

6. Summary of actions from previous meetings

#	Item	Actions	Responsibility	Actions taken/ Status
4	4	NZSAR will send the Terms of Reference for the Forms committee to the PAC and can be discussed in more detail in the next meeting.	NZSAR	Not done - taking a different approach, explained later
	4	Invite Aaron Nicholson to the next PAC meeting.	NZSAR	No longer required at this stage
7	7	Courses moderated in 2023 need to be taken to Governance Group again and verbally approved.	Governance Group	To be done
		Police will send out their competency framework to the PAC members if appropriate.	Police	Done
		SAR sector competency framework, KPIs and training pathways to become a standing topic at each PAC meeting. Training pathways will be considered in the upcoming PAC meetings to see where courses fit, and at what level.	PAC	Different approach to be taken, discussed later
	9	Air Observers and On Scene Coordination courses have been removed from the 2024 training calendar and paused for future delivery. RCC's explanation reiterated why this should be endorsed for the meantime until both courses can be reconsidered.	Governance Group to make further decisions/recommendations	done
	10	Tutor forum scope could be widened to include tutors from other agencies	NZSAR/LandSAR	Discussed later in meeting
		LandSAR asked for all agencies to send suggestions of effective	All agencies send to LandSAR	To be done

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		tutors they recommend to them for their records.		
		Minor changes to MA courses decision: Any minor changes to multi-agency courses will be done with a summary provided to PAC retrospectively. If any changes are deemed significant a more comprehensive process will be followed, led by NZSAR.	LandSAR and NZSAR	Approved
		Courses to be moderated for 2024: 1. Stretcher Management and Rope Safety 2. SARTrack User 3. SARTrack Technical 4. Managing the Marine Response Marine SAR Technical	Governance Group approval	approved
	TO NOTE	Hybrid competency assessments to become part of the contingency plan for ensuring training funding is spent. To be raised and discussed at next Governance Group meeting.	NZSAR	Done and will be part of next Governance Group meeting

7. Matters arising: Governance Group meeting decisions in brief

#	Item	Actions, decisions and noting	Responsibility
7		A scope and proposal will be put together to progress the gap analysis and review of the OSC and Air Observers courses <i>To be started – NZSAR looking into options to begin these projects</i>	NZSAR and Police

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8		Aimee will discuss the need for the Air Observers course with Lea to see how urgent the need is. <i>To be discussed</i>	NZSAR and Police
		Air Observers course needs to be reviewed and rewritten. <i>NZSAR looking in to</i>	PAC/NZSAR
		Air Observers moderation report – needs to be noted that the report states that RCC deliver training for it but that is incorrect – should be reviewed for correctness. <i>This would normally come back to the PAC to review and action, but as the course is going to be redefined and redeveloped and is not being delivered currently, the comments will be added to the moderation report and seen when the course is being worked on.</i>	PAC/LSAR
9		Workshop(s) to be set up for both Air Observers and On Scene Coordinators to be reviewed, in conjunction with the gap analysis and review. <i>As above, being looked in to</i>	NZSAR

8. Land Search and Rescue – Training provider update

1. 4WD Training

The 4WD 2 day course that is assessed against the three unit standards will now need to be three days (instead of two-days) and now falls outside of the terms of the contract service.

This presents two options for the PAC to consider:

- a) The unit standard requirements are removed and the course is developed and delivered to meet the operational competency requirements of NZ Police. Or
- b) A 3-day unit standard based course is sub-contracted to a third-party provider, and variation to contract would be sought to account for the increase in course days.

Action:

Lea to discuss with Police and will verify if the NZQA unit standards are required to meet the Police competency requirements. In the meantime, LSAR should plan to deliver a 2-day course without unit standards, but still meets the 4WD assessment requirements of Police.

2. Tutor Forum 2025 proposal

LSAR propose that for 2025, the Tutor Forum is expanded to include tutors and trainers within all the SAR sector agencies.

LSAR's suggested approach for the forum is to set aside one day for professional development. This would include workshops and presentations focussed on delivery and assessment excellence and best practice in the SAR sector. The second day would be an opportunity to divide into separate groups and have parallel sessions for each SAR sector agency.

It was noted by the PAC that this increase in scope may also come with an application for additional funding, submitted with PAC endorsement to NZSAR.

Action:

PAC agreed that this new format would be beneficial to the sector. Christian will take the lead and develop a proposal to provide NZSAR, and from there send out an email to gather interest for a working group.

3. Future of SARTrack relating to training

Clarification is sought on the future use of SARTrack tool by the sector, and therefore the demand for training. Determining future commitments to funding will flow on to determine how we continue to support the training as the training provider and shape investment decisions into moderation and development work.

Decision:

No decisions have been made about the continued use of this tool. Other models are being explored but SARTrack will continue to be used for the interim. See "Changes to course moderations for 2024" below.

4. New Tutors requiring approval

PAC went through the list of the three new tutors (please see LSAR training report page 5). All have been approved by PAC and will be recommended to the Governance Group.

Action:

PAC recommends that the Governance Group approve the three new proposed tutors.

5. Changes to course moderations for 2024

Aimee proposed the two SARTrack courses are not moderated in 2024 as previously planned, and to be recommended to PAC that two different courses should be moderated. PAC members proposed and recommend the new courses to be moderated are:

a) Search Techniques - tbc

b) *Field Team Leader - 12 October 2024*

Action:

PAC recommend the Governance Group approve the above courses (noting Search Techniques date tbc) to be moderated instead of the SARTrack courses.

6. Course moderation reports 2023

Course moderation reports from 2023 need to be verbally approved by Governance Group (apart from Air Observers, as has been discussed prior).

Reports have been attached with these minutes if required.

1. Investigative Interviewing (August 2023)

2. Processing Wilderness Clue Sites (Sep 2023)

Action:

Governance Group approve the above reports from 2023.

7. Bespoke courses within SARSAT conditions

Ref: SAR Training Governance Group Item 9, Seeking approval for two courses not listed in the LandSAR training Schedule– 2023.04.06

LSAR is currently contracted to only deliver existing courses within the Letter of Agreement of each SARSAT contract. LSAR groups often request bespoke courses that comprise existing elements of courses that sit within the approved SAR curriculum.

The pre-requisites for a number of the SARSAT funded courses are not only achieved by attendance to formal courses but also by holding currency in a number of Units of Competency, for example a member may attend Sign Cutting & Ageing (SCA) if they have previously attended Track & Clue Awareness **or** they hold UOC 127.01, 127.02 and 127.03.

Bespoke courses cannot currently be delivered within the SARSAT conditions without the creation and approval of a new course type and with approval of NZSAR.

A more flexible solution is proposed, whereby a standing approval for bespoke courses can be created to meet operational need, with the condition that they must use content and competencies from within other existing courses.

These bespoke courses would provide increased flexibility to allow meeting of operational need late in the calendar year. This would in turn increase the responsiveness of the SARSAT programme to be able to fill any gaps created by courses unexpectedly cancelling late in the calendar year.

Please see attached proposal at the reference.

Action:

Governance Group to discuss bespoke courses to be used for enhanced responsiveness of the SARSAT programmes.

9. Update regarding courses to be redeveloped

PAC agreed it would be beneficial if the On Scene Coordinators course redevelopment start right back at the beginning and actually define what OSC is, as there seems to be differing opinions.

There was also discussion on the relevance of some of the multi-agency courses to individual agencies, and the need to balance this against collective needs of the sector. For example, NZSLS have a comprehensive facilitation training programme that sits separately to the Training for Delivery course within the multi-agency programme, but in essence is trying to achieve the same outcomes.

Edaan suggested that a 'multi-agency course development work programme' was considered for development, where a multi-agency training needs analysis could be used to prioritise and sequence review and redevelopment of the suite of multi-agency training courses. LSAR offered to provide a summary of the learner and tutor feedback of courses within the MA programme to inform this future planning process.

Decision:

NZSAR looking into the redevelopment of the Air Observers and On Scene Coordinators courses. Once an approach has been decided on we will be looking to establish:

- a) A working group – looking for appropriate reps from agencies.
- b) A number of workshops to do the gap analysis and rewrite the course.

10. Learning frameworks, KPIs and learning pathways – work to begin

There is a need for learning pathway documentation within the sector, as evidenced by recent feedback from members of Coastguard and Surf Life Saving, this was partially addressed by the exercise completed in 2023 by Alison Marshall however it was unanimously agreed that the exercise did not meet the demands of the sector.

Aimee advised that as the current Framework and learning pathways aren't fit for purpose as per previous conversations in PAC meetings, she is looking to take a different approach to learn why. She has asked that each agency send in their own learning frameworks and pathways to compare them to the work Alison did and see where the gaps might be.

Edaan suggested that it should be a competency-based approach which the PAC agreed with. Could use Police competency framework as a base.

Action:

Recommend to Governance Group that the over-arching SAR sector learning framework and pathways be adapted into competency-based resources, as the current framework and associated resources are not fit for purpose. If approved, NZSAR will look to initiate a baseline to begin the scope for this.

11. Forms Committee

Aimee advised the PAC that she is in the process of reviewing the Forms Committee, it's TORs and processes.

She asked the PAC members to send their changes to forms requests to her, to help build a good picture of how many forms need updating, if the changes are necessary because process has changed or if a better way of doing something is recommended. She's asked for all request for changes, so the information can be compiled and reviewed further.

Action:

PAC members to send any forms/templates that need to be amended to Aimee. Aimee will create a table with all forms amendments requests, and continue the process of resurrecting the Forms Committee.

12. 2023 student training survey – status report

Aimee advised that the draft final report of the training survey has been sent to the PAC, and if there are any final comments to be made before the report is made final.

Aimee also advised that there are two further reports being generated to display the Land Search and Rescue contract courses and the multi-agency contract courses.

Action:

Aimee will advise the contractor to finalise the report and will send the final copy and the other two reports out when they are received.

13. SAR Managers course – redevelopment progress report

Aimee informed the PAC that progress is still being made in the redevelopment of the course, working with Lea and other Police as well as contractors to complete the work.

There is still no word from the Police College to say if the course can take place there in October.

Craig from Police asked NZSAR to ensure that each session within the course has had a 'planning lens' over it, as planning should be weaved throughout the course as a fundamental requirement from a SAR Manager.

Aimee meets monthly with the contractors and Police staff who are assisting in the redevelopment. NZSAR wants to ensure that each session plan has clear learning outcomes and different ways of delivering the sessions rather than having continuous lecture-style sessions. This will ensure that each session plan has enough information for a different tutor to pick up a session if required and shape the session to suit their teaching style.

Action:

NZSAR/Police will keep agencies informed about the course and if/when it will take place.

14. NZSAR update

Aimee advised that the NZSAR awards were held on 21 May and were a great way to celebrate some of the amazing people of the SAR sector.

SAREX funding agreement is currently being finalised with Police.

15. Sector updates

Coastguard: Continuing to work on their internal training such as Radio Communications.

Police: The big ticket item to get across the line is the SAR Managers course. Work continuing on the redevelopment and awaiting confirmation for using the Police College as the venue for the course in October.

AREC: They are getting more of their people on courses and trained thanks to the new regional managers. Steve also said he hopes this has contributed to a number of courses not needing to be cancelled due to low registrations. He is helping with group planning to discuss their needs going forward. Potential update depending on funding.

16. General business

Steve asked for an update on the CIMS 3 online course. Edaan questions whether developing this MA course is a responsibility of LSAR or NZSAR, and advises that LSAR does not currently have an online course and assessment approved for accrediting unit standard 32158.

Action:

NZSAR will consider where CIMS3 sits in terms of development priority (alongside other MA courses) and responsibility for developing the materials, and clarify if the unit standard assessment is a requirement or whether a competency-based assessment would be sufficient (or whether the title CIMS3 refers to the 3rd edition of the CIMS manual).

17. Actions, decisions and noting

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8	1	4WD 2-day training Lea to discuss with Police and will verify if the NZQA credits are required to meet the Police competency requirements. In the meantime, LSAR should plan to deliver a 2-day course without unit standards, but that still meets the 4WD assessment requirements of Police.	Police

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2	Tutor forum 2025 proposal	PAC agreed that this new format would be beneficial to the sector and is seeking GG agreement. Christian will take the lead and develop a proposal to provide NZSAR, and from there send out an email to gather interest for a working group.	LSAR/NZSAR
3	Future of SARTrack relating to training	No decisions have been made about the continued use of this tool. Other models are being explored but SARTrack will continue to be used for the interim.	SARTrack users
4	New tutors requiring approval	PAC recommends that the Governance Group approve the three new proposed tutors.	Governance Group
5	Changes to course moderations for 2024	PAC recommend the Governance Group approve the courses listed in point 5 to be moderated instead of the SARTrack courses.	Governance Group
6	Course moderation reports 2023	Governance Group to approve these two moderation reports: 1. Investigative Interviewing (August 2023) 2. Processing Wilderness Clue Sites (Sep 2023)	Governance Group
7	Bespoke competency courses for contingency planning	Governance Group to discuss hybrid competency courses to be used for contingency planning, and advise if approved to be used going forward.	Governance Group
9	Update regarding courses to be redeveloped	PAC agreed it would be beneficial if the On Scene Coordinators course redevelopment start right back at the beginning and define what OSC is, as there seems to be differing opinions.	To note

#	Item	Actions, decisions and noting	Responsibility
10		<p>Learning frameworks, KPIs and learning pathways – work to begin</p> <p>PAC recommends the Governance Group approves that the over-arching SAR sector learning framework and pathways be adapted into competency-based resources, as the current framework and associated resources are not fit for purpose. If approved, NZSAR will look to initiate a baseline to begin the scope for this.</p>	Governance Group
11		<p>Forms Committee</p> <p>PAC members to send any forms/templates that need to be amended to Aimee. Aimee will create a table with all forms amendments requests, and continue the process of resurrecting the Forms Committee.</p>	NZSAR
12		<p>2023 student training survey – status report</p> <p>Aimee will advise the contractor to finalise the report and will send the final copy and the other two reports out when they are received.</p>	NZSAR
16		<p>General Business – CIMS3 online course</p> <p>NZSAR will consider where CIMS3 sits in terms of development priority (alongside other MA courses) and responsibility for developing the materials, and clarify if the unit standard assessment is a requirement or whether a competency-based assessment would be sufficient (or whether the title CIMS3 refers to the 3rd edition of the CIMS manual).</p>	NZSAR/LSAR