



Teacher Education Qualifications Review

Representative Group Terms of Reference

Purpose

The Teacher Education Qualifications Review Representative Groups will be the stakeholder representatives for the review of New Zealand teacher education qualifications listed on the New Zealand Qualifications Framework for which Ako Aotearoa is the Qualifications Developer.

The work of these groups will be in accordance with Requirements for listing and maintaining qualifications on the New Zealand Qualifications Framework. The groups will be facilitated by Linda Keesing-Styles and Graeme Smith under the direction of Ako Aotearoa. Graeme and Linda will also act as technical writers for qualifications changes or new qualifications if necessary.

The Representative Groups (RGs) will be expected to provide high-level feedback and consultative contribution during the review of the qualifications and to communicate progress to key stakeholders and other interested parties and provide final endorsement of the qualifications. Representative Groups will be established for Tertiary Teacher Education, Literacy and Numeracy, and Language Education.

External working relationships

The Representative Groups' members and/or review facilitators will engage as required with the following:

- NZQA Qualifications Services (QS)
- current owners of teacher education qualifications
- Wānanga and other key Māori stakeholders
- key Pasifika stakeholders
- teacher education qualification providers
- employers, ITOs, and other end-users
- national associations, other advisory networks, and peak bodies
- Government agencies.

Key roles

With regard to the purpose, the Representative Groups, through the facilitators, will:

- set “rules of engagement” for the review
- establish and implement the review process with an underlying project plan
- scope and develop an initial map for qualifications with a model for communication and consultation
- liaise with other Representative Groups and critically analyse developments
- determine and establish a decision-making process to enable outcomes to be achieved
- endorse the submissions (including qualifications) to Quality Assurance Division, NZQA.

Membership

The Representative Groups will be facilitated by the two project consultants.

The Representative Groups’ membership will reflect a balance of the teacher education sector, including industry, education, and communities. The group will have a collective understanding of:

- the New Zealand Qualifications Framework (NZQF)
- tertiary and adult teacher education, employment and management of tertiary teachers, tertiary sector needs and demands – present and future
- educational needs of diverse learners including – Māori, Pasifika, youth
- technology-enhanced learning
- work-integrated learning
- deep-domain subject area knowledge concerning adult education and/or adult literacy and numeracy education.

Each member will have:

- credibility within the sector and within the institution they represent
- depth of sector knowledge and breadth of experience
- willingness to be an effective voice and to achieve consensus.

Selection process

Expressions of interest are called for through stakeholder group networks. TEOs will be invited to select their most appropriate member for each group.

The Representative Groups may co-opt suitable person(s) where appropriate.

Tenure

Representations are for the period of the Teacher Education qualifications review process until the qualifications have been updated and listed on the New Zealand Qualifications Framework (NZQF). The major contribution is expected to be between April and August 2020.

Responsibilities of members

Members will:

- represent the sector rather than their own institution or business interests
- commit to the pan-sector purpose of the review
- contribute constructively and openly to the work of the group
- maintain regular attendance at meetings for the duration of the review
- confirm minutes
- respond to communications
- be prepared and informed, including being familiar with documents before RG meetings.

Meeting protocols

Meetings are:

- largely digital
- semi-formal
- interactive
- outcome focused
- consensus driven
- constructive
- open and honest.

Costs

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.

L Keesing-Styles & G Smith
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