment Plan submission, outlining the process followed by the Governance Group at the 30 Nov 2016 meeting. The Chair of LandSAR also wrote to TEC separately and independently in January 2017 and was advised by TEC that a decision had already been made. Duncan met with one of the LandSAR board members and provided a copy of his letter.

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

a. MoU update

The version control table summarises the changes made to the MoU; the updated Table of Courses is still to be included.

TPP advised that they retain Copyright of TPP-developed courses, but accept the use of Creative Commons.

Mike Hill drew attention to Appendix 14 concerning Air Observer Training, in particular points 8 and 11.1 under "Roles and Responsibilities".

Action:

RCCNZ to meet with Rhett to address issues relating to points 8 and 11.1 of Appendix 14 of the MoU.

6. EM ACE

Stephen Waters provided an update on EM ACE from the Skills Organisation.

Duncan referred to the effect on training of the FENZ legislation which comes into effect on 1 July. Stephen thought that probably rural fire officers will become FENZ employees. EM (ACE) need the numbers to cover urban volunteers so when it becomes FENZ it will become a challenge. The Secretariat is engaging with FENZ providing an opportunity to get a better understanding of their capabilities. Stephen said the Ministry of Education does the determination for both ACE funds and they have been asked why the EFTS are not the same. There is a monetary difference but why are two administration groups needed when they are doing the same thing.

7. SAR PAC Minutes and actions

- Minutes of SAR PAC teleconference 16 Nov 2016 were noted.
- Minutes of SAR PAC March 2017 meeting not yet available.

A considerable amount of time was spent in both meetings on the issues around course delivery, EFTS, minimum numbers, course location and non-attendees. PAC members discussed ways to ensure that the volunteers can attend, that training is available and to get better assurance that a course confirmed by TPP ends up with people turning up.

7a. New course approvals:

PAC presented two new courses for Governance Group endorsement:

- i. Evaluation Training
- ii. Stretcher Management

Outcome:

The Governance Group endorsed both new courses for development into the SAR (ACE) programme, noting that Stretcher Management replaces the Personal Rope Rescue course.

7b. Moderation summary

The meeting noted the following:

- Moderation follow up actions of two 2015 courses still to be fully completed.
- Two 2016 courses were not moderated:
 - Manage the Marine Response - not delivered
 - Tracking Wilderness Environment - did not take place
- Three of the 2017 courses are set for moderation with dates in April and June.

PAC had discussed the impact of outstanding moderation work and the moderation schedule, and agreed to focus on resolving all current moderation rather than adding further courses to the 2017 schedule. The 2018 calendar will pick up on the missed courses and any further courses.

Outcome:

The Governance Group endorsed the moderation process being followed by PAC for 2017.

7c. SAR Leadership Moderation – Joint Sector response

PAC supported the joint sector recommendation to establish a working group comprising representatives from LandSAR, Coastguard and TPP to address the recommendations and potential requirements raised in the SAR Leadership moderation report. Duncan noted that this will require Agency support and costs – it was agreed that any costs incurred by the working group members will be borne by their agencies.

Duncan reported he has received complimentary reports from people who have attended the course.

Outcome:

The Governance Group endorsed the Joint Sector moderation report for SAR Leadership, the relevant agencies agreed that any costs incurred by the working group members will be borne by their agencies.

8. SAR(ACE)

8a. SAR(ACE) Training Report (Dec 2016)

The Training Report for Dec 2016 was received. Noted 25.39 EFTS underutilised in 2016. Some courses had not been run, others were cancelled or postponed for a combination of reasons, and the attendance level fluctuated.

Seven courses have been run in 2017 compared to 10 for the same period in 2016. The meeting discussed the timing of courses and whether training was getting underway too early in the year, being scheduled during school holidays or in the period leading up to Christmas which could affect attendance.

TPP agreed to provide data on past courses in 2014-16 to enable NZSAR to develop a better picture of regional course demand / attendance / cancellation.

It was noted that some regions are well subscribed, some not so well or nil subscribed.

Three courses cancelled in 2017 to date. TPP hope to run the postponed Air Observer course in October.

Jo said a suburban search course is needed. This will be discussed at the coordinators meeting in April.

Action:

TPP to supply Rhett with past course data from 2014-16, identifying course scheduling, attendance and cancellation by region.

8b. Tutors: Matrix, Progression, Forum

Rhett reported on the PAC discussion of the Tutor Matrix. There was some discussion at PAC over the accuracy of the report and if all tutors listed are currently available. PAC is identifying gaps in the North Island for some courses and Coastguard and LandSAR have been asked to seek nominations of prospective tutors. There are currently tutors from Police but there is a risk in having an over-reliance due to their availability.

TPP maintain the Matrix which needs updating and Duncan asked for an updated one for the next meeting.

Jo expressed some concern about tutor availability for the marine courses and the potential for this to impact on course delivery.

The tutor progression plan was discussed. The meeting agreed on the need to recruit from the sector, targeting where the gaps are and even shoulder-tapping to establish a pool of tutors in each area.

Outcome:

The meeting agreed on the tutor progression plan proposed by TPP and presented to PAC.

Tutor Forum

The tutor forum scheduled for February did not take place and at this stage there is not one planned.

Action:

TPP to provide an updated Tutor Matrix for the next meeting.

9. Update from TPP

Teresa provided an update on the investigation by Deloitte (for TEC) and NZQA which is in regard to programme delivery and TEC funding. She has been sent a draft copy of the report which has not yet been finalised. In December 2016 TPP was placed under Crown Management and Murray Strong was appointed as Crown Manager. The CE had resigned in July 2016 and the Chair of Council was acting CE until Alex Cabrera, previously CE at Aoraki Polytechnic, was appointed as CE. Graeme McNally's term as Council chair concludes in April and Andrew Robb will become a member of the council and take over as chair.

One of the areas the Deloitte investigation focussed on was the educational quality of two groups of courses, the scaffolding courses in Auckland and the SAR courses, around teaching hours and allocated credit values. The quality of teaching was found not to be in question but it is the credits that are the issue.

Samuel Blight has a new reporting line.

Rhett's report on his visit to TPP was received.

10. General Business

10a. Training Survey

An independent survey was undertaken in 2016 which is to be repeated shortly. TPP have provided a full list of email addresses for the survey, which will be distributed earlier in the calendar year than last year.

10b. Training Course

The SAR Managers two week training course is an important component of the SAR training but there is some uncertainty concerning the future course manning and leadership. The tutor who delivered the course last year has left TPP but Hamish is still there.

Action:

Teresa to ask Vern to confirm the TPP tutor for the SAR Managers course.

10c. TPP Review

Teresa reported that TPP are due to have their NZAQ EER four-year evaluation and review from 17 July and some courses and programmes might be reviewed.

10d. SAR Doctrine/policy

Duncan reported one of the actions for NZSAR is to develop a single reference doctrine/policy which will require sector engagement. NZSAR will be contacting agencies for names of people to become involved in the project.

Meeting finished at 2.50 pm.

Next meeting: 9 August 2017



Duncan Ferner
Chair
SAR Training Governance Group



New Zealand Search and Rescue

TASK LIST - GOVERNANCE GROUP MEETING (POST 23 MARCH 2017)			
Agenda Item No.			
4	Matters Arising from the 23 March 2017 meeting		
4a	Teresa to discuss English language requirements of international students for SAR (ACE) with Rhett.	Teresa/Rhett	
6a	<ul style="list-style-type: none"> i. Rhett to draft a practical CIMS aide memoire outlining the changes from CIMS 1st Ed to CIMS 2nd Ed and circulate out of session. ii. Rhett to include the finalised SAR (ACE) Table of Funded Courses as an appendix in the MoU. 	Rhett	
8	Rhett to request TEC to invite Stephen Waters to meeting with TEC, NZQA and NZSAR.	Rhett	
5a	RCCNZ to meet with Rhett to address issues relating to RCCNZ's role in Air Observer training, specifically points 8 and 11.1 of the Appendix 14 of the MoU.	Mike	
8a	TPP to supply Rhett with past course data from 2014-16, identifying course scheduling, attendance and cancellation by region.	Teresa	
8b	TPP to provide an updated Tutor Matrix for the next meeting	Teresa	
10b	Teresa to ask Vern to confirm the TPP tutor for the SAR Managers course.	Teresa	
Parking Lot Reminders			
Tasks Arising from the 30 November 2016 meeting:			
	13. Duncan and Rhett to develop a proposal for SAR training funding to be administered by NZSAR		