

## Appendix 1

# Te Ara Hou ki te Ora Qualifications Review 2020

## *Review Working Group - Terms of Reference*

### Vision

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*‘Mā te huruhuru te manu ka rere’*

The Review working group will review a suite of qualifications that meet the aspirations of whānau, hapū, and iwi; and empower them to make effective contributions of consequence to Te Ao Māori both today, and into the future.

The suites of qualifications to be reviewed include: Kaupapa Māori Public Health; Tiaki Kuia, Koroua; Social Services (Māori); Whānau Ora; and Care and Enabling of Disabled Tāngata Māori.

### Purpose

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The Review Working Group is to provide detailed and technical input into the review of the suites of qualifications in line with the objectives and principles outlined in the *‘Te Ara Hou ki te Ora Review Plan’*, including:

- Operating in accordance with the tikanga as set out in Appendix 1 that safeguard the integrity of both the New Zealand Qualifications Framework and Mātauranga Māori.
- Focusing on the best outcome for the current and future needs of the ākonga, iwi, hapū, hāpori, stakeholders and relevant sectors.
- Reviewing the suites of qualifications (strategic purpose statement, graduate profile, education and employment pathways) based on the analysis of feedback and information gathered from Providers, practitioners, the sector, and/or other stakeholders.
- Preparing the reviewed qualifications for consultation with whānau, hapū, and iwi.

### Key roles and responsibilities

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The key responsibility of the Review Working Group is to review the suites of Kaupapa Māori Public Health; Tiaki Kuia, Koroua; Social Services (Māori); Whānau Ora; and Care and Enabling of Disabled Tāngata Māori qualifications (strategic purpose statement, graduate profile, education and employment pathways), based on the analysis of information and feedback gathered.

## Selection Criteria

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The Review Working Group will reflect a balance of whānau, hapū, iwi perspectives; and the sector, including industry, education and communities. They will have a collective understanding of:

- The Māori Economy.
- Hauora, Health, and whānau, hapū, iwi development needs.
- Whānau, hapū, iwi, hāpori Māori needs and aspirations.
- The New Zealand Qualifications Framework.

Each member will have:

- Credibility with stakeholder groups.
- A depth of sector knowledge and breadth of experience.
- A willingness to be an effective voice and to achieve consensus.
- Demonstrated leadership capability.

## Responsibilities of members

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Members shall:

- Commit to the pan-sector purpose of the review.
- Contribute constructively and openly to the review of the Kaupapa Māori Public Health; Tiaki Kuia, Koroua; Social Services (Māori); Whānau Ora; and Care and Enabling of Disabled Tāngata Māori qualifications.
- Attend relevant meetings as required.
- Confirm minutes.
- Respond to communications.

Review Working Group members will work in collaboration with Māori Qualifications Services (NZQA), the qualification developer for these qualifications.

## Working Group procedures

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<b>Membership term</b>	For the duration of qualification review process.
<b>Quorum</b>	Five members
<b>Decision-making</b>	<ul style="list-style-type: none"><li>• Majority however consensus is preferred.</li><li>• All members have the authority to make decisions in line with the objectives of this process.</li><li>• Where consensus cannot be reached the Review Working Group may be required to vote. In this case a minimum of five members in favour is required for a motion to be carried.</li></ul>
<b>Meeting protocols</b>	<ul style="list-style-type: none"><li>• Generosity in all interactions.</li><li>• Full participation in decision making.</li><li>• Outcome focused.</li><li>• Consensus driven.</li></ul>

	<ul style="list-style-type: none"> <li>• Constructive.</li> <li>• Open and honest.</li> </ul>
<b>Frequency of meetings</b>	As required. One face-to-face review hui has been planned. Other modes of communication include email and tele/video conferencing.
<b>Absence</b>	<ul style="list-style-type: none"> <li>• There is no replacement person if a member is temporarily unavailable. The member is responsible for communicating with the group and providing their views prior to the meeting.</li> <li>• If the person wishes, they can participate in the meeting through electronic means.</li> </ul>
<b>Retirement</b>	If the member of the governance group retires, steps down, or is no longer able to fulfil their responsibilities, then Māori Qualifications Services will decide on a case by case basis how to fill this skill gap.

## Administration

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The review of New Zealand qualifications is based on a contributory model.

Māori Qualifications Services will assume the following costs for the review:

- Hui costs (meeting venue and catering).
- Administration costs.
- Where appropriate, feedback and comments can be made by telephone, e-mail and letters.

The following support will also be provided:

- Preparing and disseminating agenda and related papers, schedule of meetings and meeting records; documents required for approval to list qualifications; consultation documents and collated feedback from consultation.
- Maintaining web pages for information and consultation.
- Completing administrative tasks associated with the review including arranging the meeting venue and catering.
- Monitoring expenditure and advising of any constraints related to the budget for the review.

Review Working Group members, or their associated Organisations, will assume the following costs if required:

- Travel
- Accommodation and associated costs
- Breakfast and evening meal allowances.

In special circumstances and with prior agreement from the Manager, Qualification Services (NZQA), the following may be provided for agreed persons:

- Travel
- Accommodation and meals.
- Vehicle and taxi travel reimbursement.
- Breakfast and evening meal allowances.
- A fee (when applicable) as stated in *NZQA Meeting and Travel Procedures for Third Parties*.

## Appendix 1

### Ngā kaupapa Māori principles (adapted from Ngā Kaupapa o Te Hono o Te Kahurangi)

<b>Whanaungatanga</b>	The care of ākonga, whānau, hapū, iwi and mātauranga Māori itself will be a fundamental outcome of the review.
<b>Manaakitanga</b>	The presence and expressions of mana-enhancing behaviours and practices will be evident between all review participants.
<b>Pūkengatanga</b>	Those directly involved in the review will have the skills and knowledge needed to ensure that the values, beliefs, needs and aspirations of the people are met.
<b>Kaitiakitanga</b>	All review participants will ensure that the authenticity, integrity and use of mātauranga Māori is protected, maintained and transmitted appropriately.
<b>Rangatiratanga</b>	The review will reflect a unique and distinctively Māori approach to ensure the needs of ākonga, the wider community and other key stakeholders are met.
<b>Te reo Māori</b>	As the primary vehicle for expressing and transmitting Māori knowledge, values and culture, te reo Māori is practiced, promoted and celebrated.