

Information and Guidelines – Tendering and Procurement

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	Task	Dates	Status
Stage 1 – Scoping and planning	Analysis and background work.	2nd Jun-7 Jul 25	Completed
Stage 2 – Trigger and engagement	Engage with industry and providers via online webinars and in-person meetings.	1 June-30 th June	Completed
Stage 3 –Determine scope of credentials	<ul style="list-style-type: none"> • Send out EOI for advisory groups • Form Working Groups • Host Working Group online hui to determine what credentials will be developed. • Working group to develop draft credentials 	July 9 th - Sep 25	Underway
Stage 4 – Development of credentials	<ul style="list-style-type: none"> • RH host in-person initial hui with Working Group • Working group attend online meetings to refine draft credentials. 	Aug 25	Not yet started
Stage 5 – National consultation	<ul style="list-style-type: none"> • RH host initial hui with Working Group • Working group attend online meetings to refine draft credentials. 	Aug 25-Sep 25	Not yet started
Stage 6 – Submission to NZQA	<ul style="list-style-type: none"> • RH finalise drafts and gather attestation forms and related documents • Submit to NZQA for review • RH to work through feedback from NZQA • RH receive NZQA letter of approval for applications • NZQA publish new credentials on the NZQA framework • RH notify all external parties of publication and close project. 	10 Oct- 1-Dec 25	Not yet started

Proposed meetings

Group	Day/ Time	Mode/location	Teams Link
Business standards Working group	6 Aug/TBC	Online	TBC
Business standards Working group	7 Aug/TBC	Online	TBC
Working Group Foundations of T&P	19 Aug/ 10am-12pm	Online	Join the meeting now Meeting ID: 471 004 035 186 9 Passcode: YW9RC3V5
Working Group Advanced Tendering	21 Aug/ 10am-12pm	Online	Join the meeting now Meeting ID: 472 179 286 159 2 Passcode: Pf3SG3vu
<p style="text-align: center;">2025 Review of Business standards</p> <p>The business standards review 2025 are reviewing the following business standard domains:</p> <ul style="list-style-type: none"> - Organisational direction and strategy - People development and coordination <ul style="list-style-type: none"> - Small business - Systems and resources management <p>The tendering and procurement project will work in collaboration with the business standards review project. This is based on the unit standards alignment with tendering and procurement (including skill standard development). Working group members involved in Tendering and Procurement who wish to be involved in working groups for Business standards review domain please refer to the survey found in listed domains detailed above Review of Business Standards 2025 - Home - Ringa Hora</p> <p>Frequency for future Steering and Working Group meetings will be determined at the initial meetings above.</p> <p style="text-align: center;">All dates and timings are subject to change</p>			

Appendix A – Summary of engagement findings

Appendix B – Summary of current training delivered

Skill Area	Training Provider	Course/Module	Coverage of Skills/Themes	NZQA Standards Aligned
Demystifying Procurement	Hikina	Demystifying Procurement (+ Workshop)	Lifecycle overview, sourcing, contract rules, engagement strategies	18926, 18928, 18930
Step-by-Step Tendering	NobleProg NZ	Tenders Initiation Training	Tender steps, finding opportunities, compliance processes	18927, 18928

GETS & Digital Systems	Auckland Transport / NZ Govt	GETS Tendering modules	Using portal, attachments, H&S, communication via GETS	18927, 18930
Tender Writing & Structuring	Plan A	Tender Response Workshops	Proposal alignment, scoring, compliance, document structuring	18927, 18928
Bid & Tender Management	Knowledge Academy NZ	Bid & Tender Management Skills	Bid decisions, team formation, RFx prep, evaluation	18926, 18927, 18928
Contract & Project Management	Hikina	Contract Management Fundamentals	Contracts, supplier debriefs, panel processes	18928, 18930
Construction Procurement	Massey University	Construction Procurement & Tendering	Risk, tender docs, digital procurement tools	18928, 18930
Practical Procurement Training	Clever Buying	NZ Procurement Training & Tools	Practical procurement principles, best practices	18926, 18927, 18928, 18930
Procurement Lifecycle	Clever Buying	Procurement Training Workshops	Focus on procurement planning, sourcing strategies, and delivery methods	18926
Tender Evaluation	Clever Buying	Evaluation and Tender Training	Training on tender evaluation, supplier communication and scoring	18928
Contract Management	Hikina	Contract Management Fundamentals	Manage supplier contracts and debriefs; ethical procurement	18928
Ethics & Compliance	Hikina	Introduction to Government Procurement Rules	Focus on public sector procurement rules, transparency and fairness	18930
Tender Writing & Response	Plan A	Lift Your Game Tender Workshops	Writing effective responses aligned to scoring frameworks	18927
Scoring Alignment	Plan A	Tender Evaluation in Practice	Breakdown of evaluation criteria and scoring methodology	18928
Tender Lifecycle & RFx	NobleProg NZ	Public Procurement Course	End-to-end tender initiation, RFx writing and document flow	18926
Negotiation & Evaluation	AZTech Training	Tendering and Negotiation Programme	Covers tender evaluation, negotiation strategy, and procurement planning	18928, 18930
Construction Tendering	Massey University	Construction Procurement & Tendering	Focus on construction tenders, documentation, risk and e-procurement	18927

Appendix C – Current and expired credentials

The following NZQA credentials are listed in relation to tendering and procurement.

Credential Type	Title & NZQF #	Level	Credits	Links	Status
Qualification	NZ Certificate in Infrastructure Procurement Procedures #3179	6	80	https://www.nzqa.govt.nz/nzqf/search/viewQualification.do?selectedItemKey=3179 ; https://www.connexis.org.nz/wp-content/uploads/2021/10/NZC-Procurement-Procedures-brochure.-Oct2022.pdf	Active
Micro credential	Infrastructure – Erosion & Sediment Control Plans #4164	4	20	https://www.connexis.org.nz/wp-content/uploads/2023/12/MC-L4-Infrastructure-Erosion-and-Sediment-Control-Plans.pdf ; https://www.careers.govt.nz/qualifications/view/4164/6044	Active
Micro credential	CCTV Inspection of Water Services Assets #4412	4	14	https://www.connexis.org.nz/wp-content/uploads/2023/12/MC-L4-CCTV-Inspection-of-Water-Services-Assets-09.24.pdf ; https://www.careers.govt.nz/qualifications/view/4412/6044	Active
Unit Standard	Title	Level	Credits	Links	Status
18926	Plan a procurement activity	6	20	https://www.nzqa.govt.nz/nqfdocs/units/pdf/18926.pdf	Active
18927	Prepare a RFx document for release to the market	6	25	https://www.nzqa.govt.nz/nqfdocs/units/pdf/18927.pdf	Active
18928	Conduct procurement processes and evaluate tenders	6	20	https://www.nzqa.govt.nz/nqfdocs/units/pdf/18928.pdf	Active
18930	Demonstrate and apply knowledge of the legal requirements, conditions, and standards for tendering procedures	6	15	https://www.nzqa.govt.nz/nqfdocs/units/pdf/18930.pdf	Active
20924	Purchase goods and/or services in a public sector organisation	4	8	https://www.nzqa.govt.nz/nqfdocs/units/pdf/20924.pdf	Expired
20923	Identify and analyse public sector procurement processes	5	8	https://www.nzqa.govt.nz/nqfdocs/units/pdf/20923.pdf	Expired
20918	Plan procurement in the public sector	6	8	https://www.nzqa.govt.nz/nqfdocs/units/pdf/20918.pdf	Expired
20919	Request and receive offers in a public sector procurement process	6	8	https://www.nzqa.govt.nz/nqfdocs/units/pdf/20919.pdf	Expired
20920	Award public sector procurement contracts	6	8	https://www.nzqa.govt.nz/nqfdocs/units/pdf/20920.pdf	Expired
20921	Manage contracts in a public sector procurement process	6	8	https://www.nzqa.govt.nz/nqfdocs/units/pdf/20921.pdf	Expired
20922	Plan for procurement outcomes in a public sector context	7	8	https://www.nzqa.govt.nz/nqfdocs/units/pdf/20922.pdf	Expired
20925	Manage the evaluation of tenders for a contract in a public sector procurement process	7	8	https://www.nzqa.govt.nz/nqfdocs/units/pdf/20925.pdf	Expired
Unit Standard	Title	Level	Credits	Links	Status

18926	Plan a procurement activity	6	20	https://www.nzqa.govt.nz/nqfdocs/units/pdf/18926.pdf	Active
18927	Prepare a RFx document for release to the market	6	25	https://www.nzqa.govt.nz/nqfdocs/units/pdf/18927.pdf	Active
Small business standards - Review of Business Standards 2025 - Home - Ringa Hora					
29057	Assess the feasibility and viability of a potential small business opportunity	3	20	29057 Assess the feasibility and viability of a potential small business opportunity	Active
29058	Develop a business plan for a small business	4	20	29058 Develop a business plan for a small business	Active
29055	Identify a business opportunity/ies and assess compatibility with own abilities, interests, and preferences	3	5	29055 Identify a business opportunity/ies and assess compatibility with own abilities, interests, and preferences	Active
32340	Identify the external environment of a business opportunity/ies	3	15	32340 Identify the external environment of a business opportunity/ies	Active
6410	Manage financial resources for a small business	5	8	6410 Manage financial resources for a small business	Active
29059	Manage operations for a small business	4	20	29059 Manage operations for a small business	Active
29060	Manage staff and human resource processes for a small business	4	20	29060 Manage staff and human resource processes for a small business	Active
32341	Produce an establishment plan for a small business opportunity/ies	3	20	32341 Produce an establishment plan for a small business opportunity/ies	Active
Business standards working group – Small business standards If you wish to be involved in the above small business standards review please click here https://forms.office.com/r/ZBzEbcHsx					