

1. **Present** Vernon Morris (Chair)
Ashlee Ilton (minute taker)
Jo Holden
Allan Mundy
Pete Corbett
Kevin Banaghan
Rhett Emery
Phil Pollero
Karen Walker
Julie Walker
2. **Apologies** Hamish McLean
3. **Introduction** Welcome from Vernon Morris, HOD Tai Poutini Polytechnic
4. **Matters arising from previous minutes** Typo; Tuhoe.
MTIR will not be moderated.
5. **Action points** All action points completed
6. **Moderation Summary** SSE – Fantastic moderation report with 11 recommendations for course improvements that are relevant.

Action point: Working group be formed immediately with Hamish as the project manager. Implementation plan for SSE development be supplied by end of September by TPP.

Training for Delivery – Sector report was pleasing. Courses that have been carried out by Gerard have been exceptional. Gerard is a highly skilled tutor for this course. Moderation reports produced by Trevor have been very detailed and robust particularly around academic. Recommendations are fairly light and can be implemented internally by TPP.

Action point: TPP to implement Training for Delivery recommendations for 2017 delivery.

TCS – Implementation of recommendations needs to go to sector for feedback

Action point: TPP to send TCS material to Pete Corbett

Search Techniques – Moderated in 2015, TPP was to create working group and implement changes. Changes have been implemented but not sent to sector for consultation.

Action point: TPP to follow up implementation of ST changes and consult sector.

TPP needs to adopt more processes around the way they undertake work and manage projects such as implementation of recommendations from course moderation reports. PAC agreed that this is an area that required improvement.

Action point: LandSAR to prepare a generic project management template that could be used by TPP and understood by the sector.

It was agreed that the moderation process diagram needs a final stage added to the process. "Confirmation of recommended changes implemented".

SAR Managers – Moderation report yet to be received.

MTMR – Course is yet to be moderated, there has been no courses run this year.

7. SARACE Calendar

EFTS are available to be utilised. Deferred courses for LandSAR could be reinstated. II courses are yet to be delivered in the North Island. NZSAR would like Coastguard, Police and Surf to consider their demands as they have only utilised a small amount of the EFTS this year.

- There has been 3 II courses delivered this year to LandSAR. Police, RCCNZ and Coastguard like to see the course.
- Surf need ATV training, TPP to liaise with Surf for North Island courses.
- Police need 4WD training, TPP to liaise with Police for North and South Island courses.
- First Marine SAR Tech course proposed to be in Wellington early Oct. Allan Munch and Kevin Banaghan to attend.

Break for morning tea 11am

Meeting resumed 11.13am

8. Multi agency courses

Financial administration of multi-agency courses. Relevant parties to talk with TPP as to how this can be administrated when there is multi agency costings.

9. Surveys

NZSAR survey was very positive, overall the courses are valued and applicable. There are aspects that can be improved. NZSAR will be looking to repeat the survey.

Action point: PAC members to identify action items that need addressing from the survey

TPP Student Satisfaction Survey - Appendix #1

Discussion:

- Previous survey was paper based and worked really well, why can this not be reinstated?
- Direct student feedback, can this be captured and reported back to SARPAC and/or course moderators.
- Meaningful feedback, could agencies send a survey out to their volunteers to capture feedback prior to moderation?
- Paper-base and email surveys still require manpower and someone to administrate data.

Action point: TPP to look at a paper base short survey (1-5 questions) that can capture instant feedback for tutors.

10. Online course development

Discussion around online learning modules:

- Credits to be justified, is the decrease in credits going to affect the needs of the clients because of the financial viability.
- Agencies do not want post course, volunteers won't complete post course work, waste of money chasing it.
- Is the EFT system working for SARACE?
- Is there a way agencies can incorporate post course to ensure volunteers are competent after attending a course?
- Without pre-course, how does a tutor know to deliver an appropriate course if their trainees are not at the appropriate level for the course?
- LandSAR and Surf are concerned about the volunteer's time that is going to be required for pre-course.

- Can agencies work with volunteers at training nights to complete pre-course?
- Tutors will be required to engage with students using online forums within Moodle. They will be able to see when volunteers have logged in and can prompt students who haven't.
- Face to face delivery will be much better with a lot more time for applied practical learning.
- Requires change from the volunteers and input from the agencies.
- Development of the online pre-course teaching model TPP are developing has not been consulted with agencies given that this is going to impact agencies and the volunteers.
- Do we need to change the learning model? Student surveys are indicating that this does not need to change. The funding model is what needs to change. NZSAR need to look at a way to see if the funding model can be re-looked to suit SARACE training.

11. Credit Review

NZSAR would like the credit review finalised before the next PAC meeting. The 2017 calendar will be collated using the revised credits from Skills report. What is the shortfall for the polytech with the reduced credits?

12. SARACE moving forward

Discussion:

- Maximising courses with maximum numbers. Scheduling courses regionally will save tutor time and travel costs.
- Minimising tutor costs, LandSAR volunteers available on courses to pair up with tutor/tutors to assist on courses. TPP will look at scoping this option with LandSAR.

PAC looked through the online Search Techniques Moodle link that was supplied by TPP. **Action point:** TPP to provide draft Moodle links for courses that have already been developed online.

Action point: TPP to provide an academic report on the need for online pre-course development, justifications and implications at next SARPAC.

13. 2017 Moderation Schedule

The following courses were agreed by PAC to be moderated in 2017:

Course	Reasoning
Investigative Interviewing	New course, potential to be multi agency.
Outdoor Risk Management	Fairly new course, 5 have been run in 2016. At present course is designed for LandSAR volunteers but there is no reason why this course can't be multi agency.
Operational Tracking Introduction	New course, needs to be moderated
Swift Water Awareness	No previous moderation has been completed on this course.

14. 2017 SARACE Calendar

Requests for courses to Rhett by end of October. The more realistic agencies can make their request the easier the calendar will be to collate.

We need to get smarter with about how courses are scheduled, and ensure that courses are not scheduled on dates where there is big events, SAREX's ect. This affects the number of attendees on courses.

Police have enough demand to schedule 4 MSART and MTMR courses; 2 South Island, 2 North Island. Everyone coming to SAR Managers for 2017 need to have the prerequisites.

15. Tutor approvals

TPP provided a list of tutors for PAC approval. Appendix #2

Proposed new tutors were submitted to discussion and approval; TPP and LandSAR will notify proposed tutors of PAC's final decision.

Pete questioned the process of tutors going from Shadow to Lead. There are some tutors on TPP's matrix that are questionable as a Lead Tutor.

LandSAR would like to work with TPP to create a collaborated model to build tutor capacity.

16. General Business

CIMS 4 US revised, Skills have registered the new standards with NZQA. The old standards are still valid. When will TPP move to delivering CIMS 4 against the new standard?

CIMS 4 is a pre-req for MTMR and ESP.

Action point: TPP to confirm when the new standards will be implemented.

Due to flights times, meeting was closed at 3.15 and agency updates were missed.

Next PAC scheduled for 16th November 2016 in Wellington

Incomplete actions from last meeting:
No incomplete actions from previous meeting.

TASKS	Meeting Date 7 th September 2016	
Action	Person responsible	Due
Searching Suburban Environment working group be formed. TPP to provide a project manager and supply a development plan.	TPP	End of September
Training for Delivery moderation recommendations be implemented for 2017 delivery	TPP	Frist course in 2017
Implementation of Search Techniques recommended changes be sent to sector for consultation	TPP	Before next SARPAC 16 th November 2017
Updated TCS material sent to LandSAR for consultation	TPP	ASAP
Agencies to action items that need addressing from independent survey conducted by NZSAR.	NZSAR	Ongoing
Look into paper base survey on courses (1-5 questions) that can capture instant feedback for the tutors.	TPP	Next SARPAC 16 th November 2016
Draft moodle links for all online precourse to be provided to SARPAC members for review.	TPP	ASAP

Academic report on the need for online precourse learning, justifications and implications.	TPP	Next SARPAC 16 th November 2016
Confirmation of when new CIMS4 standards will be implemented.	TPP	Next SARPAC 16 th November 2016
LandSAR to prepare a generic project management template that could be used by TPP and understood by the sector.	LandSAR/Pete	Next SARPAC 16 th November 2016

Parking Lot
Future demand for courses. What is it??

For Governance Approval

TASKS	From SARPAC 7th September	
Action	Person responsible	Governance meeting date
2017 Moderation schedule approved	Governance Group	14 th September 2016

2017 Moderation Schedule for Approval

Course	Reasoning
Investigative Interviewing	New course, potential to be multi agency.
Outdoor Risk Management	Fairly new course, 5 have been run in 2016. At present course is designed for LandSAR volunteers but there is no reason why this course can't be multi agency.
Operational Tracking Introduction	New course, needs to be moderated
Swift Water Awareness	No previous moderation has been completed on this course.

