

Committee-in-Confidence

17 May 2013

## Beauty Services Targeted Review of Qualifications

### Elite International School of Beauty Therapy

MINUTES of the first meeting held at Elite International School of Beauty Therapy on 17 May 2013, at 10.00 am.

#### 1.0 Attendance and apologies

Name	P/A/NP	Nominating Organisation
<b>Governance Group</b>		
Patrick Lander	P	Institute of Technology and Polytechnic
Adam Berry	P	Private Training Establishment
Erica Cumming	P	Industry Training Organisation (Interim chair)
Judy West	P	Industry
Margaret Walsh	A	Industry
Michelle Woodyard	A	Industry
<b>Others</b>		
Kim Crosland	P	NZQA
Robyn Fitzgerald	P	Standards New Zealand

(P) Present  
(A) Apologies  
(NP) Not Present

## 2.0 Consultation meeting feedback report

<b>Action</b>	<b>Page</b>	<b>Paragraph/Sentence</b>	<b>Text</b>
<b>Amend</b>	3	Last paragraph	<ul style="list-style-type: none"> <li>Rachelle's name misspelt.</li> </ul>
<b>Insert</b>	5	Last paragraph/3 <sup>rd</sup> sentence	<ul style="list-style-type: none"> <li>It was agreed that all-rounders were generally most sought after. However, it was noted that specialisation was required further down the line.</li> <li>The group was divided on the discussion of Brazilian waxing.</li> <li>Further discussion was needed to identify what should be inserted into the graduate level.</li> </ul>
<b>Insert</b>	8	Governance group and working groups	<ul style="list-style-type: none"> <li>The Association offer to pay travel expenses for industry representatives on the Governance and Working groups was noted and acknowledged.</li> </ul>

Report accepted.

Judy/Adam

## 3.0 Governance Group terms of reference

<b>Action</b>	<b>Page</b>	<b>Paragraph/Sentence</b>	<b>Text</b>
<b>Insert</b>	1	Principles/2 <sup>nd</sup> bullet point	Industry/sector/community/ <b>learners</b>
<b>Insert</b>	1	Review stakeholders	Employees
<b>Delete and insert</b>	2	Role	'tone' replace with 'collaborative approach'
<b>Insert</b>	2	Governance Group members will:	Develop the needs analysis framework
<b>Insert</b>	2	Last paragraph	Provide communication updates agreed by the Governance Group
<b>Delete and insert</b>	3	3 <sup>rd</sup> paragraph	'half the' replace with 'four'
<b>Insert</b>	3	3 <sup>rd</sup> paragraph	The substitute should be fully informed and briefed by the Governance Group member prior to their attendance. They should be familiar with and accept the Governance Group Terms of Reference.
<b>Delete</b>	3	Selection Process 2 <sup>nd</sup> sentence	'draft' once Terms of Reference have been approved by Governance Group.
<b>Insert heading</b>	3	Above last paragraph	' <i>Specialist Advice</i> '
<b>Insert</b>	3	Last paragraph	This may include cultural liaison advisors, academic advisers, and/or technical experts. These specialists will report directly to the Governance

<b>Delete and insert</b>	4	Reporting requirements section	<p>Group.</p> <p>Reporting to NZQA will include:</p> <ul style="list-style-type: none"> <li>• The Plan (submitted within 3 months of the trigger date) – page 9-10; <i>Guidelines for the review of qualifications as levels 1 to 6 on the New Zealand Qualifications Framework</i></li> <li>• The Report (submitted within 6 months of the trigger date) – page 13; <i>Guidelines for the review of qualifications as levels 1 to 6 on the New Zealand Qualifications Framework</i></li> </ul> <p>The report will include:</p> <ul style="list-style-type: none"> <li>• Final workforce map and new qualifications map</li> <li>• Completed Qualification Review Outcome: NZQF 6 forms Changing the status of current qualifications for each qualification included in the review</li> <li>• Completed Approval to Develop a Qualification applications for each new qualification, including evidence of the need and stakeholder confirmation (NZQF 2)</li> </ul> <p>Consultation will occur with stakeholders on the following:</p> <ul style="list-style-type: none"> <li>• Confirmation of stakeholder profile</li> <li>• Identifying and confirming roles and skills sets to inform the needs analysis</li> <li>• Confirming that the resulting suite of qualifications will meet the needs of the sector.</li> </ul>
<b>Delete</b>	4	Administration	<p>Gathering data for needs analysis</p> <p>Preparing the draft needs analysis report</p>

#### 4.0 Working Group terms of reference

<b>Action</b>	<b>Page</b>	<b>Paragraph/Sentence</b>	<b>Text</b>
<b>Delete and Insert</b>	1	Responsibilities	'Bullet points' replace with 'Numbers' (1-6).
<b>Amend</b>	General		'GG' replace with 'Governance Group'
<b>Amend</b>	General		'Workshop' with 'Working Group'

<b>Amend</b>	2	Working group members will:	Replace last 3 bullet points with: <ul style="list-style-type: none"> <li>• Represent and consult with their network of stakeholders and across other working groups</li> <li>• Attend all meetings (may be face to face, or by video, or teleconference)</li> <li>• Provide an accurate record and full minutes of the meeting</li> </ul>
<b>Add</b>	2	Working group members will:	<ul style="list-style-type: none"> <li>• Provide feedback and contribute to all decisions</li> <li>• Register their substitute with the working group prior to the 2<sup>nd</sup> meeting</li> </ul>
<b>Insert</b>	2	New sentence after list above	Attendance of four members constitutes a quorum.
<b>Insert</b>	2	Duration and cost	The Association has offered financial assistance to industry representatives to attend meetings.
<b>Delete</b>	2	Working group administration	'facilitation of working groups'
<b>Amend</b>	2	Dispute resolution	'meeting facilitator' replace with 'group leader'

## 5.0 Working group nominations and membership

Admin are discussing with 'Weta' the level of involvement and participation they may be able to provide to the review. Admin are awaiting confirmation of a third industry representative on the Nails Working Group.

## 6.0 Stakeholder list for consultation

Confirmation has been requested by the Governance Group that the 'Stakeholders – primary contacts' is an accurate record of the 'single point of contacts' for the mandatory owners of qualifications.

## 7.0 Review of current suite of qualifications

Shaded qualifications in list are not registered by NZQA. It was noted that some current programmes are being offered by other providers and that this list may need to be updated. The ownership and responsibility of the qualification remains with the registered owner.

## 8.0 Needs analysis

To be further developed and discussed by the Governance Group. Specific needs of other ethnicities and special groups should be included both in the report and discussions in working groups.

## 9.0 Draft review plan

To be reviewed and discussed at next Governance Group meeting.

## 10. Communication plan

Communication messages to target and include 'consumers'. Feedback should be encouraged. Identify other strategies for communicating and involving our stakeholders. Consider the value of engaging with product distributors who have a direct relationship with industry and geographically located nationwide. It was agreed that the Association would engage with industry advising the importance of being linked to the Beauty TRoQ website.

Draft a website message confirming Governance Group meeting. Insert photo of Governance Group. Confirm next meeting date. Insert summary of meeting: 'Provisional agreement with Governance Group Terms of Reference; Working Group Terms of Reference and working group nominations. These will be confirmed after discussions with Governance Group members who were unavailable to attend initial meeting. Thank all those people who registered their interest in the working groups. The Standard of applicants was high and the Governance Group would like to thank and encourage their continual participation in the review. Specialist technical advisory groups may be established to assist both Governance and Working groups and this may be another way of contributing to the review'.

## 11. Confirmation of chair

Election of the chair was delayed as industry representatives were not in attendance. Erica was asked to remain interim chair until the next meeting where it is hoped that industry representatives will be in attendance.

## 12. Summary and next steps

The Governance Group members in attendance agreed that the interim chair should make contact with those members unable to attend the first meeting to discuss the meeting and recommendations with the intention to seek their response and agreement before announcements are made publically.

Agenda item for next meeting: Discuss - After 6 months what is the level of responsibility of the Governance Group?

## 13. Action points

<i>Action points from meeting 1</i>		<i>Who</i>	<i>When</i>	<i>Outcome</i>
1	Provide feedback of initial Governance Group meeting to Michelle and Margaret	Erica	ASAP	<a href="#">Completed</a>
2	Photo of Governance Group to be taken and placed on <a href="http://www.beautytroq.com">www.beautytroq.com</a> . Photoshop other members who were not present.	Admin	24/5	
3	Governance Group members to confirm their substitute.	Governance Group	24/5	
4	To draft 'successful' and 'unsuccessful' letters for working groups upon agreement by all Governance Group members.	Admin/Sara	12/6	
5	Identify a 'plain English' document on 'how a qualification is developed' for distribution to all stakeholders.	Admin/Robyn	12/6	
6	Check that 'Stakeholders – Primary Contacts' list aligns with NZQA List of Beauty Services Qualifications...' list.	Admin/Sara	24/5	<a href="#">Completed</a>
7	Identify and list all associated reviews. Identify relevant qualifications from these associated reviews that will fit in with our review as we	Admin/Governance Group	24/5	<a href="#">Completed</a>

	progress. For example: Business; Massage; Retail; Customer Service.			
8	To check qualifications with NZQA list.	Kim	21/5	
9	To check qualifications for 'special effects' (Cut-above).	Admin/Sara	24/5	<a href="#">Completed</a>
10	Draft website update on Governance Group (see details in section 10 'Communication Plan').	Admin/Erica	24/5	
11	Ask NZQA analysts what they are looking for in the Needs Analyst report.	Kim	21/5	
12	Obtain finished examples of 'Needs analysis reports' for distribution to Governance Group members.	Kim/Robyn	24/5	
13	Develop a framework for 'Needs Analysis Report'	Governance Group	28/6	
14	Send out meeting requests to Governance Group members.	Admin/Sara	21/5	<a href="#">Completed</a>
15	Word document of 'Draft Review Plan' and 'Communication Plan' to be emailed to Governance Group members	Admin/Sara	24/5	<a href="#">Completed</a>
16	<i>Track changes</i> to 'Draft Review Plan' and 'Communication Plan'. Be prepared to discuss at next meeting.	Governance Group	20/6	
17	Schedule into diaries the June and August meeting dates of the Governance Group – 20 June and 16 August 2013	Governance Group	21/5	
18	To review 'Reporting Requirements' in Governance Group Terms of Reference into two sections: 1. Reporting will include:  2. Consultation will occur with stakeholders on the following:	Kim	21/5	

#### 14. Next meeting

9 am – 2 pm, 20 June 2013, Auckland.

The Association will book a venue close to the airport. Members are asked to pay for their own lunch.

#### 15. Close of meeting

The meeting closed at 3.05 pm with a thank you from the Interim Chair.