



Reform of Vocational Education (RoVE)

Workforce Development Council Appointment and Nominations Committees

Information Pack for Prospective Committee Members

Nau mai, haere mai

Ko te mauri o te tangata, ko te ora o te iwi. The lifeblood of the individual is the lifeblood of the people.

Thank you for your interest in the appointments and nominating committees for the new Workforce Development Councils (WDCs). This document provides background detail about the committees, and the process through which the new governance bodies will be established.

Background

As part of the Review of Vocational Education (RoVE), six Workforce Development Councils (WDCs) are being established to provide industry with greater leadership across vocational education and training.

This is a significant milestone in the RoVE programme. More information on RoVE can be found [here](#).

All six WDCs are due to be established by the end of June 2021. One of the critical activities required to establish WDCs is the appointment of six WDC Councils, made up of 7 to 12 Council governance members, to govern each WDC once they are established in statute.

Nominations and appointments committees will support the selection of governance members for the WDCs. We are now seeking expressions of interest from industry leaders and those with mana in sectors relevant to each WDC, to serve on these committees.

This information pack provides details about Appointment and Nominations Committee member responsibilities including an overview of requirements, and the proposed time commitments and remuneration expectations for these positions.

Establishing Workforce Development Councils

To formally establish the six new WDCs, a legal instrument called an Order in Council is required. Consultation on the WDC Order in Council proposals has recently taken place and feedback from this process will inform the final Orders in Council content.

After approval from the Minister, the six Orders in Council will pass through the formal Cabinet and legislative processes and then be approved by the Governor General and gazetted.

Once the Orders in Council are in place, the Workforce Development Councils will be formally established and the WDC Council members can be appointed.

While these legislative processes are progressing, the processes to appoint the governance boards for the WDCs is progressing concurrently. To this end, we are establishing Appointments and Nominations Committees to assess and nominate and/or appoint, members for the WDC Councils.

About Workforce Development Councils

[Workforce Development Councils \(WDCs\)](#) will play a central role in the Reform of Vocational Education, and - once established - will provide industry with a leadership voice across vocational education and training. Once WDCs are fully operational, they will:

- have a forward, strategic view of the future skills needs of industries. They will translate industry skill needs now and in the future for the vocational education system.
- set standards, develop qualifications and help shape the curriculum of vocational education. They will moderate assessments against industry standards and, where appropriate, set and moderate capstone assessments at the end of a qualification.
- provide advice to the Tertiary Education Commission (TEC) on investment in vocational education and determine the appropriate mix of skills and training for the industries they cover.
- endorse programmes that lead to qualifications, whether work-based (such as apprenticeships), on-campus or online. Unless a programme has the confidence of a WDC, which is essentially industry confidence, it won't be endorsed by the WDC nor funded by the TEC.
- provide employers with brokerage and advisory services. WDCs won't, however, be directly involved in arranging apprenticeships and other on-the-job training which will sit with providers.

WDCs will be established through six Orders in Council (legislative instruments), which were developed through an industry-led process. As a result of this process, each WDC has bespoke governance arrangements, for example, they may differ in WDC governance council size, member criteria and appointment processes. Bespoke arrangements reflect the unique circumstances and needs of the industries covered by each WDC.

Appointment of the WDC Councils

The establishment of each WDC has been led by industry, and as a result there are some differences in how each WDC Council will be appointed. Depending on the specific process outlined in the relevant Order in Council, members will be appointed to the first Council either by:

- The Minister of Education – following nominations by a WDC-specific **Nominations Committee**, comprised of industry representatives.
- A WDC-specific **Appointments Committee**, comprised of industry representatives.

The Tertiary Education Commission is running an Expression of Interest (EoI) process for the following roles:

- **Appointments Committee members**, for the following Workforce Development Councils:
 - Construction and Infrastructure WDC
 - Health, Community and Social Services WDC
 - Manufacturing, Engineering and Logistics WDC
- **Nominations Committee members**, for the following Workforce Development Councils:
 - Creative, Cultural, Recreation and Technology WDC
 - Primary Industries WDC

The Services WDC governance appointments process does not require a nominations or appointments committee to be appointed.

Refer to **Appendix A** for more information on the decision-making process for Council member appointments.

Shortly we will also be launching an expression of interest process for the Council **governance body members**, for all six Workforce Development Councils

Role of the Appointments Committee

Appointment Committee members will be responsible for the appointment of the first members of the Workforce Development Councils.

Key responsibilities are to:

- Agree on evaluation criteria for assessing candidates, based on the membership requirements and criteria set out in the Orders in Council.
- Assess candidates through agreed assessment criteria.
- Identify the persons who it considers are suitable for appointment as members of the WDC Council.
- Appoint the first members of the WDC Council.

Role of the Nominations Committee

Nominations Committee members will be responsible for assessing candidates for the first Workforce Development Councils and provide nominations recommendations to the Minister of Education.

Key responsibilities are to:

- Agree on evaluation criteria for assessing candidates, based on the membership requirements and criteria set out in the Orders in Council.
- Assess candidates through agreed assessment criteria.
- Identify the persons who it considers are suitable for appointment as member of the WDC Council.
- Submit a list of candidates who it considers are suitable to the Minister of Education.

Conflicts of Interest

Members are responsible for declaring any potential conflict of interest to the other members of the Committee, as soon as the conflict arises. Any perceived conflicts of interest should be documented for transparency. We ask that if you intend to apply for a permanent WDC governance role you do not apply for appointment to the nominations or appointments Committee for that Council.

Term of appointment

The terms of appointment to the Appointments and Nominations Committees may vary and will be discussed with those who are appointed.

At this stage we expect that Committee appointments will be confirmed before the 1st April. Committee members will need to be available for virtual meetings across several days throughout April.

Remuneration and Location

Committee members are paid under the TEC Fees Payment Policy.

Committee members will be paid \$750 per day.

Next steps

To express interest in the Nominating or Appointment Committees please email a CV and cover letter to wdc@amytea.co.nz, before 21st March 2021.

In your cover letter, please note which of the WDC committees you are interested in, your availability during April and any real or perceived conflicts that we should be aware of.

If you have any questions, please contact Amy Tea by email wdc@amytea.co.nz or phone Amy on 027 435 3000.

Appendix A

Decision Making Process

