



memo

To	QAB	Date	08.11.19
From	Heather Stonyer, Director Industry Partnerships	Phone No.	
Subject	Industry Advisory Groups – Review of Guidelines		

Purpose

This memo requests QAB to approve changes to the Industry Advisory Group Guidelines (which include updated Terms of Reference).

Introduction

The Industry Advisory Committee Guidelines (which include Terms of Reference and membership criteria) were approved in 2018 and all programmes are to be supported by Industry Advisory Committees.

Background

The role of the Industry Advisory Committee is to provide industry oversight regarding trends, skills demand and changes and relevant input into the development and delivery of programmes. Industry Advisory Committees do not normally address enrolment and progression matters.

Review of current Guidelines

The current guidelines were reviewed to align with the following:

Alignment with:	Specifically in IAC context	References in IAC Guideline document
Manaakitia te Rito (also responds to Academic Board action regarding Maori and Pacific focus)	See Te Noho Kotahitangi and values elevation IACs need to report on diversity, specifically Maori, Pacific and gender changes/initiatives in the workforce and how this can be supported ;	Paragraph 3 See paragraph 6.4 (d) & (e) App 1: Terms of reference 1 (d) (e)
Code of Conduct	Members to adhere to Code of Conduct	Paragraph 3 Also refer 10.8 App 1: Terms of reference 8

PAQC review of IAC feedback	PAQC to review/discuss stakeholder/IAC feedback	Paragraph 6.4 (l)
Chair	Chair can be either: industry member; HoS	Paragraph 9.1 App 1: Terms of reference 12
Minutes	Minutes are to be held in School Programme record keeping; copy lodged to IACminutes@unitec.ac.nz (this email has yet to be created)	Appendix 1
Changes to Academic Structure	Updated to reflect change from Head of Pathway to Head of School	Various

Feedback on proposed changes was received from internal stakeholders and current industry Chairs and incorporated into this final version.

Recommendations:

QAB approve the changes to the Industry Advisory Committee Guidelines.

Attachment:

081119 Industry Advisory Committee Guidelines Revision 1