Notes from the SAR Training Governance Meeting

Held 4 June 2013

The SAR programme will have three levels of organisation and management:

- ➢ **Governance Group**. Unique to this programme, a Governance Group (GG) will be established. It will exist to manage SAR training inter organisation relationships and set overall goals and strategies. It will meet approximately two times per year. The objectives of the GG are:
  - ➢ To manage the relationship between the various parties who deliver and receive training funded by TEC and to agree on any changes required to the delivery of training.
  - ➢ To maintain the overall health and direction of the system. The GG will receive and consider 'summary level' qualitative and quantitative information, via the PAC, about the delivery of standards-based training to the SAR sector.
  - ➢ The management of performance issues & discussions.
  - ➢ Receive (from PAC) and consider business cases regarding new courses, modification to existing courses, or research & development proposals.
  - ➢ Approve the SAR programme.
  - ➢ Set priorities and approve collective prediction of training need. This includes the final sign-off of the following years' 'training calendar', as developed by PAC and recommended to GG, for the whole SAR sector and associated parties. This should be completed by November annually.

- ➢ **Programme Advisory Committee**. The Programme Advisory Committee (PAC) meets 6 monthly with a focus on setting and delivering the SAR programme of training. TOR as per standard PACs (see separate documentation). The PAC provides summary reports and advice to the governance group
  - ➢ Quantitative
  - ➢ Qualitative
  - ➢ Proposed programme

> - **Technical Advisory Group(s**). These are set up by the PAC as required. Will be short term (time bound) working group for technical input (such as for a new course or if it is deemed something is wrong with a course.) Mandate, purpose and parameters set by the PAC.

Reporting. Reporting was discussed at length as a variety of requirements exist. TPP is the source of most of the formal reports and in addition to its TEC reporting requirements will:

> - Provide provisional figures to the GG (courses, numbers, participants) quarterly followed by final (confirmed) figures as they are confirmed.
> - The final quarterly report format is as per the TEC requirements - see Annex A. TPP will record the students nominating (home) SAR organisation plus their region. The final quarterly report will be sent to NZSAR and include all students.
> - Sorted versions (by SAR organisation) of the quarterly report will be sent to nominating SAR organisations and include only their personnel.
> - Provide to the GG quarterly a synopsis of the student satisfaction surveys.
> - Provide an EFT training delivery updates (against the agreed SAR programme) quarterly to NZSAR.

SAR agencies may choose to establish their own internal processes to capture and report on student satisfaction/competence at task following formal training.

Model. A diagram of the SAR training model is at Annex B

Moderation. EMQUAL will provide independent qualitative moderation of SAR training to the sector.

Prediction of SAR training. NZSAR is responsible, in consultation with the wider SAR sector, for formally predicting SAR training need and providing this information to TPP. This includes training what, where, when and numbers of trainees. A bottom up approach in the following sequence will occur annually:

> - SAR Organisations to NZSAR – Sep
> - NZSAR collation and initial prioritising – Oct
> - Presented to GG for discussion and prioritisation - Oct
> - Provision of agreed, prioritised programme to by the GG to TPP – Nov

Other matters

➢ TPP will provide to the GG a list of Pacific Island nations who meet TEC criteria for funding and those that do not.

➢ IP – Creative Commons the vehicle to be used by sector – without being prescriptive – request for this to be created with a heavy on sharing within the sector.

➢ Current training situation. Based on current consumption, only 90 EFT of 155 expected to be used in 2013. The sector needs to make smarter and more effective use of the available (requested by the SAR sector) courses. The subsequent PAC meeting (Thu) will explore ways to make better utility of the existing provision.   The GG agreed that wider SAR partner agencies (ambulance etc) can attend CIMS 4 during 2013 only. TPP is responsible for marketing this.

Actions.

• Meeting Notes to be completed & circulated. **NZSAR**
• Model, TORs and additional elements to be prepared and circulated for agreement. **NZSAR**
• 2009 Core Curriculum will be revised and will coalesce the various SAR training streams . **NZSAR**
• Reporting system as per agreement will be established. **TPP**
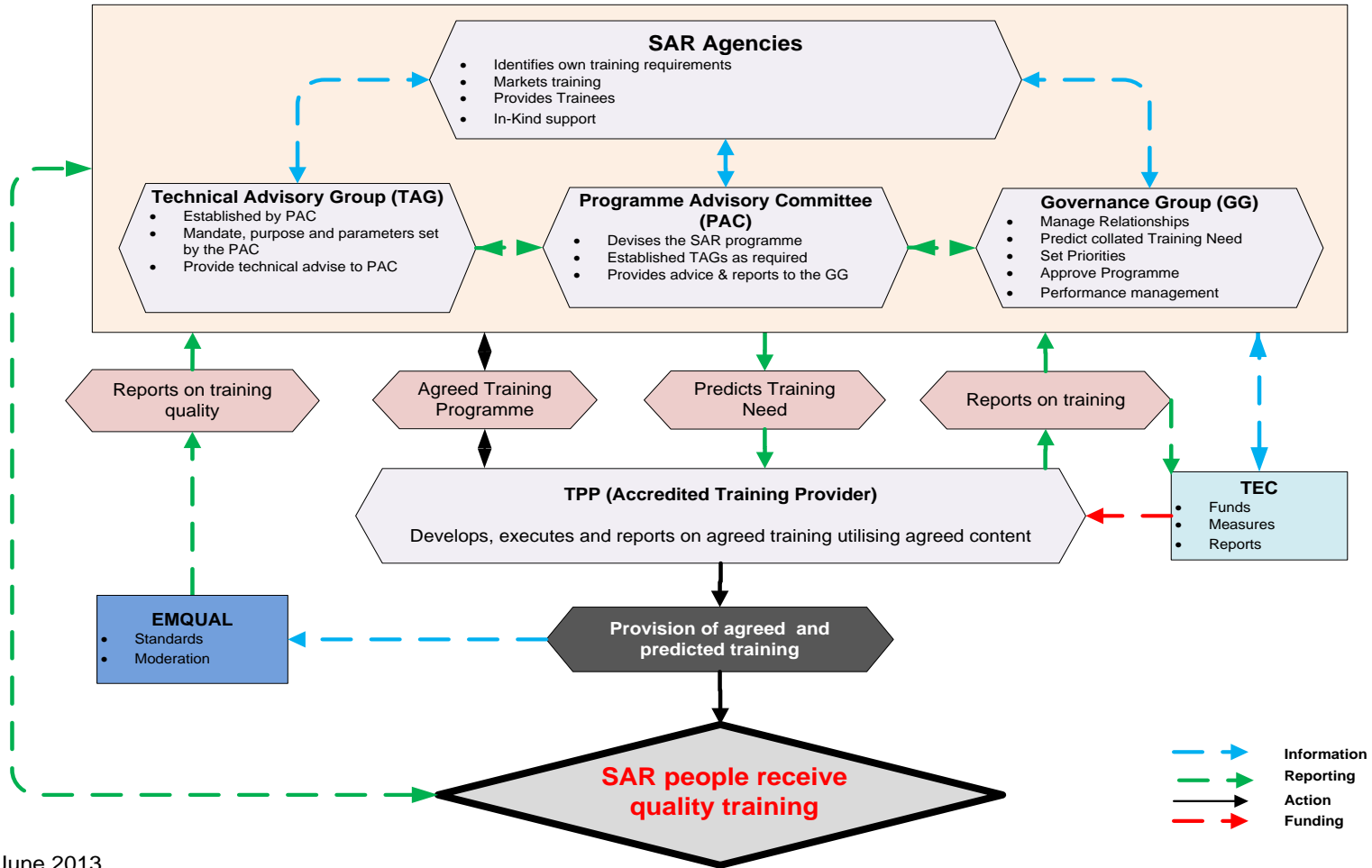• Get people to attend courses. **SAR Agencies**

Annex A

Search and Rescue
Enrolment Report Template

EDUMIS: 6024
Provider: Tai Poutini Polytechnic
Return period: Year 2013, Semester 1

Learner Surname	Learner First Name	Nominating Organisation		Learner NSN number	Date of birth	Provider's Student Number	EFTS enrolled	EFTS consumed	Funding source (ACE or SAC)	Qualification		Course		Learner successfully completed course?
		Org name	Region							Code	Name	Code	Name	
Bloggs	Joseph	LandSAR	Taranaki	12345678	1/01/1990	12345678	0.28	0.28	ACE	1234	Certificate in SAR	1234	Rope rescue	Yes
										1234	Certificate in SAR	5678	Compass magic	No

SEARCH AND RESCUE
SKILL ACQUISITION and EXTENSION TRAINING
TRAINING MODEL

SAR Agencies
- Identifies own training requirements
- Markets training
- Provides Trainees
- In-Kind support

Technical Advisory Group (TAG)
- Established by PAC
- Mandate, purpose and parameters set by the PAC
- Provide technical advise to PAC

Programme Advisory Committee (PAC)
- Devises the SAR programme
- Established TAGs as required
- Provides advice & reports to the GG

Governance Group (GG)
- Manage Relationships
- Predict collated Training Need
- Set Priorities
- Approve Programme
- Performance management

Reports on training quality

Agreed Training Programme

Predicts Training Need

Reports on training

TEC
- Funds
- Measures
- Reports

TPP (Accredited Training Provider)

Develops, executes and reports on agreed training utilising agreed content

EMQUAL
- Standards
- Moderation

Provision of agreed and predicted training

SAR people receive quality training

- - - → Information
- - - → Reporting
——→ Action
——→ Funding

As at June 2013