

# DEI HRM Micro-credential Information and Guidelines

## New qualification development – Working Group

Date: 7.8.25

Version: 1.0

### Purpose

- The purpose of this document is to set out:
  - roles/responsibilities for members involved in Working Groups. Groups will represent the Tendering and procurement industry/sector to provide guidance in credential development (micro-credentials/standards).
  - Provide members with background information.

Ringa Hora Services Workforce Development Council, in conjunction with the Working Group and any appointed subject matter experts, will develop products in accordance with the New Zealand Qualification Authority's (NZQA) [Guidelines for approval of New Zealand qualifications at levels 1 – 6 for listing on the New Zealand Qualifications Framework](#).

**Products** refer to credentialed qualifications, micro-credentials and standards on the New Zealand Qualifications and Credentials Framework (NZQCF).

### Establishment

The Working Groups will be established by Ringa Hora Services Workforce Development Council in accordance with the New Zealand Qualifications Authority (NZQA) [Guidelines for approval of New Zealand qualifications at levels 1 – 6 for listing on the New Zealand Qualifications Framework](#).

### Member Commitment

- A Working Group can be brought together across a three-month period. The frequency of meetings will be determined after the initial Working Group meeting.

Frequently they involve:

- Initial online meeting to determine planning of development/review
- Reviewing documents outside of meetings and sending through any feedback
- Working group members cover their own costs for travel, transport, accommodation, and meals. Ringa Hora covers costs for catering during in-person meetings and the hiring of the meeting venue.

## The Working Group Role

The working group will be expected to:

- Provide technical expertise into the development of the qualification, and standards (if needed)
- Provide critique during the development of the qualification, and standards (if needed)
- Communicate progress to their networks and obtain feedback and communicate this to Ringa Hora (Services) Workforce Development Council and the Working Group.

For further information please see [A guide to Steering Groups, Working Groups, and Consultation Groups - Home - Ringa Hora](#).

## Working Relationships

Working Group members will share expertise and liaise with:

- Ringa Hora (Services) Workforce Development Council Project Manager and Project Team
- Providers
- The sector
- National associations and other advisory networks and bodies as required.

## Group Member Responsibilities

Members are to:

- Maintain regular meeting attendance
- Confirm meeting records
- Respond to communications
- Be prepared and informed
- Contribute constructively and openly to the work of the group
- Be professional and bring to the table a sector perspective.

## Meeting Protocols

Meetings are to be:

- Semi-formal
- Interactive
- Outcomes-focused
- Results-orientated
- Consensus-driven
- Constructive
- Open and honest
- Structured to achieve key actions and decisions.

## Resolving Issues

In the event of an issue arising, in the first instance the nature of the conflict will be identified and resolution sought within the group where the issue arose. If an issue raised in the Steering/Working Group and is not successfully resolved, the issue will be escalated for appropriate resolution.

If the issue has not been resolved by the Steering/Working Group, the issue will be escalated by the Project Manager to Ringa Hora Services Workforce Development Manager – Qualification Development who will plan and implement a process for resolution. If required a neutral party may be called upon to arbitrate.

## Disestablishment

The Project Team may at any stage disestablish the Working Group if it has become inactive or ineffective in meeting its responsibilities and in consideration of strategic directions, progress against approved business plan, or other imperative.

If the Working Group is disestablished, the Project Team will put in place an alternative mechanism for carrying out the current key tasks.

## Working Group Costs

Members are to cover their own costs for:

- ✦ travel and transport
- ✦ accommodation and meals.

## Reporting Requirements

Project activities will be reported to:

- ✦ Ringa Hora (Services) Workforce Development Council– Senior Management meetings
- ✦ NZQA.

## Expected timelines

Stage	Dates	Status
Stage 1 – Scoping and planning	Jun-Jul 25	Completed
Stage 2 – Trigger and engagement	June 25	Completed
Stage 3 –Determine scope of credentials	July 25	Underway
Stage 4 – Development of credentials	Aug 25	Not yet started
Stage 5 – National consultation	Sep 25	Not yet started
Stage 6 – Submission to NZQA	Oct-Dec 25	Not yet started
All dates and timings are subject to change		