

Graduate Diploma in New Zealand Immigration Advice (Level 7)

Industry Partnership Group - Terms of Reference

Role

To provide a forum in which information relevant to the delivery of the *Graduate Diploma in New Zealand Immigration Advice* (the programme) can be shared. The information will be used by Toi Ohomai Institute of Technology to ensure the programme continues to meet the immigration advice industry's needs.

Objectives

To obtain feedback from the industry on the following:

1. The quality and competency of the programme's graduates.
2. Changes to the programme's content or structure.
3. Emerging industry issues or trends that may need to be addressed through the programme.

Scope

Restricted to matters related to the delivery of the programme. Other matters relevant to the industry, such as supervision or licensing, are outside the scope of the Group.

Term

This Terms of Reference is effective from 1 July 2020 and will be ongoing until terminated by agreement between the parties.

Membership

Membership will comprise:

- Academic Leader and teaching staff associated with the delivery of the programme
- Up to eight industry representatives from across the licensed adviser and/or immigration lawyer community
- A representative from the Immigration Advisers Authority (IAA)
- A representative from Immigration New Zealand (INZ)

In considering membership, Toi Ohomai Institute of Technology will in the first instance call for expressions of interest from licensed advisers through the IAA newsletter. If more than eight expressions of interest are received, Toi Ohomai will apply the following criteria as a selection guide.

Criterion	To achieve:
1. Industry experience	A balance of industry experience amongst members.
2. Industry skills and knowledge	A range of skills relevant to the objectives of the Group
3. Availability	A group in which individual members are able to provide assurance of their availability to attend scheduled meetings.

Membership Review

- Toi Ohomai will undertake a review of membership at the end of the academic year.
- Members can be part of the Group in consecutive years.

Member Responsibilities

It is expected that members will:

- Attend scheduled meetings
- Undertake any pre-reading of information circulated for discussion
- Contribute to discussions in a constructive and respectful manner
- Treat all matters discussed at meetings as confidential

Toi Ohomai representatives will make available relevant student and programme data to support the objectives of the Group.

Meetings

The Group will be Chaired by the Academic Leader responsible for the Programme. The Chair will be responsible for:

- Circulating the annual meeting schedule to members
- Circulating meeting agendas and supporting documents
- Facilitate discussions and ensure a range of ideas is explored
- Arranging minutes to be recorded, circulated and approved

Frequency

All meetings will be conducted online.

There will be a minimum of two meetings each calendar year, with up to two additional meetings as required.

Review

The terms will be reviewed by the Group at the first meeting of the year. Any suggested changes must be agreed upon by the Group and approved by the Academic Leader.