

NEW ZEALAND SEARCH AND RESCUE

Rapu Whakarauora Aotearoa

Minutes of Meeting
NZSAR SAR Multi-Agency Training Programme Advisory Committee
9.15am – 12.15pm Thursday 20 May 2021
NZSAR office, Room 6, 3 Queens Wharf
Microsoft Teams meeting: [Click here to join the meeting](#)

Present:

Name:	Agency:
Rhett Emery	NZSAR
Vanessa Rankin	TPP
Emma Burnett	TPP
Steve Davis	AREC
Kevin Banaghan	RCCNZ
Pete Theobald	NZ Police
Tony Wells	LandSAR
Brad O'Leary	SLSNZ
Rachel McKenzie	Coastguard NZ
Hannah Black	NZSAR – minute taker

1. Welcome

Rhett Emery opened the meeting and welcomed all attendees and provided attendees with a brief outline of the meeting.

2. Apologies

Name:	Agency:
Alita Bigwood	NZSAR

3. Matters arising from previous minutes.

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
5.	TPP update	TPP will deliver professional development training to SAR tutors in January 2021	TPP	Completed
7.	2021 SAR Calendar	Distribute the SAR training calendar for PAC approval	NZSAR	Completed – work on
8.	Moderation report and	CIMS4 – TPP will report back to PAC how recommendations have been implemented	TPP	Completed

	recommendations			
8.	Moderation report and recommendations	MSART – Martin Paget to be approached for availability as SME. All updated course materials will be reviewed by a PAC steering group	NZSAR	On-going
9.	Tutor matrix	NZSAR to facilitate an on-boarding workshop for new TPP SAR tutors	NZSAR	Completed
10	Tutor application	Information withheld for privacy reasons	NZSAR	Completed
11.	Student Training Survey	NZSAR to confirm with supplier that they can go ahead and carry out the student training survey for 2020	NZSAR	Completed
12.	General Business	NZSAR to present PAC recommendation for AREC to be a member of the Governance Group and PAC	NZSAR	Completed
12.		NZSAR to create a flier specifically for Coastguard regarding the On Scene Coordinator course terminology	NZSAR	Completed

Minutes of the previous meeting 20 October 2020.

The minutes from the meeting on 20 October 2020 were approved and accepted as a true and accurate record.

4. TPP update

Tutor Survey

The tutor survey was sent out several weeks ago, four responses have been received. These responses will be followed up on and once collated, TPP will send a summary to Alita.

Professional Development

In addition to Alita's professional development offering, there are staff based in Rotorua, Dunedin, and Greymouth for tutor observations in those areas and to create individualised plans for SAR tutors. This transition was kicked off in the past week. The start time depends on the availability of staff. The next course will take place in Christchurch soon.

Internal Course Moderation

TPP are in the process of defining course moderation. A recently retired staff member will be returning on a casual basis to work on this. TPP can generate a report to share with Alita. At present, there are no red flags.

CIMS 3 and 4

C4 Group has been contracted for SAR SME course production and materials for CIMS 3 and 4.

Tony stated that LandSAR is currently having internal discussions as to whether they stay with the existing CIMS 3 process or move to something more specific as what they have currently is not necessarily fit for purpose in its current form.

TPP advised that they could create some materials to go alongside the assessment. The consensus was that given the contract and funding, a course would be expected as well as the assessment.

Trevor and Patrice completed the CIMS 4 moderation report. No teaching is due to take place until the new assessments (Online 4A 29553/4) are implemented – this is consistent with the AOG approach.

TPP is not aware of anything still outstanding from the internal moderation.

Other business

The Investigative Interviewing course material may need updating as the current material is old.

The SAR Leadership Workshop in Auckland has been postponed due to low numbers and will be rescheduled subject to demand.

Actions:

TPP to send Alita a summary of Tutor Survey results

TPP to share a current internal course moderation report with Alita

TPP to produce course materials to go alongside CIMS 3 online assessment

TPP to update Investigative Interviewing course material

5. NZSAR update

Extended Search Planning

This course is still in development, steering group to review updates and check that the course outline aligns with MTIR course.

SAR Leadership

Course standards circulated in the PAC papers.

Pete did not receive the email dated 19/05 and wishes to read over it before endorsing.

Brad noted that two days seems quite a short amount of time to cover all the content.

Tony noted that the pre course and aide memoire appear identical and suggested it was made clear that only the assessment section of the document was required to be printed.

With the exception of Pete for now, the PAC is happy to endorse the course standards.

Tutors workshop update

Two workshops were hosted by NZSAR on Saturday 17 and Sunday 18 April 2021.

The MTIR and ESP tutors were invited to attend and review the course updates on Saturday.

All the Marine SAR tutors attended and reviewed the course updates for the Marine SAR Technical and MTMR course.

It was a positive experience for the tutors to have the collegial opportunity and support the new tutors as well as ensuring the integrity of the course presentation.

NZSAR intends to run SAR Leadership and CIMS4 workshops as soon as possible. If the new tutors attend these workshops, they progress to assistant tutors' level

Alita to arrange a conversation with Pete, Tony, Kevin and Trevor to clarify feedback.

Tony reiterated that weekend courses suit volunteers better than 3 day courses and noted that this has been largely ignored over MTIR and ESP reviews.

The group acknowledged that invites to the MTIR and ESP workshops would have been useful to discuss issues face to face.

Decision:

PAC endorses the SAR leadership course standards and recommends approval by

the Multi-Agency Governance Group.

6. 2021 SAR Calendar

Low registrations for courses reflect that volunteers have not been registering for courses in time.

Emma noted that part of the problem that TPP are experiencing is that they are struggling to find tutors.

The group discussed the current process of courses not being confirmed until registrations are confirmed. Brad suggested that a different model be considered to make course registration/attendance more successful.

Actions:

Alita to arrange a conversation with Pete, Tony, Kevin, and Trevor to clarify feedback.

PAC to consider a different model to make course registration/attendance more successful.

7. 2022 SAR Training Calendar planning

NZSAR is working with TEC to confirm the Mix of Provision table earlier and aim to get the calendar and contracts out in December 2021.

The impact is that we may need to have a PAC teams meeting to confirm the calendar and recommend the calendar for Governance Group approval in mid to late November.

The group discussed the idea that running fewer courses each year can mean more demand for those courses.

In the case of the Police, running centralised courses (out of Wellington) works well. The cost of travel and accommodation can be a stumbling block for running centralised courses. NZSAR to clarify whether the funding can be used to cover travel costs.

University campuses during holidays were suggested as suitable venues.

Action:

Alita to investigate whether funding can be used to cover travel costs and explore alternative models for running courses.

Decision:

PAC agreed to consult with sector to determine courses/demand ahead of a PAC meeting at the end of October.

8. Moderation Planning

SAR Managers course

NZSAR contracted Jo Holden to update the course materials for this course to be delivered 14 June – 25 June. There are 16 Police students and 8 volunteers participating in this course. The increased numbers of Police SAR Managers is required as the SAR Managers course was not delivered in 2018 and 2020. The Police SAR Managers course is to be reviewed by Win van der Velde. Pete noted on behalf of Rebecca Lockwood that the TOR has been agreed in principle but not signed off pending several discussions.

Air Observer's Course in Marlborough will be moderated on 9/10 October. Trevor Crozier has indicated he would like to moderate this course. Suggestions for a SME moderator include John Ashby from RCCNZ, Jono Gillan from ACR, Murray Miskelly from Coastguard Air Patrol, Neville Blackmore.

PAC endorses Trevor as the moderator of this course.

Rachel notes that she has not met Murray but will investigate and report back to Alita.

Investigative Interviewing course in Motueka is a possible course to be moderated as there are 6 registrations for this course set for 19 June 2021. Patrice Nilsen is available as the academic moderator. Suggestions for a sector SME are requested. PAC endorses Patrice as the moderator of this course. Win van der Velde was suggested as the SME moderator.

Actions:

Rachel to speak to Murray Miskelly and report back to Alita.

PAC to share any other suggestions for SME moderators for AOC and Investigative Interviewing Courses to Alita over the next few days.

Alita to confirm choices for both courses via email to PAC.

Decisions:

PAC endorses Trevor Crozier as the moderator of the AOC Course 9/10 October in Marlborough.

PAC endorses Patrice Nilsen as the moderator of the Investigative Interviewing Course 19 June in Motueka.

9. Tutor matrix

Standing agenda item.

TPP stated that CIMS4 course delivery is at risk due to lack of availability of tutors.

10. Tutors' application review

Seven applications were to be considered. Information withheld for privacy reasons

Actions:

Tutor applications to be progressed as noted above.

Information withheld for privacy reasons

11. Student Training Survey

This survey was taken between 16 December 2020 and 11 February 2021.

There were 251 participants for this survey in comparison with 299 participants for the 2019 survey.

The overall Net Promoter score increased from +55 to 61.

The average ratings for the course providers were high with LandSAR at 97% and Tai Poutini at 86%.

The snapshots capture the uptake of courses by each SAR agency.

Some of the sample sizes were small, so the feedback may not be truly representative.

All in all, considering the impacts of the COVID-19 lockdowns on the training programme, a job well done for 2020!

Learnings

There is an opportunity to improve on the following:

- Outdated course material
- Pre-course and post course materials.
- Suitable venue locations
- Cancelled courses.

Suggestions from PAC on improvements:

- Consider changing email address consent next year in order to capture feedback directly after a course.
- Quarterly feedback seems to be a lot. It is worth questioning whether the feedback is valuable enough to warrant the effort
- Run the survey in October/November with the understanding that courses run later in the year will not be captured, and take an average snapshot on this basis
- It was queried whether the feedback was used to take participants' preferences on board for future interests, etc. or whether it became a 'wasted exercise'

Action:

Alita to consider PAC suggestions for improving the way the Student Training Survey is run and report back at next PAC meeting.

12. Sector Updates

AREC

Steve shared the AREC competency framework and suggested that competency frameworks could be shared across organisations for another way of collaborating. AREC is relatively new to this forum since receiving a large injection of funding so they are still finding their feet. They are currently looking to transition a large portion of training online. AREC's LMS (Bracken) is closely linked with their membership system.

Coastguard

It has been a busy time for CGNZ due to current travel restrictions. Training is currently a big project and preparation has been underway for 6 months already. This will roll out around September/October.

The LMS provider selected differs from the boating education provider but they hope to align these in the future. The course catalogue has been updated with e-learning featured.

Coaching and mentoring is being rolled out for skippers, SLSNZ is sharing their resources in this space. Radio operators both paid and volunteer are earmarked to be next.

LandSAR

Generally BAU for LandSAR. Jobs are up operationally. IT projects to support training and security are underway and competency frameworks are being updated.

Police

Police have experienced some staff changes with Nick Brown and John Pine both having departed. Response and Ops has been renamed Capability.

Pete is currently the only permanent Command and Emergency Management person.

The Assistant Coordinator positions will be announced soon; HQ will be announced next week, and the district roles will be announced soon after. Once staff are on board, they will be introduced to relevant partner agencies.

Dip Flat was successful, LandSAR will be included again next year.

Planning for SAR Managers is underway. Win will be reviewing the course and will reach out for feedback. The group advised Pete they are happy to be the representatives from their agencies to be contacted by Win as a starting point. Rhett to share their contact details with Win.

Rhett noted that the new coordinators could drive demand for training.

SLSNZ

The first National SAR Summit is taking place in several weeks' time, involving cross-sector collaboration. The programme is based on the National Lifeguard School and will be a 3 day summit.

The digital radio network is being rolled out across country.

It has been a busy season for searchers with more body recoveries which leads to the question: are the team trained and prepared for these scenarios given the typically young age of volunteers?

The relationship between SLSNZ and SLS Northern Region continues to thaw and is looking positive.

SLSNZ is in discussions with WSNZ who are currently funding some campaigns.

TPP

A busy time for TPP with a focus on lots of different workstreams including learner journey, IT, and finance.

It is business as usual with Tai Poutini Polytechnic while it is in transitional phase integrating as a subsidiary company of New Zealand Institute of Skills and Technology until 2022. They will have better access to other courses and can currently still deliver courses nationally, but their future is still to be determined.

RCCNZ

Some staff remain seconded and other jobs are being back-filled but it is generally BAU for RCCNZ who have responded to 466 incidents YTD. Being a quieter time of year, this has been time for training and to provide support to police including delivery of training at the Police SAR Managers Course.

Air Operator's Training courses around the country are nearly complete and work is being undertaken with the Air desk to understand ways of working.

E-learning training courses are being developed, the aim is to have over 100 courses.

Planning for SARO is underway, applications will open September/October.

Action:

Rhett to share PAC contact details with Win for SAR Managers feedback.

13. General Business

Online Learning

SLSNZ's learning is largely based online. They have recently sourced a new LMS provider (E Train You). Brad proposes cross-sector collaboration which would have the benefit of saving money.

Mechanisms for consistency need to be established. NZSAR is currently working with volunteer managers to align/collaborate. It would be a good idea for Alita to convene a training managers session to share ideas across volunteer and PAC groups. A starting point could be for each agency to demonstrate their existing materials in a workshop format which would be funded by NZSAR.

Rachel noted that it would be useful for agencies receive a basic rundown on systems such as SARDonyx and an overview of the sector as a whole. RCCNZ currently has something similar in their training suite.

Rhett noted that Start is currently available. It should be considered whether this is the best platform going forward. Rachel suggested that Start could be integrated into individual agencies' LMS's.

It was also noted that different agency LMS's are likely to have the ability to 'talk to each other' which would be beneficial if each agency is unable to adopt the same LMS.

Also to be discussed in the proposed workshop is micro credentials. If this route was chosen, the Workforce Development Council would own the courses.

Action:

Alita to organise a cross-sector workshop for each agency to share their current learning materials

- Action and Responsibility Table - Meeting of 20 May 2021

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4.	TPP update	Action: TPP to produce course materials to go alongside CIMS 3 online assessment	TPP	
4.	TPP update	Action: TPP to update Investigative Interviewing course material	TPP	
5.	NZSAR update	Decision: PAC endorses the SAR Leadership course standards for GG approval.	NZSAR	Completed
6.	2021 SAR Calendar	Action: Alita to arrange a conversation with Pete, Tony, Kevin and Trevor to clarify feedback	NZSAR	
6.	2021 SAR Calendar	Action: PAC to consider a different model to make course registration/attendance more successful	All	
7.	2022 SAR Training Calendar planning	Action: Alita to investigate whether funding can be used to cover travel costs and explore alternative models for running courses	NZSAR	

7.	2022 SAR Training Calendar planning	Decision: PAC agreed to consult with sector to determine courses/demand ahead of a PAC meeting at the end of October	All	
8.	Moderation Planning	Action: Rachel to speak to Murray Miskelly and report back to Alita	Coastguard NZ	
8.	Moderation Planning	Action: PAC to share any other suggestions for SME moderators for AOC and Investigative Interviewing Courses to Alita over the next few days	All	
8.	Moderation Planning	Action: Alita to confirm choices for both courses via email to PAC	NZSAR	
	Moderation Planning	Decision: PAC endorses Trevor Crozier as the moderator of the AOC Course 9/10 October in Marlborough	NZSAR	Completed
8.	Moderation Planning	Decision: PAC endorses Patrice Nilsen as the moderator of the Investigative Interviewing Course 19 June in Motueka	NZSAR	
10.	Tutors' application review	Action: Tutor applications to be progressed for Governance Group approval	NZSAR	Completed
10.	Tutors' application review	Information withheld for privacy reasons	SLSNZ	Completed

11.	Student Training Survey	Action: Alita to consider PAC suggestions for improving the way the Student Training Survey is run and report back at next PAC meeting	NZSAR	
12.	Sector Updates	Action: Rhett to share PAC contact details with Win for SAR Managers feedback	NZSAR	Completed
13.	General Business	Action: Alita to organise a cross-sector workshop for each agency to share their current learning materials	NZSAR	In progress

Next meeting:

- a. 2021 proposed meeting dates: Mid-October suggested for a December sign off, Alita to check in with TEC.