

Terms of Reference

(Approved by Governance Group 20 June 2013)

Purpose

The purpose of the Beauty Services Review Working Groups is to provide technical input into the development of qualifications during the review, under the guidance of the Governance Group. Each group will represent an area covered by the Beauty Services Review, namely beauty therapy, nail technology, makeup artistry, and special effects aspects of Beauty Services.

Membership

The working groups will consist of members nominated by their respective organisations or who are independent practitioners. Members will be approved by the Governance Group. It is expected that each group will have about six members, selected through information supplied in the nomination form. Members may also be co-opted by the Governance Group, to provide balance and adequate numbers. Governance Group members are invited to attend and participate in working groups to support the process and provide information and direction to the working groups.

Working group members are required to have:

- current expertise and experience in the area
- understanding of qualification development
- strong networks within their area of interest
- an ability to work in a team and achieve consensus
- commitment to the Review principles
- time and availability to participate in meetings, consultation and email communication

Responsibilities

Working groups are responsible for:

1. contributing to the required needs analysis
2. mapping new qualifications against industry needs identified by the needs analysis
3. identifying a draft suite of qualifications in their area that provides defined pathways to further study and/or employment
4. developing a draft Strategic Purpose Statement and Graduate Outcome Statements for each qualification
5. reporting to the Governance Group (meeting minutes, recommendations)
6. making amendments, if required by the Governance Group.

Working group members will:

- appoint a working group leader who reports to the Governance Group (may be the Governance Group member on the working group)
- keep to the agreed scope and timelines set by the Governance Group
- actively contribute to reaching consensus
- act in good faith
- share the work and encourage participation
- represent and consult with their network of stakeholders and across other working groups
- register their substitute with the working group prior to the 2nd meeting
- attend all meetings (may be face to face, or by video or teleconference)
- provide an accurate record and full minutes of the meeting
- provide feedback and contribute to all decisions.

Attendance of four members constitutes a quorum.

Duration and cost

Working groups will be required for at least six months. Each working group meeting may be of one or two days and the venue will usually, but not necessarily be in Wellington. Each group member will cover personal travel costs. The venue and catering can be organised by HITO if the meeting is in Wellington. It is important costs are kept to a minimum and the use of other tools like video conferencing or Skype are encouraged.

For those members who find it financially hard it is important to discuss with the administration team how this obstacle can be resolved. The Association has offered financial assistance to industry representatives to attend meetings.

Working group administration

The HITO project team will provide:

- preparation of papers prior to the meeting
- provision of data collected from the needs survey
- communication to members
- collation of meeting notes (forwarded to the Governance Group)

Absence and retirement

Nominated members, if prevented from attending a meeting, may arrange for an appropriate substitute by notifying the Chair of the Governance Group. It is the responsibility of the committee member to make sure the substitute is fully briefed and understands their responsibilities in line with the terms of reference.

In order to ensure consistency the same substitute is to be used wherever possible. The substitute has full voting rights for that meeting only.

Any member of a working group may at any time resign by advising the Chair of the Governance Group. If necessary, the Governance Group will decide how to fill the skill gap.

Dispute resolution

Should there be any disputes within a working group, the matter will be referred to the group leader (if occurring at a meeting) or to the Chair of the Governance Group. Resolution of a dispute will be undertaken in consultation with the parties involved, including the Governance Group who will ensure that the interests of the Beauty Services Review prevail.