

Appendix 5 - MITO

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
2. Moderation Activities
3. Endorse Programmes
4. Skills and Workforce Leadership

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

Background

MITO's national office is located in Wellington, with a large number of employees working remotely in regions across New Zealand. There are approximately 101 staff with up to 8 staff undertaking partially or solely QSF functions. These QSF functions will be transferring to two Workforce Development Councils:

1. Manufacturing, Engineering and Logistics, for the automotive, collision repair and refinishing, commercial road transport, mining and quarrying, passenger services, resource recovery, drilling, industrial textile fabrication, stevedoring and ports, and warehousing and logistics industries
2. Construction and Infrastructure, for the gas industry.

Timing

Unlike arranging training and other functions, QSF will be transferred from TITOs and NZQA at the same time, i.e. the execution is not staggered. This means that MITO will need to be aligned with other TITOs/NZQA in our activities.

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

1. Consultation with TITO/NZQA staff 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 4 October 2021, with staff in place and QSF transferred and expected to operate.

There is the possibility of changes to the key dates outlined above. The Reform of Vocational Education (RoVE) WDC Establishment Unit (EU) and MITO will be proactive in order to mitigate the impacts of any date changes.

Principles, Approach and Strategy

MITO:

- intends to work collaboratively with the WDC EU to minimise the impact of these changes on staff
- will carefully manage the delivery and transfer of existing work to minimise the impact on industry, employers and learners
- where possible, intends to support the minimisation of the cost of change on the vocational education system
- will meet its obligations of being a good employer, including treating staff fairly and transparently
- understands the need to be flexible, as the WDCs are not in place and are still in the design process.

Communications

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

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	4	68
Standards	76	1458
Credentials		13

Managing the Impact on Staff

The creation of WDCs will mean that MITO is no longer required or able to undertake QSF functions as of the operational stand-up date of 4 October 2021. As a result, MITO will need to review what structural changes will be required after the transition of the functions to the WDCs.

WDCs will manage the recruitment process. MITO will 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 MITO staff
4. Clearly communicate the proposed and final changes for MITO staff
5. Support MITO staff through any selection processes
6. As appropriate, support staff to participate in WDC induction activities.

It is noted that staff 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

MITO will 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, MITO will:

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 QSF status
4. Work with the WDC EU to determine the best way to transfer the associated information and data
5. Transfer the data in the manner and with the timing agreed with the WDC EU, subject to compliance with the Privacy Act 2020.

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.

Location

MITO's national office is in Wellington. The transfer of QSF will not provide sufficient surplus office space for use by a WDC.

Continuity of Industry Engagement Approaches

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

MITO Contact	Industry Audience
Qualification and standards design	<ul style="list-style-type: none"> • Industry associations • Employers • Industry Reference Groups • Regulatory agencies
Programme reviews	<ul style="list-style-type: none"> • Learners • Employers • Industry Reference Groups • Assessors
Moderation (internal and external)	<ul style="list-style-type: none"> • Assessors

Industry engagement is undertaken by various roles in MITO, as shown in the following table:

Industry	Stakeholder group	MITO lead	Nature of engagement
Automotive	Industry associations: <ul style="list-style-type: none"> • Association of Australasian Diesel Specialists • Collision Repair Association • Motor Industry Association 	CE, Group Managers, Managers Corporate	Skills leadership Workforce development strategies Career promotion

	<ul style="list-style-type: none"> • Motor Trade Association • NZ Automotive Association • NZ Auto Electrical Group • NZ Engine Reconditioners Association • NZ Federation of Motoring Clubs • Tractor and Machinery Association • Vehicle Service Federation • VIA 		
	Industry Reference Group (IRG) membership drawn from: <ul style="list-style-type: none"> • Industry associations • Employers • Providers • NZTA (when required) 	GM Qualifications, Qualifications and Programmes Developer, Senior Advisor Quality and Compliance	Development and reviews of qualifications and standards (includes subject matter expertise)
Commercial Road Transport	Industry associations: <ul style="list-style-type: none"> • National Road Carriers • NZ Groundspread Fertilisers Association • NZ Heavy Haulage Association • NZ Log Transport Safety Council • NZ Trucking Association • Road Transport Association • Road Transport Forum 	CE, Group Managers, Managers Corporate	Skills leadership Workforce development strategies Career promotion
	Industry Reference Group (IRG) membership drawn from: <ul style="list-style-type: none"> • Industry associations • Employers • Providers • NZTA 	GM Qualifications, Qualifications and Programmes Developer, Senior Advisor Quality and Compliance	Development and reviews of qualifications and standards (includes subject matter expertise)
Extractives	Industry associations: <ul style="list-style-type: none"> • Aggregate and Quarry Association • MinEx • NZ Drillers Federation • NZ Tunnelling Society • Straterra • The Institute of Quarrying 	CE, Group Managers, Managers Corporate	Skills leadership Workforce development strategies Career promotion
	Industry Reference Group (IRG) membership drawn from: <ul style="list-style-type: none"> • Industry associations • Employers • Providers • Worksafe NZ 	GM Qualifications, Qualifications and Programmes Developer, Senior Advisor Quality and Compliance	Development and reviews of qualifications and standards (includes subject matter expertise)
Industrial Textile Fabrication	Industry association: <ul style="list-style-type: none"> • Outdoor Fabric Products Association 	CE, Group Managers	Skills leadership Career promotion

	Industry Reference Group (IRG) membership drawn from: <ul style="list-style-type: none"> • Industry association • Employers 	GM Qualifications, Qualifications and Programmes Developer, Senior Advisor Quality and Compliance	Development and reviews of qualifications and standards (includes subject matter expertise)
Passenger Service	Industry associations: <ul style="list-style-type: none"> • Bus and Coach Association • NZ Taxi Federation 	CE, Group Managers	Skills leadership
	Industry Reference Group (IRG) membership drawn from: <ul style="list-style-type: none"> • Industry associations • Employers • Ministry of Education (when required) 	GM Qualifications, Qualifications and Programmes Developer, Senior Advisor Quality and Compliance	Development and reviews of qualifications and standards (includes subject matter expertise)
Ports and Stevedoring	Industry association: <ul style="list-style-type: none"> • Ports Industry Association 	CE, Group Managers, Managers Corporate	Skills leadership Career promotion
	Industry Reference Group (IRG) membership drawn from: <ul style="list-style-type: none"> • Industry association • Employers 	GM Qualifications, Qualifications and Programmes Developer, Senior Advisor Quality and Compliance	Development and reviews of qualifications and standards (includes subject matter expertise)
Resource Recovery	Industry associations: <ul style="list-style-type: none"> • NZ Association of Metal Recyclers • WasteMinz 	CE, Group Managers	Skills leadership
	Industry Reference Group (IRG) membership drawn from: <ul style="list-style-type: none"> • Industry associations • Employers 	GM Qualifications, Qualifications and Programmes Developer, Senior Advisor Quality and Compliance	Development and reviews of qualifications and standards (includes subject matter expertise)
Warehousing and Logistics	Industry associations: <ul style="list-style-type: none"> • Custom Brokers & Freight Forwarders Federation of New Zealand (CBAFF) • Chartered Institute of Logistics and Transport (CILT) 	CE, Group Managers	Skills leadership
	Industry Reference Group (IRG) membership drawn from: <ul style="list-style-type: none"> • Industry associations • Employers • Providers 	GM Qualifications, Qualifications and Programmes Developer, Senior Advisor Quality and Compliance	Development and reviews of qualifications and standards (includes subject matter expertise)

We will work with industry and the WDC EU to ensure these industry engagement approaches are retained/refined.

Risks and Issues

This change is both complex and challenging. There are a number of key risks that MITO faces, mitigated by working to the principles, approach and strategy identified in the transition plan.

1. Timing: MITO will proactively engage with the WDC EU to understand the impact of any timing changes and communicate with our staff and stakeholders accordingly.
2. Staff: MITO will continue to clearly communicate with our people frequently and transparently in order to mitigate the impacts of change fatigue and the risk of losing the relevant expertise from the vocational education sector.
3. Assets: MITO will seek to identify and minimise any costs associated with assets, activities or costs no longer required to support QSF activities.