

## Review Working Group - Terms of Reference

### Vision

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*‘Poipoia te kākano kia puāwai’*

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: Ngā Mokopuna - A Māori Worldview of Early Learning level 2 – 6.

### 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 review plan.

### Responsibilities of the Review Working Group

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The key responsibilities of the Review Working Group are to:

- operate in accordance with the tikanga, as set out in Appendix 1, that safeguard the integrity of both the NZQF and mātauranga Māori
- focus on the best outcome for the current and future needs of ākongā, iwi, hapū, hāpori, stakeholders and relevant sectors
- review the suite of qualifications (strategic purpose statements, graduate profiles, education and employment pathways) based on the analysis of feedback and information gathered from providers, practitioners, the sector, and/or other stakeholders
- prepare the reviewed qualifications for consultation with whānau, hapū, and iwi.

### 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:

- Maori world view in early learning
- Kohanga Reo movement
- Te Whāriki
- 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 Ngā Mokopuna a Māori Worldview of Early Learning suite of qualifications,
- attend relevant meetings as required,
- confirm minutes,
- respond to communications.

Review Working Group members will work in collaboration with MQS (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> <li>▪ Constructive.</li> <li>▪ Open and honest.</li> </ul>
<b>Frequency of meetings</b>	<p>One review hui has been planned;</p> <p>Other modes of communication include email and tele/video conferencing.</p>

<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>	<p>If the member of the governance group retires, steps down, or is no longer able to fulfil their responsibilities, then MQS will decide on a case by case basis how to fill this skill gap.</p>

## Administration

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

MQS will assume the following costs for the review:

- hui costs (meeting venue and catering).
- administration costs.

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.

Where required, to Review Working Group members, or their associated Organisations, will assume the following costs is 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*.