



RAS Subject Expert Group Terms of Reference

Background

The Ministry of Education is the standard-setting body for achievement standards and has responsibility for reviewing these standards, which assess outcomes derived from the National Curriculum.

To enact the in-principle agreements of Cabinet through the NCEA Review Change Package and to fulfil its requirement of regularly reviewing standards, the Ministry will be undertaking the Review of Achievement Standards (RAS) from 2020.

Through the RAS, the Ministry will work with Subject Expert Groups for each subject to identify the important learning and develop standards, supporting material, and resources. NZQA will partner with the Ministry throughout the process and will quality assure the final achievement standards.

Purpose

The Subject Expert Group (SEG) has been created to support the Ministry and to provide expert advice relating to the development of new Achievement Standards and Assessment Resources.

Scope

The scope of the SEG is to work to develop the material requested by the Ministry of Education.

The group will draw on the outcomes of the relevant Ministry Curriculum Package to identify the significant learning for the SEG subject.

All work performed by the group will be subject to the relevant Cabinet and Ministry of Education policy decisions, particularly the changes agreed by Cabinet as part of the NCEA Review Change Package.

Delivery oversight and decision-making ability will be held by the Ministry of Education, provided to the group by a Lead Secondary Adviser from Secondary Tertiary who holds the role of SEG Facilitator. If significant disagreement arises, this will be escalated to the Senior Manager with responsibility for the Review of Achievement Standards.

All actions of the group are guided by our obligations under Te Tiriti o Waitangi.

Responsibilities

SEG member: Appointed following expressions of interest, SEG members are collectively responsible for developing products that reflect the principles and processes of the NCEA Review Change Package. Each member has deep subject matter expertise and collectively each SEG represents a range of diverse backgrounds, experience and perspectives.

SEG members will:

- make themselves available for and undertake training.
- attend scheduled meetings.
- complete tasks as agreed between and after SEG meetings.
- contribute to product development by providing expert input to the writing team and feeding back during refinement of product drafts.
- contribute to the quality assurance stages of RAS as specified in the operating plan.



- maintain confidentiality regarding details and direction of their work on RAS.
- respond to sector feedback on published products.
- help clarify, explain and potentially champion subject products with the sector.

SEG Critical Friend: The SEG Critical Friend is one member of each SEG. They will be a subject matter expert (SME) whose expertise is called upon (more regularly than other members) by the SEG Facilitator throughout the RAS production process. This role is assigned via expressions of interest and the role may rotate between SEG members over the course of the RAS as needs and availability change.

The SEG Critical Friend will have:

- deep knowledge of a discipline or learning area/s in NZC.
- comprehensive understanding of the NCEA qualification and standards-based assessment.
- assessment expertise.
- an understanding of culturally responsive practice, equity issues and the Treaty of Waitangi.
- strong communication skills, both verbal and written.

The SEG Critical Friend will:

- support the SEG Facilitator for a defined period of the RAS project.
- filter curriculum materials and assess their value for their discipline/subject.
- provide input into RAS product development.
- act as a conduit of communication between the SEG and the SEG Facilitator.
- provide subject matter expertise for the SEG Facilitator.
- provide input and advice as required to the RAS writing teams.
- work collaboratively with the wider SEG.

The responsibilities of the SEG include:

- Identifying the significant learning in their subject
- Developing learning and assessment matrices for the subject
- Supporting the Ministry to develop and write new achievement standards, and resources.
- Developing further supporting material for teachers such as course outlines.

These responsibilities lie over the course of the whole RAS, and the Ministry of Education will identify the required work for each meeting and term of appointment.

This Terms of Reference covers the term of appointment from 10 December 2020 until 31 December 2021.

Each SEG will comprise 8-12 paid members along with two NZQA Advisors. A Lead Secondary Adviser from the Ministry of Education and Technical Writers will also be in attendance.

The Ministry of Education is responsible for the overall direction of the meetings, determining and confirming the agenda, and providing secretariat support. The Technical Writers will be provided by the Ministry to develop materials based on direction from the SEG.

Jackie Talbot, Group Manager, Secondary Tertiary, has the right to disestablish the group and add or remove members at any time.

Fees

The Cabinet Fees Framework will apply for classification and remuneration of fees [Cabinet Office Circular (19)1]. The SEG is a Group 4, Level 2 body. The members of SEG will receive a per diem of \$330 +GST.

Public sector employees will not retain both the group fee and their ordinary pay where the duties of the group are undertaken during their ordinary working hours.



Members will be reimbursed by the Ministry for expenses related to travel within the Ministry of Education's Guidelines.

Meetings

It is anticipated that SEG members will work up to thirteen days on each NCEA level; with five full days of meetings in Wellington and further days of offline work and online meetings. SEG members who hold the Critical Friend role will have a further two days allocated for online and offline work.

The expectation is that all members are to attend all meetings, and where possible meetings will be scheduled to facilitate this.

Reporting

The SEG will report to Jackie Talbot, Group Manager, Secondary Tertiary. A Lead Secondary Adviser will be present at all meetings of the group, representing the Ministry of Education and Jackie Talbot.

Conflict of Interest

A conflict of interest register will be maintained to record any conflicts. All members must declare all actual or perceived conflicts before being appointed.

If members of the SEG develop new, relevant conflicts of interest, whether real, potential or perceived, in the course of the NCEA review, they will inform the Ministry of Education as soon as is reasonably practicable.

Code of Conduct

SEG members may wish to refer to the Ministry's Code of Conduct.

Confidentiality and Document Ownership

All documents and drafts that are provided by the Ministry of Education to the SEG or developed by the group are owned by the Ministry of Education and need to be kept confidential unless express permission is granted by the Ministry of Education.

Media

SEG members acting in that capacity will not make media statements, representing their own views or that of the SEG.

If the SEG are asked to provide comment on any issue relating to education by a third party (i.e., other than the Ministry of Education), that SEG member will forward the question or request to the Lead Secondary Adviser.

Names and organisations of SEG members will be published on the Ministry's website.

Good faith

Members of the SEG are expected to act in good faith and respect contributions from all other members. The Lead Secondary Adviser will ensure that all members get reasonable opportunities to contribute.

Members are expected to work towards agreement and the Lead Secondary Adviser will intervene where contrasting views are unable to be resolved in a timely fashion.

Review of the Terms of Reference

The Ministry of Education will review their Terms of Reference upon expiry and reappointment of the SEG and make any necessary changes.