



New Zealand Search and Rescue

SAR TRAINING GOVERNANCE GROUP MEETING

Meeting Notes

1:00 – 2:59pm Wednesday 30 November 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

Kevin Banaghan - RCCNZ

Samantha McNaughton – Skills International (via phone)

Teresa Schwellnus – TPP (via phone – left meeting at 2.30pm)

Vernon Morris – TPP (via phone – left meeting at 2.30pm)

Steve Caldwell – LandSAR

Patrick Holmes (Coastguard NZ)

Johnny Tramoundanas-Can – TEC (via phone at 1.15 pm)

Michele Turner – TEC (via phone – left meeting at 2.30pm)

Lauren James – Minutes

1. Welcome

Duncan opened the teleconference and invited everyone to introduce themselves.

2. Apologies

There were no apologies.

3. Notes of Governance Group meeting held on 14 September 2016

Approved with the addition of Paul Dalton to the list of members present on page 1 and correction of “hat” to “that” in the last line of action 10a of the task table.

4. Matters arising from the notes

4a International trainees

The MoU section Appendix 2: EFTS Value is to be updated to include reference to the three EFTS available for non-resident SAR volunteers to undertake SAR (ACE) training. Johnny will provide wording for this once the TEC conditions are confirmed.

Action:

Rhett to incorporate a new clause 4 into Appendix 2 of the MoU for foreign student SAR (ACE) EFTS access, once wording from TEC is confirmed.

4b SAR Sector Training Diagram

The updated SAR Sector Training Diagram as circulated prior to the meeting was approved to be included in the MoU.

Action:

Updated SAR Sector Training diagram to be included in the MoU as part of Appendix 1 SAR (ACE) Training model.

6a CIMS standards review – impact on delivery

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

Rhett reported that he has prepared a draft Table of Funded Courses for the 2017 calendar with revised standards and credits, and has referred this back to TPP as there are some standards to be finalised.

Actions:

- i. TPP to prepare a one page explanation/summary for those with the existing CIMS qualifications outlining the differences between the two versions.
- ii. Rhett to include the finalised SAR (ACE) Table of Funded Courses as an appendix in the MOU.

6b Moderation Process Diagram

The updated Appendix 9 for the MoU, which includes a new clause 1.4.4 relating to assessment, and the addition of the Moderation Process Summary was circulated prior to the meeting. The updated Appendix was approved for inclusion in the MoU.

Action:

Rhett to update Appendix 9 of the MOU with the new clause 1.4.4 and the addition of the Moderation Process Summary.

10a SAR (ACE) independent student survey

Rhett confirmed that the independent SAR (ACE) student survey will be repeated again in 2017 by MMRResearch. It was Rhett's understanding that Samuel has completed the work on the student disclosure statement.

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

TPP believe that the actual response rate for their survey is 35% and that this can be improved. Duncan advised that he did not consider 35% was sufficient and a response rate of over 50% was desirable to give confidence. The low response rate was one of the reasons for carrying out the independent survey. Even with the incentive offer of a PLB the survey had yet to produce a better result. Duncan thought that more effort should be made to encourage participation before the students leave the room. A paper survey was considered as the best option to capture a higher response rate.

Teresa undertook to do some costing for re-introducing a paper-based survey as a paper survey does involve a lot of data management which increases the cost. She will report back before the next governance meeting.

Action:

Teresa to determine the cost for implementing a paper-based TPP student survey, as an alternative to the on-line survey.

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

5a NZSAR requests for SAR funding

Duncan reported he had written to the Ministry of Education seeking funding for:

- up to three EFTS for foreign students. This was approved and is covered in these Notes in section 4a;
- an additional \$100,000 for NZSAR to maintain and operate the SAR(ACE) arrangements. This request was declined.

There were no out of session matters to be confirmed.

6. SAR PAC Minutes

Minutes of SAR PAC teleconference 16 November 2016 were noted.

The PAC meeting had discussed the training calendar and the impact of the revised credits. The inclusion of online course components by TPP was deemed to be a significant change and in terms of the MOU process should have been referred to the Governance Group. PAC has asked TPP to provide further detail of the on-line course requirements.

The 2017 calendar has been submitted to the Governance Group for approval.

Kevin reported on the PAC discussion about the number of “no-shows” at courses and the impact this has. SLSNZ had a very good model and very few “no-shows”; Belinda Slement has agreed to circulate their policy on no-shows. Course attendance requires a definite commitment and the consequences of a person not showing up should not fall on the provider.

The Governance Group discussed options for managing enrolment versus attendance, and sought advice from TEC on whether an attestation by each SAR agency confirming course enrolments would satisfy TEC for funding purposes. Johnny did not think that this would be acceptable, but would check.

Action:

Johnny is to check whether SAR agency attestation of course enrolment numbers would be acceptable to TEC for funding purposes.

7. EM ACE update

Samantha gave a verbal update. The last meeting on 18 October focussed primarily around forecasting for 2017. There is one provider for fire training and four providers for civil defence and emergency management. There has been under-consumption of EFTS for training this year but next year's figure is considerably more than allocated and she is working with the sector to ensure they keep within allocation. The governance meeting scheduled for the following week has been postponed because of the Kaikoura earthquake and the likely meeting date will be 24/01/17. This year has been a period of learning and she hopes next year will be more refined.

8. SAR(ACE) credit values and EFTS

The TPP course approval process is now applying a requirement for all courses to account for learning time based on 10 hours per credit, as per NZQA requirements for SAC funded courses. The Group did not agree that SAR (ACE) training courses need to adhere to this ratio. NZSAR are satisfied with the training as it stands as the outcomes as set by the SAR sector are being met, and the adherence to 10 hours per credit is unwelcome.

Teresa deemed that this is a TEO compliance requirement, whereas the Group consider that there is no such requirement for SAR(ACE). There was uncertainty where the authority from NZQA originated from and Teresa undertook to make some enquiries. NZQA is linked with SAC funding but not ACE funding. Duncan suggested that TEC needs to give the committee some direction on this issue.

Action:

- i. Teresa to investigate with TPP the basis for applying the NZQA 10 hours learning time per credit requirement to SAR (ACE) programmes.

Further to this discussion, the Group confirmed its view that SAR (ACE) training was not to adhere to the 10 hours of learning per credit. It is the Group's view that this requirement is not reflected in TEC SAR (ACE) funding conditions. The revised credit values recommended by The Skills Organisation have been accepted and these should form the basis for training and funding. The Group agreed that Duncan is to write to TEC requesting confirmation that funding for SAR (ACE) training should be based on the credit value of the outcomes.

Action:

- ii. Duncan to write to TEC requesting confirmation that funding for SAR (ACE) will be based on the credit value of courses.

9. 2017 SAR(ACE) Training Calendar / EFT allocation

9a 2017 SAR (ACE) Training Calendar

Rhett explained the proposed 2017 training calendar that was circulated prior to the meeting. As a consequence of the credit review there are 129 courses planned for 2017 consuming an estimated 142 EFTS based on an average attendance of 15 people per course. The calendar incorporates all agency training requests. If the number attending per course increases then the EFTS would increase and if the maximum number per course was reached then the EFTS would increase considerably. After discussion it was agreed to include an additional air observer / team leader course.

Decision:

The 2017 SAR A(CE) Training Calendar was accepted, with the ability to make minor amendments as required.

9b SAR(ACE) Training Report (1 Feb – 30 October 2016)

The report from TPP was received.

10. SAR(ACE) Pre-course requirements

The Group discussed the implementation of on-line course delivery by TPP. Rhett asked if TPP could move to online enrolment and then define courses as having an online component (rather than pre-course) and a face-to-face component. The inclusion of an online component was considered to add value to the face to face course, as long as the time for this was appropriate for volunteers. Johnny advised that if EFTS are to be claimed for enrolment and completion of online course delivery only (with no face to face course attendance) then a letter to TEC is required requesting the change and outlining the reasons for the request.

Action:

Duncan to write to TEC outlining how on-line course delivery utilises funding, and requesting that EFTS funding can be claimed for students who enrol and complete the online course components but not the face to face delivery.

11. Tutor Pool

Following the last governance group meeting Rhett had asked PAC to come up with a proposal or means of ensuring that the Training Programme could be sustained in the long term through retention and recruitment of new tutors and to bring them up to speed. It was noted that more tutors were needed for Marine SAR Technical and Marine Management courses in particular. A matrix of tutors exists but there is no process to fill the gaps.

The meeting discussed ways and means of identifying potential tutors. Tutors were needed in the regions where the people are to be trained and that would reduce the travel and accommodation costs. It was agreed that Rhett, Jo and Vern are to produce a paper for the next meeting proposing a way forward.

Action:

Rhett, Jo and Vern to prepare paper proposing a process to address tutor retention and recruitment.

12. Training Governance Group Terms of Reference

Rhett explained the revised Terms of Reference distributed prior to the meeting. The membership and composition sections of the Terms of Reference have been updated, and there has been a slight wording change made to the paragraph on conflicts of interest. The updated terms of reference as circulated were accepted by the meeting.

Decision:

The revised Training Governance Group Terms of Reference as presented were accepted.

13. SAR (ACE) – The future?

The meeting discussed the amount of effort which goes into managing SAR (ACE) at a governance level and the difficulty dealing with bureaucratic requirements. There had been some speculation about writing to TEC proposing a review of the SAR(ACE) model with the aim of achieving a less bureaucratic process with better outcomes for training. The suggestion was that the Governance Group could manage the funding from the Crown, contract training providers and report back to TEC.

If the group decided to take that action the work would need to be completed in early 2017 and the proposal would need to be referred to the Consultative Committee, and then to the Minister for approval. There would be no changes to the 2017 programme.

Steve reported that LandSAR was looking at the possibility of developing its own training plan and the proposal to undertake a feasibility study would be considered by their Board this week.

Paul said any chance of improving the programme and gaining benefits would be worthwhile. Jo too was fully supportive of any opportunity to make it easier to ensure that training is fit for purpose. She was very keen to see ACE training continue. Johnny supported the review and thought the benefits would probably outweigh the risk of the funding moving to SAR.

Duncan and Rhett will do some work on the proposal and talk to Johnny early next year.

Action:

Duncan and Rhett to develop a proposal for SAR training funding to be administered by NZSAR.

14. General business

Members were requested to remind people that nominations for the 2106 NZSAR Awards close at the end of January 2017.

15. SARINZ SAR(ACE) Funding application for 2017

Teresa reported it had not been possible to speak to TPP's CE on this matter prior to the meeting.

Duncan sought confirmation from TPP that they would be able to deliver all the training requested for 2017 within the EFTs allocated. Vern advised that some fine-tuning was required around locations but, yes, TPP can deliver the required training.

Duncan referred to the SARINZ request for permission to deliver and assess against TPP Academic Standards and asked if TPP would share the standards. Teresa responded that this request was not something that has been discussed since she has been at TPP. As of now SARINZ does not have any agreement with TPP to use these standards. Also, there is no agreement for TPP to undertake a Single Data Return for SARINZ.

TPP left the meeting at this time (2.30pm).

15a SAR(ACE) Training – SAR Training Providers

The meeting discussed the feedback and views raised by the questions provided in the paper on multiple training providers, distributed to members prior to the meeting.

It was agreed that Duncan will write to TEC outlining the views of the Governance Group and the process used to reach this position. Johnny confirmed that TEC would like this letter as soon as possible.

Action:

Duncan is to write to TEC as soon as possible outlining the process followed by the Governance Group, and presenting the Group's advice to TEC in regard to the SARINZ Investment Plan.

Meeting finished at 2.59 pm

Next meeting: Thursday 23 March 2017



TASK LIST GOVERNANCE GROUP MEETING (POST 30 NOVEMBER 2016)			
Agenda Item No.	Action – to update	Person Responsible	Status to update
4	Matters Arising from the 14 September 2016 meeting		
4a	Rhett to incorporate a new clause 4 into Appendix 2 of the MoU for foreign student SAR (ACE) EFTS access, once wording from TEC is confirmed.	Rhett	
4b	Rhett to incorporate the updated SAR Sector Training Diagram into the MoU as part of Appendix 1 SAR (ACE) Training model.	Rhett	
6a	i. TPP to prepare a one page explanation/summary for those with the existing CIMS qualifications outlining the differences between the two versions. ii. Rhett to include the finalised SAR (ACE) Table of Funded Courses as an appendix in the MOU.	Samuel / TPP	
6b	Rhett to update Appendix 9 of the MOU with the new clause 1.4.4 and the addition of the Moderation Process Summary.	Rhett	
10b	Teresa to determine the cost for implementing a paper-based TPP student survey, as an alternative to the on-line survey.	Teresa / TPP	
Agenda Item No	Tasks Arising from the 30 November 2016 meeting		
6	Johnny is to check whether SAR agency attestation of course enrolment numbers would be acceptable to TEC for funding purposes.	Johnny	

8	<p>i. Teresa to investigate with TPP the basis for applying the NZQA 10 hours learning time per credit requirement to SAR (ACE) programmes</p> <p>ii. Duncan to write to TEC requesting confirmation that funding for SAR (ACE) will be based on the credit value of courses.</p>	Teresa Duncan	
10	Duncan to write to TEC outlining how on-line course delivery utilises funding, and requesting that EFTS funding can be claimed for students who enrol and complete the online course components but not the face to face delivery.	Duncan	
11	Rhett, Jo and Vern to prepare paper proposing a process to address tutor retention and recruitment.	Rhett, Jo, Vern	
13	Duncan and Rhett to develop a proposal for SAR training funding to be administered by NZSAR..	Duncan, Rhett	
15	Duncan is to write to TEC as soon as possible outlining the process followed by the Governance Group, and presenting the Group's advice to TEC in regard to the SARINZ Investment Plan.	Duncan	
Parking lot reminders			