

About: Advisory Groups for qualification development projects

Purpose of advisory groups

Members of our qualification development projects advisory groups contribute crucial industry knowledge and expertise. These advisory groups directly contribute to the topic and detail of the education products we develop.

Types of advisory group

There are four types of advisory group:

- Steering Group,
- Qualification Advisory Group,
- Provider Advisory Group, and
- Technical Advisory Group.

The objectives of each development project will determine the required types and number of advisory groups.

- **Steering Groups govern and provide industry oversight** of the project. We provide members with information about the qualifications, micro-credentials and skill standards that will be developed so that they can contribute ideas to the development. Their influence is largely at a **high level**.
- **Qualification Advisory Groups** are made up of industry representatives. These groups guide the development of **qualifications and micro-credentials**. These groups are responsible for defining the details of qualifications and micro-credentials so that they **meet industry standards**.
- **Provider Advisory Groups** are made up of representatives from Institutes of Technology and Polytechnics, Industry Training Organisations and Private Training Establishments. Members of these groups will provide insights from a **provider perspective** and review qualifications, micro-credentials and skill standards as they are being developed.
- **Technical Advisory Groups** help to develop **skill standards**. People working in the food and fibre industries make up this group. and should have strong technical understanding of the required skills and current industry understanding of how those skills should be applied within skill standards.

Expectations of advisory group members

We expect the same level of commitment for all advisory groups.

Members of advisory groups will:

- be available to participate in meetings, and respond to email discussion and consultation as required,
- provide feedback on drafts in a timely manner,
- consult with their industry contacts to get feedback and agreement on the detail of the education products (qualification, micro-credential or skill standard), and
- formally agree to the final education product at the conclusion of the project, as required by the New Zealand Qualifications Authority.

Frequency and duration of meetings

Details of timeframes and meetings, or other types of feedback, for the project will be negotiated at the beginning of each advisory group. Generally,

- **Steering Groups, Qualification Advisory Groups and Provider Advisory Groups** meet approximately once a month for 1.5 to 2 hours. These meetings will continue for the full duration of the project.
- **Technical Advisory Groups** meet more regularly (approximately fortnightly) for 1.5 to 2 hours. These meetings take place over a shorter period which will be determined by the scope of the project. Generally, meetings will be held for between 1 and 3 months.