



Minutes of the Professional Development Meeting

Wednesday 23rd August 2006, 1230pm
Boardroom, Education New Zealand, Level 6, 138 The Terrace

Attendees:

Gail Kirkland, Glenda Stone, Judy Lang, Darren Conway, Brett Parker (attending on behalf of Colleen Slagter), Jim Sinclair

Apologies:

Frances Little, Ian Stockwell, Sue Allard
(Frances emailed feedback in of projects supported by University sector)

Chair and Meeting Report:

Kathy Phillips

Welcome

Kathy welcomed the attendees.

Confirmation of the Minutes of Last Meeting

The minutes were accepted.

Finalisation of Input into 06/07 Work Programme and Moving Forward

The following projects were agreed upon to proceed:

Admissions Staff Workshops

Objective:

To provide opportunities for admissions staff to continue to network and upskill to assist in making the admissions process transparent to education agents and others who handle international student applications from overseas.

Admissions staff report a feeling of isolation and lack of coordinated networking opportunities. There has been staff turnover in the industry and staff members are struggling to make quick decisions, something which is essential in the competitive marketplace. New Zealand and overseas education agents have commented that entry to New Zealand educational institutions is difficult to ascertain and makes marketing New Zealand difficult.

Discussion: Project supported – university focussed however some content could be applicable to other areas also.

Leadership Development Programme for Senior International Education Administrators

Objective:

The international education industry is a continually changing and evolving environment. Internal and external influences impact significantly. A need has been identified for senior administration staff in this industry for specialised development in managing the dynamics of this environment.

The key objectives of this project will be the scoping, developing and delivery of a workshop (diploma) for senior leaders that will provide them an opportunity to adopt the leadership and management skills necessary for advancing and managing the international education agenda in complex environments.

Discussion: project to up-skill industry; result in certificate of attainment or diploma (or paper that could slot into a diploma level programme); don't 'dumb down'; must have rigor. Do market research/scoping first – re sustainability, how many would attend etc etc. Email NAFSA link to group.

Homestay Selection and Monitoring Workshops

Objective:

This project follows on from the CD06 project from the 2005/06 work plan, that was completed at the scoping/research stage.

The objective of this project is to provide training on effective systems and techniques for monitoring home-stays for (primarily) the Schools and ELS Sector, and to enable through workshops the opportunity to share knowledge and experiences on specific matters to do with home-stay monitoring.

Through professional development workshops, teachers and practitioners of international students in the Schools and English Language Sector will learn and be able to implement effective systems and techniques for monitoring home-stays.

Discussion: feedback was received on the CD06 project – contents relate primarily to under 18's; only one private school contributed; irrelevant detail (ie: AFS); not enough different sector recognition; spelling issues; not academic enough – references too vague. Appendices, best practice/preparatory material contained in report valuable. Report has some useful resource material. An overview was given on selection of tenders. Further suggestions on the importance of ensuring when this workshop is being developed and advertised, that it is indicated they are primarily for the secondary and primary sector. Due to limited response for tenders ENZ received for the CD06 project, it was suggested to look at other avenues for advertising RFP's. Consider revising criteria weightings of each question. Close monitoring of projects in progress important. ENZ to liaise with Judy L in regard to train the trainer recommendations for developing and delivering workshop, RFP etc, and Code office for CoP guidelines oversight.

Introduction to Pastoral Care and the Code of Practice Workshops for new staff

Objective:

To develop a series of 'roll-over' workshops targeted to new staff in the industry to ensure they have the opportunity for upskilling, networking, information gathering and implementation on pastoral care requirements and the Code of Practice.

Discussion: ENZ to liaise with Code office in preparing RFP and content for delivery.

An Industry Perspective on Professional Development – moving forward

Objective:

There has been continued discussion in regard to both the need for, and best method of implementation of professional development per sector. The last tangible research done on this appears to have been in 2003. Taking into account research from the 2005/06 work programme on Best Practice, further research will be done on what *actually* happens in institutions now in regard to professional development; are there specific sectors that require it more than others; if it is required what is required; assessment criteria for projects, and the defining of both immediate and long term needs of the industry in regard to where international education is, where it is heading, and what are the professional development gaps that need addressing to ensure we get there and are prepared.

Discussion: Suggestions for inclusion in ToR – what PD happens in institutions now; what is needed; what format.

Projects the group decided not to proceed with:

- International Speaker. Regional groups already doing a lot of this. May be useful to obtain workshop data from groups in regard to what they are doing in PD (contact Trish Leddy?). NZTE do breakfast presentations also.
- Recognition of roles/quals within the international industry. More discussion on whether this has already been done or not. Recommendation to contact Jan Holloway ex her 2003 report – was anything developed from that. Park project for now.
- Benchmarking. More information/options coming to light – further investigations required. Uncertainly also as to appropriateness of this being funded from Levy as is 'business as usual'.

General Discussions

- Seem to be gaps on ENZ web in regard to projects done in the past - check
- Recommendation that collation of projects that have already been put forward (those that progressed to implementation and those that didn't) be done so same projects aren't raised again
- Discussion regarding FAQ section on ENZ website – especially important to have CoP links on ENZ web
- Important to have permanent NZQA person attending PD mtgs (needed for regulatory issues)

DRAFT – Commercial in Confidence

- Jim advised he could feedback in regard to ERO activities
- Recommendation from group that institutions have a generic international contact email address due to turnover of staff – to ensure institutions continue to receive information
- Discussion regarding group receiving information throughout implemented projects lifespan to completion, ie: progress and milestone reports
- Stock-take – what is going on in the regions; questionnaire on whether people belong to a regional network
- Best practice – short term groups data provided by Judy and Glenda as an industry resource greatly appreciated. To be forwarded onto Jim for review/comment then to go on ENZ web

An English Language School position on PD

Darren had prepared a discussion document on the ELS position on PD. This was circulated to the group however the discussion during the meeting was surrounding the suggested criteria for project selection. The group were invited to respond to Darren on the other areas of the paper at a later stage. Darren advised that the criterion presented was not a definitive list, but suggestions. In summary:

- Is there evidence of real need? If the group need to brainstorm problems then there is not a real need
- Is the benefit collective, or primarily private? Money good to spend when the benefit goes mainly to everyone (however this not always feasible)
- Is cost significant enough that it is beyond private (individual or institutional) means? Don't fritter money away – small amounts not a good spend
- Is it beyond minimum requirements (which are more appropriately addressed by regulation)? Shouldn't be chasing up people to train dodgy places – this should be resolved by regulation
- Is the development opportunity not already available through private or state providers? Why do when it already exists
- Is take up likely to be high? Helpful in some cases to do market research of projects prior to implementation
- Is there likely to be participant investment? Personal investment of some sort beneficial
- What do evaluations of previous projects suggest about this one? Have all past project evaluations on the table
- Is each sector getting its share? (although not too worried about this)

Group to get back to Kathy with any additional criteria for consideration.

There was general discussion regarding the Levy and PD:

- High turnover of staff meant continued training required
- Identify unmet needs to try and meet them
- Try to raise the standards of the sector as a whole

It was also raised that as well as their being concerns raised regarding under age 18 students pastoral care, there are also concerns regarding those over 18. Feedback received that some students have at times gone back to the secondary school pastoral care person for support once they have gone onto tertiary study, as they aren't getting the support at the higher education level. Perhaps a need to consider PD in that area – maybe develop a resource? Networking across sectors also seen as important.

Next Meeting / 07/08 Work Plan Deadlines

In addition to the levy group input, ENZ will undertake additional consultation with the sectors. A discussion document will be developed based on the feedback received, focussing on immediate and long term needs of the industry. If the levy group reps could submit the sector feedback they collect via their consultation process to Kathy for the 10th November for inclusion into this document. Once developed, the document will be circulated to the group prior to the next meeting for their review and feedback. The group to then meet in late February/early March to finalise work plan for 2007/2008. Deadline to have this work plan to the MoE for approval is 31st March 2007.

No other business.

Meeting closed 3pm.