

Review Plan for Teacher Education and Literacy and Numeracy Qualifications

1. Objectives and Scope of the Review

The review of the suite of qualifications for which Ako Aotearoa is the Qualifications Developer includes 14 qualifications covering two key sectors: teacher education; and literacy and numeracy education. The review has the following objectives:

- a. To carry out a review of the suite of qualifications according to NZQA requirements and guidelines.
- b. To inform the review through the principles underpinning qualification design.
- c. To make provision for all key stakeholders to contribute to the review.
- d. To carry out the review in a timely and efficient way, utilising digital communication wherever possible.
- e. To ensure the review results in a package of qualifications that is current, targeted, fit for purpose and interconnected.

2. Roles and Responsibilities

Ako Aotearoa, as the Qualification Developer, has overall responsibility for the review. They have contracted others to assist in the review process. The key team involved in the review are:

- a. John Milne, Ako Aotearoa – Project Manager
- b. Linda Keesing-Styles, Independent Contractor – Project Director
- c. Graeme Smith, Independent Contractor – Project Facilitator
- d. Kristen Rive, Ako Aotearoa – Project Administrator

Linda and Graeme work collaboratively across their two roles with Linda taking a stronger oversight of Teacher Education qualifications and Graeme overseeing Literacy and Numeracy and Language Teaching qualifications. They are equally responsible for, and involved in, the review planning and processes. They will also be responsible for any technical writing on reviewed or new qualifications, if required.

To a significant extent, the review will progress through digital communication channels allowing for maximum opportunities for stakeholder input. All stakeholders have a responsibility to contribute to the process through digital channels and face-to-face consultation if and when required.

Decision-making on the milestones and outcomes of the review will occur as a result of consultation with key stakeholders and will be iterative. Ako Aotearoa

and the review team will endeavour to ensure all final decisions clearly reflect the outcomes of the consultation process.

3. Approach to Consultation and Communication

The review team is committed to comprehensive stakeholder consultation and communication and sees this as critical to successful outcomes of the review process. As indicated above, digital communication will be the primary method of consultation and the dissemination of milestone and final decisions.

Stakeholder engagement will utilise a **representative group** approach. Consultation with appropriate stakeholders will result in agreement as to who represents key groups.

This representative group will meet primarily through video conferencing platforms (e.g. Zoom) but will also utilise emails and other digital channels as required to provide input, offer feedback, complete tasks and report back.

A web page has been established to contain all key information about the review and this will be updated regularly. This web page is available to **all** stakeholders and will be supplemented by email communication where necessary. [View the web page »](#)

4. Timelines and Deliverables

The NZQA due date for review completion is 31/12/20. However, the team is working on a plan which would see the review ideally complete by the end of September to avoid any end of year demands on providers and other stakeholders. This may be exclusive of the development of any new qualifications, if required.

The process will unfold in four phases:

- 1) Preparing for the review
- 2) Planning the review
- 3) Conducting the review
- 4) Reporting the review

The phases with approximate timelines and deliverables are:

	Phase	Intended Deadline	Intended Deliverables
1	Prepare	31 March	Collate information on quals Initial analysis of data Establishment of stakeholder profile NZQA triggers review
2	Plan	30 April	Confirm stakeholder profile Prepare report of data analysis Prepare a plan (this document)

			Advise stakeholders and peak bodies Establish representative group
3a	Conduct	30 June	Map quals to workforce requirements Determine fitness for purpose Confirm workforce skill needs Stakeholder consultation Assess qualifications

3b	Conduct	31 August	Determine changes Analyse feedback and make changes Finalise qualifications Collate stakeholder support for revised qualifications
4	Report	30 September	Report the results of the review Create new qualifications as required (ongoing)

5. Resources

Ako Aotearoa is primarily responsible for the resources for the review and will cover the financial costs of undertaking the process. However, any costs for stakeholders to participate in the process will be at the cost of each individual stakeholder. This includes costs related to participating in the representative group. Costs will be reduced as much as possible through digital communication and consultation.

All other resources including documents, templates, reports, etc will be housed on the review web page.

6. Risks that may Impact the Review

There are few anticipated risks to the review proceeding according to plan. However, the actual risks are likely to have considerable impact. The risks, likelihood, impact and mitigation are listed in the table below.

Risk	Likelihood	Impact	Mitigation
Covid-19	High	Medium	<ul style="list-style-type: none"> Utilise digital communication Ensure representative group are likely to be available throughout
Lack of stakeholder response	Low	High	<ul style="list-style-type: none"> Develop robust stakeholder profile Ensure contacts are current Regular use of digital communication Currency of information on the web page Regular follow-up

Delayed timelines	Medium	Low	<ul style="list-style-type: none">• Follow planned schedule• Follow up non-responders early• Allow review to extend beyond September if necessary• Defer new qualification development if necessary
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