



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 is undertaking the Review of Achievement Standards (RAS) from 2020.

Through the RAS, the Ministry works with Subject Expert Groups for each subject to identify the important learning and develop standards, supporting material, and resources. NZQA partners with the Ministry throughout the process and lists 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

These Terms of Reference cover the term of appointment from 01 January 2023 until 31 December 2023, for the development of NCEA Level 2 and 3 materials, with scope to be re-established each year until the conclusion of the Review of Achievement Standards.

The scope of the SEG is to provide advice to the Ministry to assist in developing the materials requested by the Ministry of Education for the Review of Achievement Standards.

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 is held by the Ministry of Education, provided to the group by a representative from the Curriculum and Assessment Change Programme who holds the role of SEG Facilitator. If significant disagreement arises, this will be escalated to the Programme 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 and relationships

Each SEG will comprise 8-12 paid members supported by two NZQA Advisors. A facilitator from the Ministry of Education and Technical Writers will also be in attendance.

The SEG will report to the Programme Director of the Curriculum and Assessment Change Programme.



The Programme Director of the Curriculum and Assessment Change Programme has the right to disestablish the group and add or remove members at any time.

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 advice from the SEG.

The collective 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.

It is anticipated that SEG members will work up to thirteen days on each NCEA level; a mix of Wellington based meetings, 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 will attend all meetings, and where possible, meetings will be scheduled to facilitate this.

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.

Both SEG members and Ministry representatives are held to a high standard of behaviour and respectfulness at all times. Members of the SEG are expected to act in good faith and respect contributions from all other members. The facilitator will ensure that all members get reasonable opportunities to contribute. Members are expected to work towards consensus (though this is not always a feasible expectation) and the SEG Facilitator will intervene where contrasting views are unable to be resolved in a timely fashion.

Ministry representatives (including the SEG Facilitator and Technical Writer associated with each SEG) will provide a supportive and receptive working environment for SEG, with clear delineation of roles and workstreams/delegations, in order that reasonable milestones can be met.

Where a SEG member feels a Ministry representative is not sufficiently fulfilling their role (e.g. not providing adequate secretarial support or appropriate respect) they should escalate the matter to the SEG facilitator in the first instance, and if necessary to the Programme Director of the Curriculum and Assessment Change Programme so matters can be resolved.

SEG members are expected to have access to appropriate devices and reliable internet connectivity to enable them to interact in a virtual environment, including meeting forums, reading documents online and providing input and feedback via various collaborative platforms.

SEG member responsibilities: 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 draft materials
- maintain confidentiality regarding details and direction of their work on RAS.
- help clarify and explain published subject materials with the sector



- note that SEG members provide expert advice alongside other expert advice the Ministry receives. This may mean at times the SEGs advice is unable to be implemented. The Ministry will endeavour to keep the SEG well informed regarding product development.

SEG Critical Friend responsibilities: 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 development 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.
- clarify the intention of the SEG through development for RAS writing teams.
- work collaboratively with the wider SEG.

Resignation

You may at any time resign from this role by notifying us in writing by email to ras.review@education.govt.nz

Fees

Fees for SEG members have been set in accordance with the Cabinet Fees Framework [Cabinet Office Circular (19)1]. As a Group 4, Level 2 body, SEG members are entitled to a daily fee of \$350 (+GST if applicable) pro rata.

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. In this case, the school or institution can invoice the Ministry for the daily rate to cover expenses incurred by the member's SEG hui attendance.

Other expenses

SEG members are able to claim reasonable expenses relating to their travel to SEG face-to-face meetings, within the Ministry of Education Guidelines.



Payment

Fees and expenses will be paid on invoice from the SEG member or their organisation.

Public sector principles

SEG members are expected to maintain the values and ethos of the public service. All SEG members must be aware of the importance of personal integrity and the need to declare conflicts of interest, either potential or actual. SEG members must also ensure they have the interest and availability to contribute effectively to the SEG throughout their term of membership.

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 should inform the Ministry of Education as soon as is reasonably practicable.

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. In social media settings SEG members may clarify material published on the NCEA.education website but need to exercise caution around this so as not to impinge upon confidentiality requirements.

If a SEG member is 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 SEG facilitator.

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

Review of the Terms of Reference

The Ministry of Education will review their Terms of Reference upon expiry and make any necessary changes. Updated Terms of Reference will be distributed to SEG members.