

AGRICULTURAL EDUCATION ADVISORY COMMITTEE POLICY

Taratahi Agricultural Training Centre QMS Component			
Category:	STRUCTURE	Policy Number:	QMS 17
Title:	Education Advisory Committee Policy	Date Approved:	05 June 2003
Prepared by:	Operations Manager	Date of Last Revision:	10 Feb 2010
Authorised by:	Taratahi Academic Committee	Next Review Date:	Mar 2011

1. PURPOSE

For Taratahi courses to remain current and of value to the students and the community into which students are employed, there must be appropriate communication and feedback from industry representatives and previous students. This policy has been developed so that the Agricultural Education Advisory Committee has clear guidelines and procedures, therefore enhancing the relevance of Taratahi's programmes.

2. ORGANISATIONAL SCOPE

This is an organisational wide procedure.

3. DEFINITIONS

4. RESPONSIBILITIES

The Education Partnership Manager is responsible for all aspects of this policy.

5. THE PROCEDURE

5.1. The Agricultural Education Advisory Committee will in general terms serve the following purpose "To ensure the Taratahi Agricultural Training Centre course content is relevant to Industry needs".

5.2. The Agricultural Education Advisory Committee will be a communication link between Taratahi, the agricultural Industry and student and staff groups

5.3. The committee will provide direction and support for educational activities and help to solve problems that may occur

5.4. These functions do not replace the normal chain of responsibility at Taratahi or the national validation of courses.

6.0 FUNCTIONS

The Agricultural Education Advisory Committee will focus on the following functions.

- Help prioritise Industry requirements for land based training.
- Advocate the specialised needs of the group they represent.
- Provide feedback on course and student performance.
- Lobby for the interests of land based education among industry and government.
- Provide contacts, information and expertise where required.
- Assist with moderation
- Provide input on course changes.

7.0 STRUCTURE OF THE COMMITTEE

7.1 To allow the committee to meet its roles the Agricultural Education Advisory Committee must be representative of land based industries and groups with interests in Rural Education.

Such organizations are as follows:

- Taratahi Board
- A Taratahi Educational Manager
- Taratahi Tutor Representative
- Former Student
- Relevant ITO representatives
- Local Farmer
- Sheep & Beef Farmer
- Deer Farmer
- Dairy Farmer
- Horticultural industry representative
- Forest industry representative
- Massey University
- Equine industry representative
- Secondary schools
- Leading national agricultural organisations such as Fonterra
- Iwi representative
- A Current student

- 7.2 The length of membership to the committee will be three years with members serving staggered terms. Members will be available for re appointment although new members with different experiences and expertise should be seen as positive. Members may be co-opted to ensure equitable representation.
- 7.3 The committee will organise a chairperson. This person will be responsible for planning meetings, providing an agenda, and ensuring discussion remains relevant Taratahi will provide a minute secretary.
- 7.4 Whenever a replacement is required or there is a need to increase the number of representatives on Agricultural Education Advisory Committee then discussion is held with both Taratahi Management and the current Agricultural Education Advisory Committee with agreement formed after due consideration.

8.0 ACTIVITIES

- 8.1 Changes to the committee will occur at the start of each calendar year. The committee will set meeting dates at its first meeting. The committee should meet at least three times per annum.
- 8.2 Each year Taratahi will submit its meeting programme to the committee which outlines the focus and topics for the meetings during the year for discussion. The committee will also provide feedback from its representative group.
- 8.3 Members will check that the programmes meet the needs of their representative Industries and suggest where their requirements may be better met.
- 8.4 Members will give "ADVICE" and assistance related to the activities listed under "FUNCTIONS".
- 8.5 The committee will report annually to the Taratahi Board on how effectively it has been able to meet its aims, these reports will be provided to a Board meeting in the first half of the year.