

Search and Rescue Programme Advisory Committee

Minutes of the meeting held at 10 am on Thursday 17 May 2018
in the Upper Rakaia Boardroom, Sudima Hotel, Christchurch



Present:	Samuel Blight (TPP - Chair) Pete Theobald (NZ Police) Pete Corbett (LandSAR) Rhett Emery (NZSAR)	Jo Holden (NZ Police) Kevin Banaghan (RCCNZ) Phil Pollero (Coastguard) Belinda Slement (Surf Life Saving) <i>(arrived 10.20 am)</i>
In Attendance:	Vanessa Rankin (TPP - Minute Secretary)	
Apologies:	Karen Walker (LandSAR) Alex Cabrera (TPP)	Belinda Slement (flight delayed)
Welcome and Introductions:	<p>Ms Holden advised that Mr Theobald will be taking her place on the Committee while she is on four months' leave.</p> <p>Mr Blight gave an overview of TPP's current situation, including the requirement that assessments for some programmes be pre and post-moderated by SIT.</p> <p>Mr Blight advised that TPP is committed to delivering courses that are on the 2018 SAR calendar, but is happy to put on hold any delivery that can be held over until 2019.</p> <p>Ms Holden asked how cancelled courses are impacting on TPP. Mr Blight advised that the financial aspect of delivery is not the primary focus for TPP in 2018, and that TPP has a commitment to the SAR sector. He advised that TPP is not currently marketing courses to the Emergency Management sector.</p>	
Minutes of the Previous Meeting:	Resolved: That the minutes of the meeting held 27 February 2018 be confirmed as a true and accurate record.	
Update on Action Points:	<p>6b(i) Ms Walker to distribute CVs of tutor nominations from LandSAR to PAC members; other agencies to also distribute ASAP - On-going.</p> <p>6b(ii) TPP to urgently source tutors to meet the demand for Avalanche Awareness courses scheduled for this year. Mr Emery said there is a course pending at Ruapehu. Action Point: Mr Corbett to follow up on potential tutor.</p> <p>6(c) Tutor forum - Ongoing. Action Point: Ms Rankin to work with Ms Holden and Mr Corbett on tutor forum.</p> <p>6(d) Tutor progression plan - Mr Corbett asked what opportunities are available to tutors to enrol in 4098. Mr Blight suggested having a workshop on this at the tutor forum.</p>	

7) Credit allocation process - On agenda for this meeting.

9) TPP to book accommodation for SAR Managers' course – Actioned.

8(iii) Police and LandSAR to develop the competencies for Suburban Search as a pre-requisite for reviewing the alignment of the course, and to advise PAC when this is complete – Pending.

TPP to forward outline of on-line course material for LandSAR to include on their online course information – Pending.

SAR Calendar 2018:

Mr Corbett advised that GTO forums were being held, and that demand and supply was being looked at, as well as analysis of 2017 training. There is a disconnect between training needs analysis and enrolments. The Calendar represents demand/need but registrations are low.

The impact of cancelled courses was discussed. There is a lack of confidence in training if people think the course is going to be cancelled.

Mr Pollero advised that Coastguard is filling most of their courses and has demand for courses later on in the year.

Mr Emery asked Committee members to look at the Calendar for the year ahead and consider if any courses need to be re-scheduled. He said it is of concern that there is an identified need, but course numbers don't reach the threshold to run. The Far North, for example, is always going to struggle for numbers. There was discussion on how to manage these cases. It was suggested that a surplus on some courses could carry the deficit on courses with lower numbers. Mr Blight said this could be negotiated at the beginning of the year.

Ms Slement asked if postponed courses could be re-scheduled. Mr Emery advised that she should give her preferred dates to Julie at TPP, who will confirm if the date works with other agencies, or if the course could be run for Surf Life Saving only.

Mr Emery noted that EFTS consumption had decreased over the last three years, even though the number of students was consistent.

Tutor Matrix:

The Tutor Matrix is a living document that TPP maintains. There was discussion on the monitoring of tutor progression, and the fact that the tutors are TPP employees. Mr Corbett said he would expect new tutors to have a development plan. Mr Blight advised that this is something an HOD would manage. It was noted that the absence of a tutor forum in 2017 didn't help matters.

Mr Blight advised that the TPP communications team is working on improving communications with casual tutors.

Moderation:

Mr Blight advised that Jo Parsons had been working on the SAR Leadership course, and that his understanding is that she had received little feedback from an email she sent last year. Mr Corbett said he understood the changes were minor. The next SAR Leadership course is in November, so this needs to be resolved by the end of July.

Mr Emery advised that the SAR Managers' course is on track, and had been reviewed in March. NZSAR hosted a group to review the material and contracted Trevor Crozier to manage it.

Action Point: Ms Rankin to ask Jo Parsons to re-send the email.

Action Point: Mr Blight to contact Trevor Crozier and request the reports on OT and ORM.

Action Point: SAR Leadership moderation completed by end of July 2018.

There was discussion on the four courses scheduled for moderation in 2018. The academic moderator does not need to be a subject matter expert as they are considering the course from an academic perspective.

Mr Blight if TPP could use Trevor Crozier as their moderator.

Action Point: Mr Blight to check Trevor's availability and get back to TPP.

Action Point: Agencies to advise Mr Emery if they have people who can moderate the courses on the schedule.

Credit Approval Process:

Mr Emery advised that the proposed process for setting credit values of SARACE courses had been presented to an out of session SAR Governance Group meeting.

Mr Blight said that, from TPP's perspective, it is happy with the process but has concerns about the paragraph regarding TEC advising that the 10 hours per credit does not apply to SARACE courses. He asked Mr Emery if he has written confirmation of this from TEC. Mr Emery advised that he does have written confirmation, and that he would provide this to TPP. Mr Blight also advised that as TPP has had issues in the past, the organisation requires confirmation in writing from NZQA, as they have the legislative responsibility around learning hours and credits.

Credit Allocation – SAR Managers' Course:

Mr Emery advised that, while it is not explicit in the process, but is ultimately critical, is that the credit value in the current process determines the income for the course. He advised that he had browsed the NZQA framework to get a feel for comparable standards and their credit values. Assigned credit values need to ensure the course delivery is viable.

Discussion on this will continue after the lunch break.

Break for lunch 12.07 pm – 12.30 pm

12.30 pm - Mr Blight declared a conflict of interest in determining the credit value of the SAR Managers' course as he is employed by the organisation that will be receiving the funding for the course. He asked Mr Emery to chair the remainder of the discussion on this agenda item.

There was further discussion on the appropriate credit value of this course. Mr Emery proposed 32 credits for the police component, and 20 credits for the volunteers component; (the current course is 40 credits).

Resolved: That the SAR PAC recommends that the SAR Manager's course be set at 32 credits for police and 20 credits for volunteers.

Mr Blight resumed the Chair position

New Course Proposal – Training for Radio Communications:

Mr Corbett presented the proposal for a new course titled Training for Radio Communications. He advised that it is a critical part of risk management, particularly in remote locations.

Resolved: That the Search and Rescue Programme Advisory Committee endorses the proposed Training for Radio Communications course.

Verbal Updates:

TPP

An update from TPP was provided at the start of the meeting.

NZ Police

Ms Holden said they were preparing for the upcoming SAR Managers' course. There was discussion on who would cover the cost of tutor travel for the course. Ms Holden said the Police has paid for this in previous years, but she would like consideration given to the costs being moved. Mr Blight said he will talk to the TPP CE about this, but he suspected that TPP won't want to take on extra costs. He asked if she could provide the costs to TPP, and said that he will find out what has happened in the past.

Action Point: Mr Blight to discuss travel costs for the SAR Managers' course with TPP CE.

RCCNZ

Mr Banaghan advised that they were providing two staff for the SAR Managers' course.

LandSAR

Mr Corbett said feedback from the GTO forums is that the general impression is that delivery of SARACE training is very good. He said it has been suggested that some of the materials could be improved, eg text books and workbooks being replication of PowerPoint presentations. He said they are looking at a more regional approach to training, eg shorter blocks of learning in the evening as opposed to a two-day weekend course, with theory delivered via e-learning, then a practical block course. He said the training model needs to be more agile and flexible.

Coastguard

Mr Pollero advised that they are pleased with the numbers they are getting on courses, and that they are an improvement on past years.

SLSNZ

Ms Slement said there has been good engagement with the CIMS courses. She said people have been asking about a two day CIMS 4 course, as some have completed this course through another provider. Mr Corbett said he believes you can deliver CIMS4 in two days to SAR students, as unit standard 7335 is irrelevant to LandSAR volunteers.

Mr Emery said CIMS is bigger than just the SAR sector, and we don't want to invest too much time in changing CIMS as there is a whole of Government approach to it.

Mr Blight said there is the potential for a shift to an environment where the theory is on-line. He said he would be interested in the sector's feedback on how willing people would be to engage in on-line learning for CIMS. Mr Emery noted that student survey responses showed a mixed view of e-learning.

NZSAR

Mr Emery reminded Committee members that there is a second provider in the SARACE field, so there will be another PAC meeting with that provider.

Next meeting: Wednesday 15 August 2018

Meeting closed: 2 pm

Action Point		Meeting date	To be actioned by	Due date
i.	LandSAR to submit a proposal for CIMS as a 2-day course.	12 July 2017	Mr Corbett	15 August 2018
ii.	To review ST and TCS course material.	12 July 2017	Ms Holden/Mr Corbett	15 August 2018
iii.	TPP to forward outline of on-line course material for LandSAR to include on their online course information.	12 July 2017	TPP	15 August 2018
iv.	Police and LandSAR to develop the competencies for Suburban Search as a pre-requisite for reviewing the alignment of the course, and to advise PAC when this is complete.	31 October 2017	Ms Holden/Mr Corbett	15 August 2018
v.	Follow up on potential tutor for Avalanche Awareness course at Ruapehu.	17 May 2018	Mr Corbett	30 May 2018
vi.	Ms Rankin to work with Ms Holden and Mr Corbett on tutor forum.	27 February 2018	Ms Rankin/ Ms Holden/Mr Corbett	7 July 2018
vii.	TPP to extend tutor progression plan to include retention and recruitment.	27 February 2018	TPP	31 July 2018
viii.	Ms Rankin to ask Jo Parsons to re-send the email regarding SAR Leadership course.	17 May 2018	Ms Rankin	23 May 2018

Action Point		Meeting date	To be actioned by	Due date
ix.	Mr Blight to contact Trevor Crozier and request the reports on OT and ORM.	17 May 2018	Mr Blight	23 May 2018
x.	SAR Leadership moderation completed by end of July 2018.	18 May 2018	TPP	31 July 2018
xi.	Mr Blight to check Trevor Crozier's availability.	17 May 2018	Mr Emery	30 May 2018
xii.	Agencies to advise Mr Emery if they have people who can moderate the courses on the schedule.	17 May 2018	Mr Emery	30 May 2018
xiii.	Mr Blight to discuss travel costs for the SAR Managers' course with TPP CE.	17 May 2018	Mr Blight	23 May 2018