

Beauty Services Targeted Review of Qualifications

(Hotel Grand Chancellor Auckland Airport)

MINUTES of the second meeting held at Auckland Airport on Thursday 20 June, at 9.00 am.

Interim Chairperson: Erica Cumming

1.0 Attendance and apologies

Name	P/A/NP	Nominating Organisation
Adam Berry	P	
Erica Cumming	P	
Patrick Lander	P	
Judy West	P	
Margaret Walsh	P	
Michelle Woodyard	P	
Kim Crosland	P	NZQA
Robyn Fitzgerald	P	Standards NZ

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

2.0 Welcome

See Appendix A for the papers discussed at the meeting.

3.0 Minutes of the previous meeting

Approved as a true and correct record.

Adam/Judy

3.1 Matters arising from the minutes of the previous meeting

1. Terms of Reference for Governance Group and Working Groups were approved and can be placed on the beauty TRoQ website.

2. Letters to successful working group nominees should include a copy of the approved Terms of Reference.
3. Two industry experts have offered to provide advice to the beauty working group. This has been accepted and will be arranged by the Governance Group member on the working group.

4.0 Action points from the previous meeting

<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	Completed
2	Photo of Governance Group to be taken and placed on www.beautytroq.com . Photoshop other members who were not present.	Admin	24/5	Completed
3	Governance Group members to confirm their substitute.	Governance Group	24/5	Completed
4	To draft 'successful' and 'unsuccessful' letters for working groups upon agreement by all Governance Group members.	Admin/Sara	12/6	Letters to successful nominees to be sent week ending 28/6.
5	Identify a 'plain English' document on 'how a qualification is developed' for distribution to all stakeholders.	Admin/Robyn	12/6	Completed
6	Check that 'Stakeholders – Primary Contacts' list aligns with NZQA List of Beauty Services Qualifications...' list.	Admin/Sara	24/5	Completed
7	Identify and list all associated reviews. Identify relevant qualifications from these associated reviews that will fit in with our review as we progress. For example: Business; Massage; Retail; Customer Service.	Admin/Governance Group	24/5	Completed
8	To check qualifications with NZQA list.	Kim	21/5	Completed
9	To check qualifications for 'special effects' (Cut-above).	Admin/Sara	24/5	Completed
10	Draft website update on Governance Group (see details in section 10 'Communication Plan').	Admin/Erica	24/5	Completed
11	Ask NZQA analysts what they are looking for in the Needs Analyst report.	Kim	21/5	Completed
12	Obtain finished examples of 'Needs analysis reports' for distribution to Governance Group members.	Kim/Robyn	24/5	Completed
13	Develop a framework for 'Needs Analysis Report'	Governance Group	28/6	Completed
14	Send out meeting requests to Governance Group members.	Admin/Sara	21/5	Completed
15	Word document of 'Draft Review Plan' and 'Communication Plan' to be emailed to Governance Group members	Admin/Sara	24/5	Completed
16	<i>Track changes</i> to 'Draft Review Plan' and	Governance Group	20/6	Completed

	'Communication Plan'. Be prepared to discuss at next meeting.			
17	Schedule into diaries the June and August meeting dates of the Governance Group – 20 June and 16 August 2013	Governance Group	21/5	Completed
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	Completed

5.0 General items

- A new administrator has been appointed to the project team replacing Sara Luey – Mel Moates.
- The committee would like to acknowledge and thank the Association for funding a meeting venue and lunch for the second Governance Group meeting.
- Distributors are an ideal group of people who are able to engage with a wide cross section of the industry on the review. This group may be able to distribution flyers on the review.
- Other related reviews were identified and a link to their websites was agreed to.
- A request was received from The NZ Register of Holistic Aromatherapy (NZROHA) requesting to be considered as part of the Beauty Services Review. A discussion was held and the decision was unanimous. The Governance Group agreed that Aromatherapy would best fit with the Alternative Medicine Review. Contact will be made to inform this group and NZQA of the decision.
- The interim Chair was asked to leave the room and the remaining members were asked for nominations for the position of Chair of the Governance Group. No nominations were received. A vote was taken on the basis that the interim chair was willing to take on the role as chair. This was unanimous and Erica Cumming was confirmed as Chair of the Governance Group for the Beauty Services Review. She accepted.
- Working groups need to decide on their meeting schedule. Their first should be during July. These are to be set up by the Governance Group members for each working group.
- Governance Group members voluntarily agreed to join the working groups:
 - Beauty services – Michelle Woodyard
 - Makeup and Special effects – Judy West
 - Nails – Margaret Walsh
- It was agreed to contract an educationalist to write the Needs Analysis Report for this review. HITO has agreed to pay for this service. Adam agreed to be the sponsor of this project and be first point of contact for the contractor. It was agreed that the format of the Business Review Plan was a good example to follow.

6.0 Action points

Action points from meeting	Who	When	Outcome
1. Individual photos	<i>Governance</i>	24/6/2013	

		<i>Group</i>		
2.	Substitutes to be confirmed	<i>Governance Group</i>	28/6/2013	
3.	Establish a F & Q section on the website	<i>Project team</i>		
4.	Cross reference qualifications with mandatory stakeholders list <ul style="list-style-type: none"> • Cross check • Identify any missing providers 	<i>Project team - Tania Governance Group</i>		
5.	Send electronic copy of stakeholder list to Governance Group members	<i>Project team</i>		
6.	Programme owners – contact Northtec about qualifications	<i>Patrick</i>		
7.	Programme owners – check if any are not on the stakeholders list	<i>Project team Governance Group</i>		
8.	Develop posters for Beauty Expo and a flyer for general distribution	<i>Patrick Tania</i>		
9.	Develop a reminder notice to key stakeholders informing them of process and what to expect. Include appropriate forms NZQF 2 and 6.	<i>Kim</i>		
10.	Place reminder notice and forms onto website	<i>Rob</i>		
11.	Review Plan – bullet point phase 3	<i>Patrick</i>	20/6/2013	Redraft of plan
12.	Make contact with ‘nails’ provider in Invercargill.	<i>Tania</i>		
13.	Promotion of the review at the NZ Expo – ask Simon	<i>Michelle</i>		
14.	Link to other related TRoQs on the beauty website <ul style="list-style-type: none"> • Business • Hairdressing • Retail • Alternative Medicines 	<i>Rob</i>		
15.	Provide an overview of what needs to be established at the first working group meeting.	<i>Project team</i>		
16.	Source an educationalist contractor to develop the Needs Analysis Report	<i>Patrick Erica</i>	29/6	
17.	Provide a paragraph for needs analysis approach.	<i>Adam</i>	20/6	
18.	Survey – identify sample surveys for learners	<i>Robyn</i>		

7.0 Next steps

Important to:

- establish and commence working group meetings by July

- obtain the services of a contractor to develop a Needs Analysis Report
- keep stakeholders informed of progress.

8.0 Next meeting

Friday 16 August 2013, 9 am – 2 pm. Grand Chancellor.

9.0 Close meeting

Chair thanked the Association for sponsoring the venue and lunch and closed the meeting at 1.45 pm.

Minutes confirmed as an accurate record.

..... Chairperson
..... Date

Appendix A – Documents

Table 1 – Papers for discussion (meeting preparation papers):

Item No.	Document Title
1	Draft Terms of Reference – Governance Group
2	Draft Terms of Reference – Working Group
3	Draft Review Plan
4	Stakeholder list
5	Current suite of qualifications
6	Draft Review Plan
7	Needs Analysis framework
8	Communication Plan
9	Privacy Policy

Table 2 – Papers tabled at the meeting:

Item No.	Document Title	Tabled by
	Nil	-