



06 December 2019

Kia ora,

Notice of Appointment – Member of Subject Expert Group for Accounting,  
Review of Achievement Standards (RAS)

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I am pleased to confirm your appointment as a member of the Subject Expert Group (SEG) for Accounting. Your appointment is initially until 31 December 2020 with scope to be re-established each year until the conclusion of the Review of Achievement Standards.

Your appointment is conditional upon acceptance, completion of probity checks, and the declaration and management of all relevant conflicts.

In undertaking work as a member of the Subject Expert Group, you will be expected to maintain the values and ethos of the public service. You will also need to ensure to maintain the required interest and enthusiasm to contribute effectively to the performance of your SEG through the term of membership.

### **Fees**

SEG members will be paid under the Cabinet Fees Framework. As a Group 4, Level 2 body, SEG members will be paid \$330 per day, pro rata. All members working in their own time are able to claim relevant payment, but those paid by the Crown are not eligible during normal course of business (this will generally exclude teachers and university staff during regular teaching hours).

If you are a public sector employee, or become one during your term, you should discuss your SEG role with your employer and confirm your fees arrangement with the Ministry of Education contact person below.

Schools will be able to claim a Teacher Release Day (TRD) payment for staff absences for full day SEG meetings.

### **Other Expenses**

All SEG members are able to claim expenses relating to their travel, within the MoE Guidelines which will be provided at the first meeting.

### **Resignation**

You may at any time resign from this office by notifying us in writing by email to [seg.support@education.govt.nz](mailto:seg.support@education.govt.nz).

### **Further information**

If you have any questions about your appointment, please contact me at [rob.mill@education.govt.nz](mailto:rob.mill@education.govt.nz).

Please read the attached Terms of Reference and return this signed letter, to accept your appointment. My team and I look forward to working with you.



Ngā mihi



**Rob Mill**  
Senior Manager, Senior Secondary  
Secondary Tertiary and Partnership Schools  
Early Learning & Student Achievement  
Ministry of Education

I,

\_\_\_\_\_

*(full legal name)*

Accept the appointment as a member of the Subject Expert Group and agree to the attached Terms of Reference.

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

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# RAS Subject Expert Group Terms of Reference

## Background

The Ministry of Education is the standard-setting body for achievement standards and has responsibility for reviewing these standards, which assess outcomes derived from the National Curriculum.

To enact the in-principle agreements of Cabinet through the NCEA Review Change Package and to fulfil its requirement of regularly reviewing standards, the Ministry will be undertaking the Review of Achievement Standards (RAS) from 2020.

Through the RAS, the Ministry will work with Subject Expert Groups for each subject to identify the important learning and develop standards, supporting material, and resources. NZQA will partner with the Ministry throughout the process and will quality assure the final achievement standards.

## Purpose

The Subject Expert Group (SEG) has been created to support the Ministry in identifying the subject matrices to develop and to provide expert advice relating to the development of new Achievement Standards and Assessment Resources.

## Scope

The scope of the SEG is to provide advice to the Ministry of Education related to their specific subject and to work to develop the material requested by the Ministry of Education.

Initial work undertaken in the initial term will be to advise the Ministry on the subject matrices to develop.

Following confirmation of the subjects the Ministry of Education will develop, the relevant SEGs will begin development of their NCEA Level 1 products. The group will draw on the outcomes of the relevant Ministry's Curriculum, Progress, and Achievement work to identify the significant learning for the SEG subject.

All work performed by the group will be subject to the relevant Cabinet and Ministry of Education policy decisions, particularly the changes agreed by Cabinet as part of the NCEA Review Change Package.

Delivery oversight and decision-making ability will be held by the Ministry of Education, provided to the group by a Senior Adviser, Secondary Tertiary. If significant disagreement arises, this will be escalated to the Senior Manager with responsibility for the Review of Achievement Standards.

All actions of the group are guided by our obligations under Te Tiriti o Waitangi.

## Responsibilities

The responsibilities of the SEG include:

- Supporting the Ministry in identifying the important subjects to develop at each level of NCEA
- Identifying the significant learning in their subject
- Developing learning and assessment matrices for the subject
- Supporting the Ministry to develop and write new assessment matrices, achievement standards, and resources.
- Developing further supporting material for teachers.
- Supporting the sector to understand and use the RAS resources

These responsibilities lie over the course of the whole RAS, and the Ministry of Education will identify the required work for each meeting and term of appointment.



The responsibilities of the SEG during each term will be subject to confirmation of the final subjects being developed. A SEG which represents a subject offered only at NCEA Levels 2 and/or 3 will have limited responsibilities during 2020.

The initial term of appointment will be from 11 November 2019 until 31 December 2020. The group will comprise 8 paid members (in limited cases 6 members) along with an ex-officio member from NZQA. A Senior Adviser from the Ministry of Education and technical writers will also be in attendance. Members are able to sit on multiple SEGs.

The Ministry of Education is responsible for the overall direction of the meetings, determining and confirming the agenda, and providing secretariat support. The technical writers will be provided by the Ministry to develop materials based on direction from the SEG.

Jackie Talbot, Group Manager, Secondary Tertiary, has the right to disestablish the group and add or remove members at any time. A SEG may be disestablished if the subject they represent will not have achievement standards developed through the Review of Achievement Standards.

## **Fees**

The Cabinet Fees Framework will apply for classification and remuneration of fees [Cabinet Office Circular (19)1]. The SEG is a Group 4, Level 2 body. The members of SEG will receive a per diem of \$330 +GST.

Public sector employees will not retain both the group fee and their ordinary pay where the duties of the group are undertaken during their ordinary working hours.

Members will be reimbursed by the Ministry for expenses related to travel within the Ministry of Education's Guidelines.

## **Meetings**

It is anticipated that members will work up to approximately 10 days in the first term; including 6 full day meetings in Wellington, offline work and Skype meetings. The expectation is that all members are to attend, and meetings will be scheduled to ensure attendance from members.

## **Reporting**

The SEG will report to Jackie Talbot, Group Manager, Secondary Tertiary. A Senior Adviser will be present at all meetings of the group, representing the Ministry of Education and Jackie Talbot.

## **Conflict of Interest and Probity**

Membership of the SEG will be conditional on probity being completed, including disclosure of all actual or perceived conflicts of interest. The Ministry may engage with provisional SEG members before probity is complete, but this does not guarantee final membership.

A conflict of interest register will be maintained to record any conflicts.

If members of the SEG develop new, relevant conflicts of interest, whether real, potential or perceived, in the course of the NCEA review, they will inform the Ministry of Education as soon as is reasonably practicable.

## **Confidentiality and Document Ownership**

All documents and drafts that are provided by the Ministry of Education to the SEG or developed by the group are owned by the Ministry of Education and need to be kept confidential unless express permission is granted by the Ministry of Education.



## Media

SEG members acting in that capacity will not make media statements, representing their own views or that of the SEG.

If the SEG are asked to provide comment on any issue relating to education by a third party (i.e., other than the Ministry of Education), that SEG member will forward the question or request to the Senior Adviser.

## Good faith

Members of the SEG are expected to act in good faith and respect contributions from all other members. The Senior Adviser will ensure that all members get reasonable opportunities to contribute.

Members are expected to work towards agreement and the Senior Adviser will intervene where contrasting views are unable to be resolved in a timely fashion.

## Review of the Terms of Reference

The Ministry of Education will review their Terms of Reference upon expiry and reappoint the SEG as appropriate with any necessary changes.

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