

## Training Standards Committee Terms of Reference

### The Training Standards Committee will,

1. Advise Training on matters relating to courses of study or training, awards, and other academic matters.
2. Receive regular reporting from Training on matters such as programme development, Trainee results, complaints, appeals, moderation.
3. Act as a collaborative problem solving forum for issues that arise from the design, delivery and assessment of training.

### Membership

The membership will consist of:

The NZPFU Training representatives (2)

The UFBA Chief Executive (or appointee)

National Training Programmes Manager

Two representatives appointed by the Deputy Chief Executive Service Delivery (one to represent Urban operation and one to represent Rural operations)

A representative appointed by the Deputy Chief Executive People

### In Attendance

3 x Programme Development Managers (as required)

Training Business Services Manager (as required)

Region Training Manager (as Required)

Volunteer Support Officer Representative (as required)

### Meeting Frequency

The Training Standards Committee will meet bi-monthly in February, April, June, August, October, December

### Voting:

Meeting outcomes will be by consensus.

### Quorum

A quorum of no less than half the members plus one will be required.

### Agenda

Information Items and general queries will normally be notified prior to the meeting.

Urgent items can be raised at the start of the meeting and added to the agenda by agreement.

Significant items requiring reading of reports or other documents will be provided no less than 48 hours in advance, or referred to the following meeting.

### Minutes

No formal minutes will be kept. An action list will be kept and reviewed at each meeting.

### Chair

The meeting Chair will rotate between NZPFU rep and the National Training Programmes Manager

### Review of the Terms Of Reference

The Terms of Reference will be reviewed at the December meeting.