

Industry Advisory Group Terms of Reference¹

Introduction and Background

High-performing sport, exercise, recreation and performing arts industries call for a workforce that is fit for its purpose – skilled, experienced and motivated. Our vision is for the sport, exercise, recreation and performing arts industries to have the skills and capability to deliver services that meet and exceed the expectations of diverse participants, as well as their whānau, friends and communities.

In 2015 Skills Active collaborated with industry stakeholders to identify the key actions, within its sphere of influence, to achieve this vision. To focus the efforts of Skills Active, a three year pan-industry workforce action plan was developed focussed on five key areas:

1. **Viable career paths:** More and better information about career opportunities in our industries.
2. **Valued qualifications:** Qualifications and programmes that reflect current and future skill needs, and a clear and concise system (including quality assurance system) for employers, workers and learners.
3. **Skilled and safe workforce:** Support for the industry to become more responsive to public expectations of safety, professional currency and competence, and service excellence.
4. **On-job qualifications accessible to all:** A vocational training system that is relevant and appropriate to the demographics and trends of our industries (e.g. high staff turnover, seasonality, young and mobile workforce, volunteers).
5. **Staff retained and recognised:** Support for industry to reward and recognise staff, develop future leaders and keep skilled staff.

Skills Active has committed to resourcing and implementing the Action Plan with the expertise and support of industry stakeholders. To support the action plan a number of industry advisory groups are being established. These include:

- a) Exercise IAG
- b) Community Recreation IAG
- c) Sport IAG
- d) Outdoor Recreation IAG
- e) Snowsports IAG

Skills Active is also exploring the establishment of a Māori IAG, Pasifika IAG and Performing Arts IAG.

¹ Final Terms of Reference to be confirmed by the IAG at first meeting.

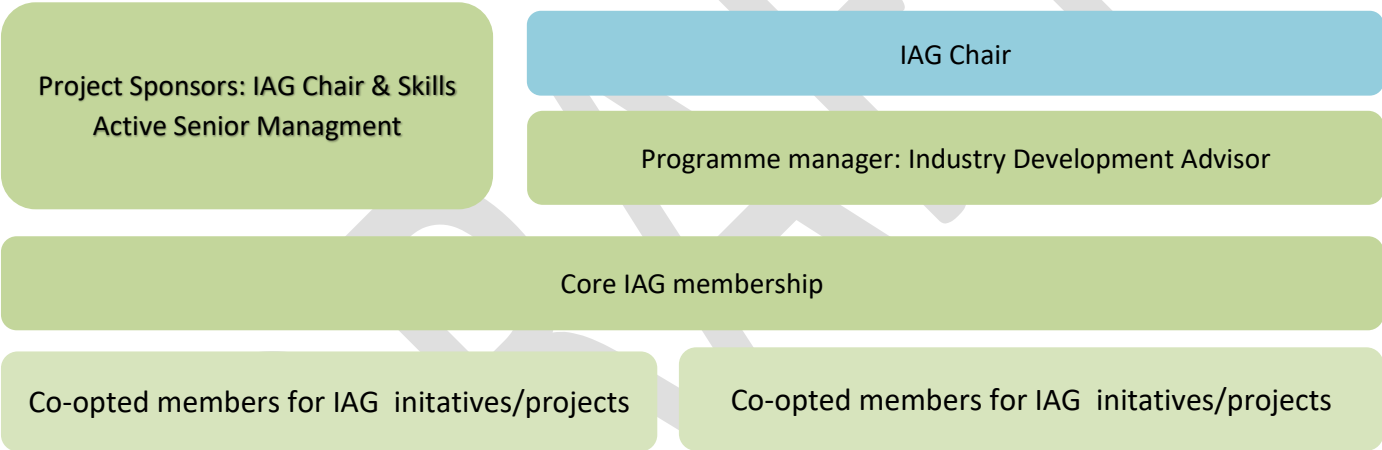
Purpose of the Industry Advisory Group

In order to successfully identify and deliver on the workforce needs of our industry, it is important that we pull together the enormous reserves of experience, skills and intelligence sitting with our stakeholders and partners. Success will come from an approach that:

- Considers the changing landscape of our industries
- Builds strong links with local, regional and national networks
- Seeks engagement and feedback from multiple perspectives
- Effectively prioritises actions and sets clear timeframes for delivery

The role of the Industry Advisory Groups (IAGs) is to advise Skills Active staff, and through them the Skills Active Board on the needs and issues of industry, provide oversight and direction for Skills Active’s workforce development work, and champion workforce development work in the respective industries.

To achieve these objectives the IAG will be broadly structured as illustrated below:



Terms of Reference

Objective and scope

The objective of the Industry Advisory Group is to:

1. Provide oversight and expert advice on the responses proposed by the Skills Active Workforce Action Plan, including broader workforce initiatives*
2. Discuss, develop and provide feedback on the work undertaken in each of the work streams
3. Identify industry specific workforce development needs, future direction and actions to respond to workforce challenges at industry level
4. Develop the IAG work programme, prioritise actions and timeframes and sign off actions to be progressed
5. Provide leadership and advice on the industry's professional competency and currency requirements (in particular those managed through the New Zealand Register of Recreation Professionals and Active CV)
6. Provide oversight and expert advice on qualification and the programme development within the industry, including leadership and advice around industry's quality assurance requirements around qualification and assessment.
7. Champion the industry workforce programme and mobilise networks and relationships to assist in the design and implementation of the workforce plans

**Following the completion of the Targeted Review of Qualifications, programme development is a significant focus for Skills Active in its 2017 business plan. Skills Active will look to the IAG for support and seek endorsement of the developed programmes through the groups where practicable.*

Member's responsibility

Members are required to maintain a commitment to the work and meeting times of the IAG. The IAG members' responsibility/commitment is to:

- Participate effectively in IAG meetings with a solutions-based focus
- Participate in the formulation of the IAG work plan, industry specific workforce development and actions
- Contribute to the development of programmes, information and resources
- Communicate the outcomes/decisions of the IAG to their own stakeholders/organisation
- Complete the actions arising from the meetings in the timely manner

IAG members are required to have:

- Current industry expertise or understanding
- Strong networking skills
- Commitment to the development of the sector
- An understanding of industry training and development

Membership

IAG membership will be reviewed bi-annually. Four IAG meetings will be held annually. Two meetings will be held via teleconference or videoconference with one or two face-to-face meetings in Wellington.

Skills Active will initially work with peak bodies and associations to identify appropriate IAG structure and membership. IAG membership may be decided by invitation or nomination.

It is anticipated that the core IAG will range between 6-8 members. Sub-committees may be established to support individual work streams and distinct projects. Additional members may be co-opted to the IAG to support these work streams and projects as needed.

Membership may include representatives from the following groups (this list is not exhaustive)

- Māori
- Pasifika
- SME
- Tertiary (e.g. polytech / institute)
- Large Stakeholder
- Peak Bodies
- SME + Community
- Industry specific needs (e.g. Health background for exercise)
- Community
- Education (Vocational/ adult learning)
- Skills Active

IAG Administration

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| Chairperson | The Chair is elected by the IAG membership |
| Membership | Membership is decided by nomination. Members must fall under one or more of the membership categories. |
| Membership term | 2017 with review in 2019. A member may be released from the IAG for non-attendance or for failure to meet their responsibilities. |
| Co-opted membership | Certain members may be co-opted onto the IAG for the purpose of providing relevant perspectives or expertise to discrete projects of work. The conditions and term of the co-opted member will be approved by the Chief Executive of Skills Active. |
| Types of meetings | Two full day meetings. Two shorter teleconferences/videoconferences. And collaboration through an online platform as required. |
| Frequency of meetings | Quarterly. Subject to more frequent meetings relating to specific work stream demands. |
| Meeting expenses | <p>Skills Active reimburse the travel expenses incurred by IAG members in attending the face-to-face meetings in Wellington. Travel arrangements should be booked in accordance with the Skills Active travel policy.</p> <p>IAG members will not be reimbursed for attending the face-to-face meetings. Skills Active will consider compensation of up to \$300 per full day (excluding GST) for those members who may experience undue loss of income or hardship as a result of attending the meeting. This will need to be arranged with Skills Active Staff in advance.</p> |
| Meeting Administration and Preparation | <ul style="list-style-type: none"> • An overall project plan and reporting function will be developed and maintained for the duration of this project. • The Chair will manage the setting of each meeting agenda, including calling for items, preparing items for discussion and sending an agenda out in advance. This will give members of the group time to consult with their Stakeholders if necessary. • Actions agreed will be noted and distributed after the meeting. • Members will attend and be prepared for all meetings. |
| Quorum | <ul style="list-style-type: none"> • 70% in attendance will constitute a quorum. Proxy votes will not be provided. • Decisions which are provided via email will only be accepted if they are received by the due date. |
| Confidentiality | <ul style="list-style-type: none"> • All work will be considered not confidential unless explicitly stated by the IAG Chair. |
| Conflicts of interest | <ul style="list-style-type: none"> • A conflict of interest register will be kept and members will be expected to dissent from discussions where they are not impartial |
| Review | <ul style="list-style-type: none"> • The IAG and progress toward achieving the goals of the workforce plans will be reviewed at the end of 2018. |