

Research Reference Group Terms of Reference (updated June 2006)

Introduction

The Export Education Levy on export education providers is used to fund export education industry development, promotion, quality assurance and research. The Levy was empowered through the Education (Tertiary Reform) Amendment Act and subsequent regulations, and came into force on 10 January 2003.

The Levy is collected by the Ministry of Education, with administration devolved to Education New Zealand to manage most of the activities funded from the Levy. In undertaking this task, Education New Zealand convenes the following four Industry Reference Groups to advise on priorities for expenditure of the Levy: Research; Promotion and Marketing; Quality Assurance and Professional Development.

Education New Zealand will generally approach significant sector peak body's to nominate a representative to the Research Reference Group, with sector representative nominations being called for every 2 years. Other members may be co-opted by Education New Zealand for their experience in research issues.

Functions

The functions of the Research Reference Group are:

- to provide expert advice and assistance to Education New Zealand on project priorities, processes and estimated costings, drawing upon consultation with the sector that they represent; and
- To help Education New Zealand ensure that the work undertaken is relevant to the industry and takes account of sectoral/sub-sectoral differences.

The primary purpose of the Reference Group is to act as expert advisory bodies. While the provision of industry and sectoral perspectives is important, the aim is for group members to work together in a constructive and consultative manner to produce group recommendations.

Tasks

Working within the framework of a provisional budget, the Reference Group is tasked with providing the following:

- recommendations and consideration of a range of possible work initiatives;
- prioritisation of projects and activities and development of a recommended work programme for the current financial year (and prospective programme for future

years) including budget allocation across the various projects and activities proposed;

- advice on the implementation of projects – ideas, access to information and networks;
- informal feedback from industry on the impacts of projects;
- advice on the drafting of Requests for Proposals related to specific projects; and
- advice on evaluation, assessment and accountability processes.

In undertaking these tasks the groups are requested to engage in broad consultation with the industry or their sector-sub-sector where appropriate.

Confidentiality

While members are generally expected to liaise with and act as a conduit for their sectors, from time to time material of a sensitive nature may be presented in confidence for discussion and feedback at group meetings. It is a condition of membership of Reference Groups that confidential material presented during meetings will not be disclosed or discussed outside the forum of the meetings except between members of the group.

Meetings and Time Commitments

Education New Zealand will convene and Chair all meetings. It is expected that each Reference Group would meet approximately 3 times per year. Participants will be required to read materials, prepare and sometimes contribute to e-mail discussions between meetings. Communication with people in the industry will also be required. All work associated with the Research Reference Group is on a voluntary basis. Reasonable travel expenses will be reimbursed from Levy funds.

Education New Zealand will provide Secretariat services to the committees, including expense disbursement.

Location of Meetings

Reference Group meetings will normally be held at the offices of Education New Zealand, Level 6, 138 The Terrace, Wellington.

Scope

The following industry research framework is based on the Industry-Wide Strategy and suggestions from the industry. Government agency support has also been sought and received. It provides guidance for the Research Reference Group's recommendations to Education New Zealand. The Research Reference Group will develop a recommended work programme based upon the following framework:

Supply Side Research	Demand Side Research
<ul style="list-style-type: none"> • International student performance and achievement • Student entry levels • Student achievement • Teaching and learning (including quality) • Pastoral care and support services (including welfare) 	<ul style="list-style-type: none"> • Market research • Competitor analysis • Barriers to trade in education services, including the impact of regulation • Economic impact • Trends in long term demand – impact of European integration, impact of

<ul style="list-style-type: none">• Student expectations and satisfaction• Pathways between sectors• New areas of provision• Interaction with local students, staff and the community• Community perceptions and participation in international education	<p>internalisation of supply, etc.</p> <ul style="list-style-type: none">• Price Elasticity of Demand• What impact, if any, do rankings have upon demand (national demand and institutional demand)
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