

Working Group Terms of Reference: Level 5 Micro-credentials – Full Pipe Water Measurement System Installation and Full Pipe Water Measurement System Verification

This document sets out the Terms of Reference for a Working Group which will be formed to assist with the micro-credential development for **Full Pipe Water Measurement System Commission** and **Full Pipe Water Measurement System Verification**.

Background

After engagement with industry, an opportunity was identified to create standalone micro-credentials to support the irrigation industry, specifically the **commissioning** and **verification** of full pipe water measurement systems. These micro-credentials will allow companies to gain accreditation to work in the water measurement space.

Principles

The principles that underpin NZQA's decision regarding listing qualifications on the New Zealand Qualifications and Credentials Framework (NZQCF) will also be applied to this development. Specifically, the principles are that the development be needs-based, focused on outcomes, flexibility, trust and accountability. These principles will be characterised by a focus on:

- best outcomes for current needs as well as considering future needs;
- good quality outcomes for industries that use graduates while at the same time considering wider community needs and pathways;
- micro-credentials developed with flexibility in mind, but have clearly understood pathways and outcomes;
- a collaborative development approach encompassing mandatory and relevant stakeholders;
- ensuring Māori, Pacific peoples and tāngata whaikaha needs are considered and recognised where appropriate;
- ensuring outcomes sought by NZQA and partners are considered and recognised where appropriate; and
- working with a spirit of trust and cooperation



Roles and Responsibilities

Role	Responsibility
Development Lead	<p>The Muka Tangata Qualifications Analyst/s will:</p> <ul style="list-style-type: none"> • lead the development; • provide fair and clear timeframes for that feedback, where electronic feedback is necessary.
Working group participants	<p>Working group participants will:</p> <ul style="list-style-type: none"> • apply the principles listed above; • contact partners related to their sectors and conduct consultation activities as allocated; • monitor progress and follow up on consultation as required; • represent the interests of all partners in discussion forums; • provide guidance and contribute to the required decision-making; • respond to feedback within the timeframes provided by the Analyst; • assist with drafting the development's recommendations; and provide signoff as appropriate; and • expected to remain on the group for the duration of the project or nominate a replacement prior to departing.

Criteria for membership

The working group will include, as far as possible, diversity of representation relevant to the project. Representatives will be sought from:

- iwi Māori, Pacific peoples and tāngata whaikaha
- industry associations
- regulatory agencies (if applicable)
- the education sector, e.g., Te Pūkenga, Wananga and/or PTE

Members will be appointed by Muka Tangata based on the following criteria:

- current relevant expertise and experience in the industry and an advanced understanding of the roles within it
- integrity and credibility within the industry



- recent working knowledge of industry sector issues and an interest/commitment to the development of skills and training
- strong networking skills to engage or develop a mechanism for communicating with and gaining feedback from industry stakeholders
- a working understanding of the qualification(s), industry standard(s) and any programme(s) of training
- a willingness to collaborate with Muka Tangata and its delivery partners
- ability to work in a team
- availability and time to participate in email discussion, consultation and meetings

Meetings

Muka Tangata will arrange and facilitate all meetings and support the working group through the development process:

The following table describes further details related to meetings.

Area	Description
Quorum	The quorum is 60% of total group membership. When a meeting is not quorate, any decisions must be confirmed in writing by a minimum of 60% of the total group membership to be binding.
Decision-making	All members contribute to decision-making and are encouraged to seek external input as required.
Frequency/Term	A series of online meetings will be scheduled over a period of approximately two months (subject to change). Documents will be emailed to members for feedback following each meeting.
Dispute Resolution	Any disputes within the group will be discussed by the group promptly and in good faith. If resolution remains an issue, the dispute will be notified to the Development Lead, who will refer the issue to their manager.

Approval process for Terms of Reference

The terms of reference above will be discussed, adjusted if required, and approved at the initial meeting of the working group.

