



Terms of Reference

Professional Learning and Development Accreditation Panel

Purpose

This document describes the proposed Terms of Reference for the Professional Learning and Development (PLD) accreditation panel, which operates as the assessment panel for PLD accreditation.

Objectives and Scope

The accreditation panel has been established to give effect to accreditation, and serves as a key PLD quality mechanism. The panel assesses and makes recommendations on individual applications for the role of professional learning and development facilitators.

Facilitators are assessed against the agreed accreditation framework and criteria, which are described in *Hei Raukura Mō Te Iwi*. The accreditation model includes four dimensions and supports facilitator accreditation in both English and or Māori medium settings, and any specific specialisations.

The panel will operate an independent chair. Panel recommendations are promoted through the panel chair for Ministry of Education (the Ministry) confirmation. The panel through the secretariat integrates with the Ministry of Education corporate structure.

Timeframe

The PLD accreditation panel will be commencing operation in August 2016. The panel will operate for an initial period of up to two years at which point it will be reviewed.

Role and Responsibilities

Roles within the PLD accreditation panel include the Chair, members and secretariat. Specific responsibilities relating to each of the roles are provided in the Appendix.

The chair will be appointed by the Ministry and will be an experienced independent. The majority of panel members are nominated and representative of sector 'end users' (teachers and principals with demonstrated success leading and achieving change and improvement in schools or Kura). The business owner within the Ministry for the PLD accreditation panel is Pauline Cleaver, Group Manager, Early Learning and Student Achievement.

Each accreditation panel member should ensure that they:

- have the capacity to fulfil the role and can commit the time
- commit to ensuring the panels success and representation of their sector group
- understand the accreditation model, criteria, indicators, and application process
- make evidence informed assessments based on the agreed sets of criteria
- provide advice on issues with accreditation criteria or process affecting quality or operation.

The accreditation panel Chair will ensure that:

- applications assessed are presented to the Ministry for confirmation
- feedback is provided to unsuccessful applicants
- issues with the criteria or process are communicated to the Ministry with proposed resolutions.

The secretariat will ensure that:

- the Ministry's corporate structure is connected and available to support the panel as required.

Membership

The panel membership represents 'end users' balanced by expert advice. Each member is a nominated sector representative or independent expert. The Education Council is also represented in recognition of its role in relation to sector leadership and professionalism.

It is on this basis that the panel membership is considered to have the expertise to carry out the accreditation task. A key feature of membership is that the sector has the opportunity to influence fit for purpose PLD through accreditation.

The panel membership needs to be responsive to the accreditation applications it will be assessing. For this reason, the panel will operate a core membership, supported by a flexible component operating as sub-panel. This enables members with specific experience and or limited capacity to focus their time and effort.

The full panel will consist of 13 members, including a panel chair and secretariat. The Ministry reserves the right to co-op membership to ensure the successful operation of the panel.

The following table outlines representation and nomination pathways to the accreditation panel.

Role	No# Seats	Representation	Nomination / Appointment
Chairperson	1	Independent chair	Appointed by the Ministry
Member	3	Primary school leadership	IRG recommendation Open nomination
	1	Intermediate school leadership	IRG recommendation Open nomination
	1	Secondary school leadership	IRG recommendation Open nomination
	1	Kura leadership (Ngā Kura a Iwi context)	IRG recommendation Open nomination
	1	Kura leadership (Kura Kaupapa Māori context)	IRG recommendation Open nomination
	1	Kura or Wharekura leadership	IRG recommendation Open nomination
	1	Special education leadership	IRG recommendation Open nomination

Role	No# Seats	Representation	Nomination / Appointment
	1	Education Council representative	Education Council
	1	Independent expert	IRG recommendation Open nomination
Secretariat	1	Ministry of Education	Appointment by the Ministry

Commitment Required

For the first month of operation the panel will receive a high volume of accreditation applications and may need to be responsive to volume.

The initial briefing and panel establishment will involve a full day meeting. Additionally, the panel should expect to meet a further day in the first month for assurance and moderation purposes.

Assessment of accreditation applications will be done individually and in addition to meetings. In the first month this may involve between up to five hours of assessment time per week. This will reduce significantly after this period.

To support future rounds of accreditation panel members will be expected to be available in an ongoing capacity for up to two years. After the initial phase this will become a termly, or as required basis.

Experience and Credibility

Demonstrated credibility and experience are critical. For this reason, panel members are nominated from the sector and represent the end users of accreditation. They will sit alongside members with professional representation and independent expertise.

Panel members will be expected to demonstrate capability and experience in relation to the following criteria:

- school or kura leadership experience
- success leading and achieving change and improvement in schools or kura
- collaboration for improvement across settings, or is a member of a Community of Learning (CoL)
- success in improving outcomes for all students and especially Māori, Pasifika and students with special education needs
- cultural intelligence about ways that support Māori achieving education success as Māori
- te reo is a requirement for sub-panel members for Māori medium accreditation applications.

The secretariat will require fluency in te reo to support Māori medium accreditation applications.

Protocols

Assessment and Quality Assurance

Panel members will individually assess applications. A quorum will not be required for assessment. Substitute members, and any assessment they undertake, will not be recognised.

Moderation and quality assurance processes and meetings will ensure fair and consistent decision making.

Assessment and moderation by a Māori medium sub-panel will allow the panel to be responsive to applications for accreditation in different mediums.

The panel chair will make take assessment recommendations from individuals and sub-panels and present these to the Ministry for confirmation.

Unavailability and Apologies

Unavailability or absences affecting assessment or meetings are to be advised to the secretariat and or the panel Chair. The secretariat is responsible for advising the Chair if they there are insufficient members for any reason.

Panel Structure and Operation

The Chair will convene all accreditation panel meetings and commission assessment activity. Assessment periods will be scheduled and agreed in advance with panel members, enabling distance assessment and face-to-face moderation.

If the Chair is unavailable, an acting Chair will be provided by the Ministry of Education.

The panel will operate a sub-panel for Māori medium applications that may require the sub-panel to schedule additional meetings, supported by the secretariat.

Decision Making

Overall accountability for the quality of accreditation panel assessments is with the Chair. Sub-panels will undertake specific assessments and make recommendations. The Chair will pass all assessment recommendations to the Ministry for confirmation.

Assessment Packs

The secretariat will distribute applications for assessment in consultation with the accreditation panel Chair. They will be responsible for collating the assessment decisions of accreditation panel members, for recommendation by the panel Chair, and confirmation by the Ministry of Education.

Meetings and Assessment Schedule

The initial meeting and assessment schedule will be discussed and agreed at the accreditation panel briefing meeting. It will be informed by the total number of accreditation applications initially received.

The briefing meeting will be followed by an assurance/moderation meeting. Both meetings will occur within a month of confirming the panel membership.

Subsequent meetings supporting moderation or assessment will be agreed with the panel Chair and coordinated by the panel secretariat.

It is suggested the panel schedule termly meetings from 2017, though these may not be required.

Appendix

Roles and Responsibilities

The following table details the roles and related responsibilities, specific to this accreditation panel

Role	Responsibilities
Chairperson	<ul style="list-style-type: none">• Chairs the Accreditation Panel.• Independent leadership of the panel and its assessment and moderation processes.• Manages interactions and related communications with the Ministry of Education.
Independent Expert	<ul style="list-style-type: none">• Supporting the chair.• Making assessments of accreditation applications based on the accreditation model, and sets of criteria and indicators.• Make evidence informed assessments based on the agreed sets of criteria.• Ensuring expert input into the moderation of borderline and difficult accreditation applications.
Members	<ul style="list-style-type: none">• Supporting the chair.• Ensuring sector end user representation.• Making assessments of accreditation applications based on the accreditation model, and sets of criteria and indicators.• Make evidence informed assessments based on the agreed sets of criteria.
Secretariat	<ul style="list-style-type: none">• Supporting the Chair to schedule panel meetings.• Supporting the Chair and sub-panels to schedule assessment, moderation, or assurance activity.• Coordinating travel for panel members where required.• Collating and distributing assessment packs to panel members.• Collating assessment decisions for moderation• Monitoring assessment scores and advising the Chair of consistent score based variations between panel members.