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*ITP - Learning and Teaching Advisory Group*

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## **Terms of Reference**

### **Committee Name**

ITP – Learning and Teaching Advisory Group

### **Hoaketanga**

### **Purpose**

The purpose of this advisory group is to bring together Institutes of Technology and Polytechnics (ITPs) in an advisory capacity around learning and teaching. The group is comprised of representatives from Institutes of Technology and Polytechnics (ITPs) is to share practises and experiences; to capture differing perspectives; to identify common goals and objectives; and to work collaboratively.

### **Aim**

The overall aim is to reach a consensus where possible, and:

- to further the conversation with ITOs,
- to collaborate on shared projects towards our common goals
- to develop a plan that may inform learning and teaching for the New Zealand Institute of Skills and Technology (NZIST).

### **Scope**

The Learning and Teaching Advisory Group will:

1. Develop connections and build relationships to strengthen partnerships within our sector.
2. Provide an inclusive forum for discussion regarding best practice learning and teaching in Face to Face, On job / Work-based learning and Distance contexts.

### **Initial deliverables**

1. Develop a high-level advisory document outlining learning and teaching. Dec 2020,
2. Develop guidelines for learning and teaching that inform NZIST. June 2021,

### **Membership**

The goal of this advisory group is to be representative of the 16 ITPs. The Chair and co-chair to be nominated and elected by the 16 members of the Learning and Teaching Steering Group. Nominations and elections will be enacted annually.

Other members (including outside of ITPs) can be co-opted as desired.

### **Learning and Teaching Steering Group**

- A maximum of one formal member from each ITP. If a formal member is unable to attend, they may nominate a proxy.

### **Learning and Teaching Working Groups**

- Additional representative members from across the ITP.
- Each working group is intended to include a representative from the steering group

## **Meeting arrangements**

### ***Steering group***

- Monthly meetings
- Agendas provided one week in advance of each meeting
- Minutes recorded and made available in a timely manner to the Learning and Teaching Advisory Group
- Ongoing communication
- Quorum is defined as half of the members or more

### ***Wider Learning and Teaching Advisory Group – working groups***

- Fortnightly meetings without quorum
- Flexible membership and attendance across working groups
- Working documents to be developed as groups work through the different topics, made available
- Summary highlights and challenges to be provided to the steering group
- Ongoing communication

## **Reporting**

Summaries of the Learning and Teaching Advisory Group activities made available to leadership of each institution in addition to NZIST. This monthly report will be forwarded to CEOs.

## **Resources and budget**

Available resources include digital meeting platform of Teams via Wintec, with representative contributions from all ITPs, including limited administrative support made available. There is an opportunity to utilise existing networks and seek wider consultation. Budget has not been made available for this advisory group.

## **Review**

The ToR review is to occur as necessary; this review timeframe would take into consideration the needs of tertiary training providers and input from NZIST.  
Next review: 01 Feb 2021

## **Contributors**

Adie Haultain, James Oldfield, CAM Allott McPhee, Trish Chaplin-Cheyne, Becca Trathen

## **Ratified**

23/09/2020