

Beauty Sector Qualification Advisory Group

Tēnei te mihi ki a koe, ki te hunga e whakaaro ana mō te tūranga nei. He kaupapa whakahirahira tēnei- hei hāpai i ngā mahi, hei āwhina, hei pūkai hoki i ngā mahi mō ngā ohumahi WDC e ono. Ka rere tēnei karanga ki te hunga whai pūkenga, whai wheako hoki, whai mātauranga hoki e tika ana ki tēnei momo mahi. Hono mai, tono mai, nau mai.

We would like to acknowledge the valuable contribution you will be providing, as a participant in the advisory working group. The purpose of this group is to apply the principles of Te Tiriti o Waitangi and uplift industry voice in the development of qualifications, provide TEOs with quality qualifications to build programmes from, support priority learners and collaborate in a meaningful way to help industry develop their workforce. We have invited a select group of professionals who possess the necessary skills, experience, and knowledge within industry, TEO providers, te ao Māori and priority learners.

Purpose

The purpose of the Beauty Sector *Qualification* Development Advisory Group is to contribute subject matter expertise and experiential knowledge for the advancement of beauty qualifications for the nail, beauty, and skincare sectors in line with the Tertiary Education Strategy (TES).

Toitū te Waiora, in conjunction with the Beauty Sector Advisory Group has reviewed the previous qualifications and determined that significant changes were required with some of these qualifications. Recommendations to NZQA will now be submitted. The development for new qualifications can now begin identifying the needs of the sector that better represents industry and priority community needs. Toitū te Waiora, in conjunction with the appointed subject matter experts (SMEs) outlined in the below member selection, will be responsible for the development of the new *qualifications*.

Honouring Te Tiriti o Waitangi and applying Mana Ōrite relationships

Members understand the principles of Te Tiriti o Waitangi and supports their application within the advisory group. Members will be working with Te Tiriti o Waitangi partners and this needs to be in a manner which enhances partnerships, engages effectively and appropriately in a manner that supports Māori Crown relations.

Mana ōrite relationships acknowledge the capabilities, authority and role between Māori and Crown, which is explicit within the Education and Training Act. We will facilitate respectful dialogue, consideration to hear each other's views and affording equal power within kōrero and decisions.

The Advisory Group

Membership will consist of 15 experts, appointed by Toitū te Waiora. An invitation to join the advisory group will be based on experience within the sector, understanding of industry and/or learner needs relating to the qualifications and standards. Participants agree not to charge Toitū te Waiora a fee for services and join the group to provide advice to ensure positive results and education outcomes are achieved for the qualifications that support their industries.

Toitū te Waiora Members and our Responsibilities

Toitū te Waiora representatives:

<i>Project lead</i>	<i>Industry & Sector relationships lead</i>
Qualification Systems Product Analyst ☸ Ashley Acklin	Industry Transformation Lead ☸ Sara Goff

Toitū te Waiora responsibilities:

1. set and adhere to meeting protocols and ground rules
2. organise and lead meetings effectively
3. preparation of agenda papers, schedule of meetings and meeting records prepared and disseminated
4. prepare schedule of meetings in accordance with approved project and business plans, standard setting priorities
5. document outcomes

Member Selection

The representative experts nominated by each client group will be appointed by Toitū te Waiora based on their strengths in the following areas:

- ✘ credibility with Toitū te Waiora and national beauty sector groups
- ✘ sector knowledge and experience
- ✘ communication and team skills
- ✘ knowledge of the New Zealand Qualifications Framework (NZQF) and assessment systems

Industry	Māori, iwi, hapū community and business
✘ Name, organisation and role	✘ Name, organisation and role
✘ Name, organisation and role	✘ Name, organisation and role
✘ Name, organisation and role	✘ Name, organisation and role
TEO / PTE / GTE / Wananga / Hapū	Pacific Peoples and Disability community
✘ Name, organisation and role	✘ Name, organisation and role
✘ Name, organisation and role	✘ Name, organisation and role
Peak Body	Vocational Pathways
✘ NZARBP, name and role TBC	✘ Name, organisation and role
✘ NZBPST, name and role TBC	
Te Pūkenga	Work Based Learning organisation
✘ Name and role	✘ HITO Name and role TBC

Member Responsibilities

- ✘ Provide industry specific informed advice, technical information, and critique during the development of *qualification/standards* content. This may include:
 - research, trends, retention data, career pathways, codes of practice, industry standards, and guidelines, regulations and compliance requirements, issues or challenges faced, or any industry intelligence that could impact on the quality of outcomes.
- ✘ Provide technical advice to guide the standards/qualifications development.
- ✘ Support the vocational aspirations of all learners who wish to achieve the *qualifications*, particularly Māori, Pacific Peoples and tāngata whaikaha/disabilities communities, priority learner groups.
- ✘ Ensure relevant groups are represented in an equitable manner.
- ✘ Consult and seek feedback from members own industry networks.
- ✘ Discuss challenges and opportunities for improving access to the standards/qualifications.
- ✘ Commit to the development process for the duration of the project.
- ✘ Approve what is to be communicated and share to their networks.
- ✘ Provide final endorsement of the qualifications; and
- ✘ Promote the qualifications to the sector and tertiary education organisations (TEOs)

Membership expectations:

- ✘ Understand the Te Tiriti o Waitangi principles and the Māori | Crown partnership.
- ✘ Attend meetings or provide advance notice of non-attendance.
- ✘ Respond to communications within requested timeframes.
- ✘ Prepare for meetings, including reading, gathering feedback from industry networks, and resolving gaps in technical information.
- ✘ Maintain the integrity of group deliberations and only share approved communications to networks.
- ✘ Contribute constructively and openly to the group.
- ✘ Work with manaakitanga, respecting other participants world views and mana
- ✘ Provide feedback within the requested timeframes on:
 - meeting records
 - action points
 - draft skill standards and qualifications
- ✘ Give notice of intention to withdraw from the group.
- ✘ Sign attestations.
- ✘ Maintain summaries of meeting discussions, and consultation summaries.
- ✘ Complete the consultation feedback summary report.
- ✘ Complete an Advisory Group satisfaction survey Work Groups.

Project stages

The project will involve four stages:

- ✘ Initiation - scoping and planning. This includes the development of vocational pathways and identification of gaps and then building a roadmap and timeline
- ✘ Focus Group kōrero within the Advisory Group will be on
 - reviewing the recommendations gathered from the *qualification review* process.
 - suggest changes
 - review of draft of the new *qualifications* before it is published for public response
- ✘ Submission to NZQA for evaluation
- ✘ Provide project evaluation feedback for reporting.

Working Task Groups

The Systems Product Analyst will consider the need for and establish specialist short-term work groups or panels to carry out specific standard or qualification development or review responsibilities as required. A separate Working Group Terms of Reference will be drafted specific to the project or task, outlining the scope and limitations for such a working group.

Resignation/Release of Members

At any stage Toitū te Waiora may release an individual from membership as a result of resignation or failure to meet the stated responsibilities. The replacement process will follow that of the Member Selection criteria above.

Escalation

If at any time Toitū te Waiora or members of the advisory group are not able to resolve differences or challenges, or there has been a significant breach of member responsibilities and expectations, then this will be escalated to the Qualifications Manager and Industry Relationship Manager. If no resolution is achieved, the GM Qualifications & Assurance and GM Industry Transformation will join the kōrero to bring the issue or breach to a resolution.

Reporting

Toitū te Waiora will report findings and outcomes for the Advisory Group to:

- ✘ Other Qualifications or Assurance team members
- ✘ Senior Leadership Team
- ✘ Toitū te Waiora Council (Board Members)
- ✘ Government and their Agencies - TEC, NZQA, and any other relevant government agency

Minutes may also be circulated where relevant.

Appendix 1

Project deliverables and timeline

1. Review sector vocational pathways
2. Identify qualifications gaps within pathways
3. Develop a roadmap and timeline

An outline of project deliverables and a draft timeline will be added as an addendum once the above have been developed

Appendix 2

Advisory Group Administration Guide

In the case of an Advisory Group member being unable to continue in the group a suitable replacement may be nominated by the departing member.

Or

The Industry Association Chairperson/CEO may be requested to nominate a replacement member.

Meeting Protocols

Meetings will be:

4. semi-formal and interactive.
5. outcomes focussed and results orientated.
6. consensus driven.
7. constructive, open and honest.
8. structured to achieve key actions and decisions.

Meetings | Hui

Chair - Meetings will initially be chaired by Toitū te Waiora Project Lead.

Quorum - A meeting quorum will only be required when decisions are required. In this case, the meeting quorum will be 7 members of the Advisory Group.

Format – As much as practical, meetings will be via online means, to ensure ease of attendance of people from a wide geographical area. Where face-to-face meetings are deemed appropriate, Toitū te Waiora will arrange the meeting venue and cover any cost to travel by the advisory group. Advisory Group members will need to apply to Toitū te Waiora and receive confirmation that costs associated with attending meetings in person are covered, including but not limited to:

- ✘ travel (flights and taxis)
- ✘ accommodation and meals

Decision-making process - All decisions must be taken with the paramount driving force to support TES objectives and industry needs. Decisions will preferably be made by consensus (i.e., members are satisfied with the decision, even though it may not be their first choice). If consensus is not possible, Qualifications Manager or GM Qualifications and Assurance will make a final decision.

Agenda, minutes, and decision papers - Agendas will not be provided for these meetings. Toitū te Waiora Project Lead will provide minutes and/or decision papers, if required.

Meeting Frequency - Meetings will be arranged at *six weekly* intervals, with additional meetings, as required. It is recognised that not all members will be able to attend all meetings.

Working groups – The function of the working groups is to plan and carry out specific components of the project. The Advisory Groups will endorse each groups deliverables and track them on a regular basis. Working Groups may be added (or existing ones consolidated) as the project progresses.

Proxies - Members of this group can send proxies to meetings, as membership is one representative from each relevant subsidiary

Amendment, Modification or Variation – The Terms of Reference may be amended, varied, or modified in writing after consultation and agreement by the members.