

Appendix One - BCITO

Purpose of this document

This document focuses on the functions and areas that are defined as Qualifications Systems Functions (QSF). In no particular order of importance, they are:

1. Develop, Set and Maintain Industry Qualifications and Skill Standards (primarily the 'maintain' component but there may also be urgent requirements to develop new standards identified by TITOs as part of the transition)
2. Moderation Activities
3. Endorse Programmes
4. Skills Leadership (primarily 'research and analysis')

It should be read in conjunction with the generic Workforce Development Council (WDC) transition summary document and the BCITO transition plan for arranging training and other functions.

Background

BCITO is located across 22 locations with its main office being based in Wellington. There are approximately 380 people, up to 52 of whom (including 10 fixed term COVID Recovery Project FTE) undertaking partially or solely QSF functions. These QSF activities will be transferring to the Construction and Infrastructure Workforce Development Council.

Timing

There are a number of key dates that are relevant to the creation of WDCs:

1. Consultation with our people on organisational structure proposals will commence in late June 2021;
2. Workforce Development Councils' governance will be in place in early July 2021;
3. WDC operational stand up will be on October 4, 2021 with people in place and QSF transferred and expected to operate.

As the WDC establishment activities, including design, the WDC Establishment Unit advises there may still be the possibility of changes to the key dates outlined above. We have clearly articulated to the TEC and the WDC EU our expectation that 4th October is achieved and our willingness to provide whatever support is necessary to ensure that occurs.

Principles, Approach and Strategy

BCITO intends to work collaboratively with the RoVE (Reform of Vocational Education) WDC Establishment Unit to minimise the impact of these changes on our people. We will carefully manage the delivery and transfer of existing work to minimise the impact on industry, employers and learners. During the process we will meet its obligations of being a good employer, including treating our people fairly and transparently and maximising their opportunities to make the best possible choice for themselves.

We will work with other stakeholders to assist them to meet their objectives, and also hold them to account to deliver on their own undertakings.

Communications

BCITO will proactively communicate with industry, employers and staff about what the implementation of WDCs will mean. We will work with the RoVE/EU communications team to ensure that the information is accurate and timely. We will, where practicable, coordinate with other TITOs.

Mapping of Qualifications, Standards and Credentials

The following table describes the allocation of Qualifications, Standards and Credentials to WDCs.

	Construction & Infrastructure	Manufacturing, Engineering & Logistics
Qualifications	40	13
Standards	801	131

Managing the impact on our People

The creation of WDCs will mean that BCITO is no longer required or able to undertake QSF functions as of the operational stand-up date (4 October 2021). As a result, there will need to be changes to the jobs that some of our people perform.

There are two main scenarios that impact on our teams:

1. BCITO no longer needs the role, as all of the functions are to be undertaken by a WDC;
2. BCITO no longer needs to perform some of the functions in a role, as they are WDC related but needs to continue to perform other functions

Under option 2, BCITO will consult our people on changes to our structure to enable BCITO to continue to deliver the retained functions through Te Pūkenga. This consultation will happen in parallel to the consultation on the proposed WDC organisational structures.

The legislation enables the transfer of people without redundancy where a role in a WDC is substantially the same as their current role. We have been advised, however, there is no requirement for a WDC to employ any BCITO people.

As the WDC organisations are outside BCITO's control, BCITO will not be able to control or conduct any selection process for our people in the WDCs. Nevertheless, BCITO intends to take all possible reasonable steps to:

1. Provide input into and expert guidance on QSF including the impact on job design, processes and other requirements
2. Seek to understand the WDC organisational structures and position descriptions
3. Determine, in conjunction with the WDC EU, the impact of these changes on our people
4. Clearly communicate the proposed and final changes for our people, including providing a clear proposal for change as part of the consultation process
5. Support BCITO people through any selection processes including provision of interview training and CV writing skills
6. As appropriate, support our people to participate in WDC induction activities

It is noted that our people whose roles are to be disestablished and who are not offered substantially similar roles within a WDC will be able to apply for vacant roles in all WDCs ahead of other candidates.

Transfer of QSF Work in Progress and Data

The WDCEU has requested that BCITO stop all QSF work on September 4, 2021. This is to allow the necessary activities to take place to support the smooth transition of work in progress and the data that supports QSF. This includes historical data.

Specifically BCITO has been requested to:

1. Identify all existing QSF work
2. Determine the status of that work (complete, in progress, to commence)
3. Determine what information or data is required to support the work
4. Work with the WDC Establishment Unit to determine the best way to transfer the associated information and data
5. Transfer the data in the manner and timing mutually agreed with the WDC EU.

The EU data migration strategy has identified the following data types; Stakeholder Data, Qualification Data, Skills Standards Data, Moderation Data, Endorse Programme Data, Research and Analysis Data, Historical Data for supporting Business Process, Website Content Data, Files and Supporting Documents, Provider Data, Other data

Transfer of Assets and Intellectual Property to WDCs

Excluding data, no assets or intellectual property will be transferred to a WDC.

Locations

BCITO currently has the following office locations and leases:

It's anticipated all office leases and associated car parking and storage will transfer with Arranging Training Activities. No surplus space will remain.

Location	Term
51 Raumanga Valley Road, Raumanga, Whangarei	9(2)(b)(ii)
Unit C, Highbrook Drive Units, 38 Highbrook Drive, Auckland	9(2)(b)(ii)
Level 4, The Textile Centre. 117-125 Saint Georges Bay Rd, Parnell, Auckland	9(2)(b)(ii)
1A Tapu Road, Huapai, Auckland	9(2)(b)(ii)
Unit A, 8 Saturn Place Albany	9(2)(b)(ii)
1st Floor, 8C Maui Street, Te Rapa, Hamilton	9(2)(b)(ii)
40 Tawa Street, Mount Maunganui Tauranga	9(2)(b)(ii)
46 Currie Street, New Plymouth	9(2)(b)(ii)
71 Pururu Street, Rotorua	9(2)(b)(ii)
21A Derby Street, Gisborne	9(2)(b)(ii)
7A Austin Street, Napier	9(2)(b)(ii)

32 Amesbury Street, Palmerston North	9(2)(b)(ii)
37 Marsden Street Lower Hutt	9(2)(b)(ii)
234 Wakefield Street, Wellington	9(2)(b)(ii)
6/72 Oxford Street, Richmond, Nelson	9(2)(b)(ii)
NMIT Campus, 85 Budge St, Blenheim	9(2)(b)(ii)
Unit 13, 12/2 Barry Hogan Place, Christchurch	9(2)(b)(ii)
Unit 12, Shotover Ridge, 193 Glenda Drive, Queenstown	9(2)(b)(ii)
30 Portsmouth Drive, Dunedin	9(2)(b)(ii)
Unit 3, 41 Leet Street, Invercargill	9(2)(b)(ii)
156-158 Stafford Street, Timaru	9(2)(b)(ii)
Ground Floor + 2 carparks, 11 Te Tahi Street, Whakatane	9(2)(b)(ii)

Continuity of Industry engagement approaches

To successfully undertake QSF industry engagement is needed. BCITO uses the following mechanisms:

BCITO Contact	Industry Audience
<p>9(2)(a)</p> <p>General Manager Education & Stakeholder Engagement</p>	<p>National Advisory Groups (NAGs) – one for each industry (16 in total).</p> <p>The main function of National Advisory Groups is to provide a considered and broad industry advice to the BCITO. NAGs meet twice yearly, and their typical functions include:</p> <ul style="list-style-type: none"> Advice on industry requirements in terms of vocational education, particularly in respect of: <ul style="list-style-type: none"> development, maintenance and review of the qualifications (and supporting resource material where provided by the BCITO); the nature, relevance and configuration of training packages; industry appropriate approaches to learning, assessment and moderation; and off-job training or other curricula factors (as appropriate). NAGS advise the BCITO on changes and demands for vocational education to ensure it reaches as wider group of industry employees as possible. Provide a voice for trade associations and individual employers/employees on matters of vocational education. Advise on opportunities to improve outcomes of VET, including issues, difficulties and opportunities relating to improving accessibility, tackling access barriers, diversity, and quality of on-site and off-site learning.

Industry Skills Summits

Held annually, the Industry Skills Summits provide opportunities for industry leaders to engage with contemporary issues facing construction. In doing so, they consider the role of VET in meeting current and future issues. Featuring a range of thoughtful speakers and presentations, each annual Summit has proven to be a splendid opportunity for the BCITO and industry to enhance each other's understanding of real-time issues.

Qualifications, Standards and Programme Advisory Groups

Constituted on an as-needed basis, the BCITO has between ten and sixteen of these groups at any one time. Each group is specifically charged with tasks associated with the items undergoing review or development. These groups often have members drawn from NAGs and also include learner representation.

Industry Specific Sector Newsletters

Delivery via email, the Sector Newsletters are distributed quarterly to all employers and learners (approx. 29,000 recipients). Each industry receives its own newsletter, which includes specific trade elements (eg Joinery) and general BCITO news items. The open and click-through rates for newsletters are considerably higher than the industry standard. Feedback from industry members on published items is quite common, prompting further meaningful engagement.

Industry events (conferences, trade-shows, seminars, etc)

Most BCITO industries conduct their own industry events, either via industry associations or supply-chain channels. These events provide excellent opportunities for engagement via conference presentations, seminars and/or trade-shows. VET is always a hot topic at these, and well engaged in by employers and industry stakeholders.

Continuing School Focussed Activities

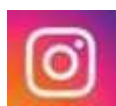
Direct support for school-focused activities (Gateway and BCATS) will shift to the BCITO unit within the Te Pukenga workplace learning subsidiary (note that responsibility for BCATS standards development will shift to the CIWDC).

BCITO Social Media

Social media is a key channel for engaging with industry. Current BCITO follower volumes are:



25,764
Facebook
Followers



6,261
Instagram
Followers



3,560
LinkedIn
Followers



771
YouTube
Followers



1,039
Twitter
Followers

	Feedback from industry comes to BCITO from all of these channels.
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We will work with industry and the WDC EU to continue (or replace) these industry engagement approaches.

9(2)(g)(i)

