

Appendix 7 - NZMAC

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 Workforce Development Council (WDC) transition summary document and the NZMAC transition plan for arranging training and other functions.

Background

NZMAC is located across 1 location with its main office being based in Auckland. There are approximately 12 staff with 9(2)(a) undertaking solely QSF functions. These QSF activities will be transferring to one Workforce Development Council:

1. Manufacturing, Engineering and Logistics

Timing

Unlike arranging training and other functions, QSF will be transferred from TITOs and NZQA at the same time – the execution is not staggered. This means that we 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 October 4, 2021 with staff in place and QSF transferred and expected to operate

As the WDC establishment activities, including design, are still in flight there is still the possibility of changes to the key dates outlined above. We will need to be proactive in engaging with the WDC Establishment Unit (EU) in order to mitigate the impacts of any date changes.

We expect that there will be a requirement for some of our staff to participate in activities, e.g. induction, before October 4.

Principles, Approach and Strategy

NZMAC:

- intends to work collaboratively with the RoVE (Reform of Vocational Education) WDC Establishment Unit 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 Workforce Development Councils are not in place and are still in the design process

Communications

NZMAC 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 and NZQA.

Mapping of Qualifications, Standards and Credentials

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

	Manufacturing, Engineering & Logistics
Qualifications	16
Standards	367

Managing the impact on Staff

The creation of WDCs will mean that NZMAC 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 staff undertake.

There are two main scenarios that impact our staff:

1. NZMAC no longer needs the role, as all of the functions are to be undertaken by a WDC
2. NZMAC 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, NZMAC will consult staff on changes to its structure to enable it to continue 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 staff without redundancy where a role in a WDC is substantially the same as their current role. We note, however, there is no requirement for a WDC to employ any NZMAC staff.

As the WDC organisations are outside NZMAC's control, NZMAC will not be able to control or conduct any selection process for staff in the WDCs. Nevertheless, NZMAC 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 NZMAC staff
4. Clearly communicate the proposed and final changes for NZMAC staff, including providing a clear proposal for change for NZMAC staff as part of the staff consultation process
5. Support NZMAC staff through any selection processes including provision of interview training and CV writing skills
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. [Under the legislation, staff in this category are still eligible for redundancy, but we intend to request the WDC to offer roles subject to redundancy entitlements being waived, as there will be ongoing employment]

Transfer of QSF Work in Progress and Data

NZMAC intends to 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 NZMAC 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 that QSF
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 with the timing 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

NZMAC currently has the following office locations and leases:

Location	Term	Sqm	Cost	Surplus space
85 Westhaven Drive, Auckland, 1010	Sub lease Leased from NZ Marine Industry Association	100	9(2)(b)(ii) per month	None

If, as a result of these changes, NZMAC has surplus office space, NZMAC will seek to minimise any liability by, in the first instance, working with WDCs, Te Pūkenga, and other TITOs to transfer leases. NZMAC will also engage with suitable leasing agents to explore subletting opportunities.

Continuity of Industry engagement approaches

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

NZMAC Contact	Industry Audience
Industry Skills Reference Group – 9(2)(a) 9(2)(a)	<ul style="list-style-type: none"> Marine, Composites & Marina Industries

We will work with industry and the WDC EU to continue (or replace) these industry engagement approaches.

Risks and Issues

This change is a complex and difficult one. There are a number of key risks that NZMAC faces:

1. Little to no control over the creation of WDCs. This means we will need to proactively engage to influence the RoVE programme and the WDC EU.
2. Little to no control over the timing of when QSF is transferred. Given the track record of the RoVE programme in achieving critical dates for the creations of WDCs, we will need to remain flexible and create two-way communication channels with the WDC EU.
3. There is significant risk that good quality people will be lost to vocational education – due in part to change fatigue. The implementation of WDCs were originally scheduled for October 2020. We will continue to clearly communicate with our people with an emphasis on transparency and frequency.
4. NZMAC may remain with some stranded assets, activities or costs. We will seek to identify and minimise any associated costs.

NZMAC ITO Further Response/Input:

The Receiving Organisation for NZMAC TITO's Standard Setting Body (SSB) activities:

The Standard Setting Functions of NZMAC TITO will transition to the *Manufacturing, Engineering & Logistics Workforce Development Council (MELWDC)*.

It is anticipated that this will occur around October/November 2021, subject to MELWDC being ready to receive the SSB functions.

NZMAC TITO will have completed an extensive review of all its current qualifications and reviewed all unit standards scheduled for review in 2021. Receipt of these will have been acknowledged and approved by **NZQA** at the time of transitioning the Arranging Training activities. The Boating Industries Association (BIA) incorporates the NZMAC TITO Educational Organisation (number 8140) and the responsibility for SSB activities will remain with NZMAC TITO until such time as they are formally transitioned to MELWDC when it is sufficiently operational to receive them (this is to be confirmed by MELWDC.)

It is anticipated that there will be minimal work for NZMAC TITO within the SSB Activity; however, capability will be maintained within NZMAC TITO through the retention **9(2)(a)** **9(2)(a)** (under BIA) to ensure it meets its responsibilities in standard setting until such time as transition occurs to the WDC as well as the governance requirements of NZMAC TITO. NZMAC TITO will continue to maintain these SSB functions with the capabilities and knowledge until MELWDC is operational and ready to take on this responsibility. Once the functions have been successfully transferred to the WDC **9(2)(a)** will then transition to MAST Academy as they have expressed intently as their wish.

NZ Marine will be the lead Industry Association and is seeking support from the Composite Association of NZ and the Marina Operators Association with the establishment of an *Industry Skills Reference Group (ISRG)* which will take on responsibility for liaising with the MELWDC on all matters relating to skills and qualification development. The group will be made up of representatives from employers who are actively training apprentices, a representative from MAST Academy as well as a learner representative who are in their third or fourth year in their apprenticeship. This ISRG will fundamentally replace the work that the TITO provided industry and this Industry Skills Reference Group will maintain that strong connection and intelligence with providing regular guidance and updates to the new Workforce Development Council (WDC). This will be established and operational by September 2021.

NZMAC will continue to manage and maintain its SSB requirements as a TITO from 2nd August 2021 until the MELWDC is operational. Once the SSB requirements have been received by the WDC, the Boating Industries Association will request from the Minister dissolution of the NZ Marine and Composites TITO (Edumis # 8140) under the Reforms requirements. The relationship between MAST Academy and NZMAC TITO will be through professional working relationship from 2nd August until the TITO relinquishes all SSB functions to the WDC.

WDC Policies, Processes and Procedures

The planned approach for transitioning to the MEL WDC is:

1. NZMAC TITO will have prior to transitioning to the WDC completed all its mandatory

- qualifications review and submitted to NZQA
2. NZMAC TITO will have prior to transitioning to the WDC completed all its scheduled unit standards review for 2021 as approved by NZQA
 3. Accomplishing 1 & 2 will provide minimal service disruption to industry and allow the WDC to settle into its role for standard setting to the marine and composites industry
 4. NZMAC TITO will provide its files, processes, and procedures on transition to the WDC.
 5. MAST Academy will provide ongoing intelligence for standard setting support through the *Industry Skills Reference Group*

One month after the Standard Setting Activity has been transferred to the MEL WDC, NZMAC TITO will write to the Minister of Education to disestablish and de-register the NZ Marine and Composites ITO status.

People

No employee from the current NZMAC TITO team have expressed a desire to move to the WDC in a standard setting role.

- 9(2)(a) [REDACTED] has been contracted back to support NZMAC TITO during the reforms, who is highly experienced in the *Standard Setting* areas of Qualification Development, Unit Standard writing, and Quality Assurance processes who has expressed interest in joining the WDC; NZMAC TITO (and the MAST Academy) supports 9(2)(a) [REDACTED] and believes it will be useful to have 9(2)(a) [REDACTED] within the WDC who has a thorough understanding of the needs of the marine and composites industries. Currently NZMAC TITO is working with the RoVE WDC Establishment Unit regarding the organisational structure and personnel requirements needed to be operational.
- NZQA has approved the intention of NZMAC TITO to have completed the NZQA Mandatory Review of Qualifications at the time of transition; the review of all unit standards that were due for review in 2021 will have been completed at this time.
- NZMAC TITO will retain standard setting capability with 9(2)(a) [REDACTED] remaining, until such time as the WDC has operational capacity to receive all NZMAC TITO standard setting activities; this could occur as soon as October 2021.

Systems and information

The information that will need to be transferred to the WDC has been identified in the transition process. This includes:

1. List of active NZMAC TITO Unit Standards
2. List of active NZMAC TITO Qualifications
3. Unit Standards 5-year Review Plan
4. Qualifications 5-year Review Plan
5. Moderation Plan
6. Consistency Review Plan
7. Policies and Procedures relating to qualification and unit standards development, and external moderation.

Attached with this document is the 5-year Review Plan of the Unit Standards and Qualifications.

We will review plans a month prior to final endorsement to WDC to ensure they are still correct and up to date.