

COMMUNITY RUGBY TRAINING AND EDUCATION FRAMEWORK DEVELOPMENT WORKING GROUP

(TERMS OF REFERENCE – as at 30th January 2023)

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Purpose of the group:

- to provide expertise and industry experience that enables the development of a framework for all of community rugby training and education. Refer 'definition of terms' for framework parameters.

The working group will have assignments that include (but not strictly limited to):

- Co-construct an overarching training and education philosophy that aligns with NZ Rugby (NZR) strategy.
- Researching and reporting back on examples of training and education best practice from around the globe.
- Review and provide recommendations on current NZR training and education offerings
- Provide advice on systems and structures to support development, delivery, and evaluation of training and education
- Engaging with stakeholders within the NZR community and reporting back to ensure community rugby learning needs are understood
- Researching and recommending modalities of training and education that will best meet the needs of the NZR community
- Reviewing and providing feedback on any enhancements proposed to the components of the framework. This may include digital solutions, strategy, explanatory and supporting documents and guidelines.

These responsibilities will be shared and allocated to working group members based on best fit of skillset and experience.

The working group is being established by the Training and Education Manager (herein called 'convenor') in February 2023, with the work intended to be completed by December 2023. Completion dates of workstreams will be confirmed after the working group assemblies.

Membership

- Seeking a diverse group of individuals with experience, skills, or qualifications which can add value and help achieve the intended purpose of this working group.
- The preferred number of members in this working group is six, including the convenor. However, if there are required skills or experience not covered within this number, additional members may be recruited at the discretion of the convenor.

- Individuals will be selected based on their skills, experience and/or qualifications, rather than their affiliations. As such, this is not a representative group, but diversity of experience, perspective, background, and subject matter expertise will be valued and sought through the recruitment process.
- The intended length of membership is 12 months. In the event the project needs to be extended beyond the initial 12 months, there will be an opportunity for up to half the appointed group to extend their membership by an additional 12 months. Members can opt out of continuation at this time. If more than half the appointed group intends to extend their membership, the convenor will determine which positions will be available for additional applicants.
- If the project purpose is achieved earlier than 12 months, the convenor may conclude the working group earlier at their discretion.
- From time to time, it may be necessary to bring in specific expertise or alternative perspectives. As such, at the convenors discretion additional members maybe seconded for this purpose.

Profile of members:

The following factors will be taken into consideration when appointing members:

- The individual's ability to think strategically and philosophically and contribute to developing a framework for all of community rugby's training and education.
- The overall mix of skills and experience required across the Working Group in all aspects of training and education, such as: delivery, design, cultural safety, educator training, evaluation, quality assurance, assessment, online learning, blended learning, resource development, learner support, instructional design.
- While an understanding of education and training as it applies in a membership-based organisation, NSO or similar is important, some experience in a rugby context would also be advantageous to the group.

Accountability

- Individual members are accountable to the working group convenor and the group itself.
- The working group carries no responsibilities or oversight of any aspects of the training and education functions of the NZR Community Rugby team.

Review

- A (self) review of the working group effectiveness and relevance will be undertaken 6 months after first assembly and at 12 months to determine whether there will be any continuation of workstreams, or new work to undertake. Refer notes in 'Membership' for length of term.

Working methods

- It is envisaged most of the working group work will be undertaken remotely – i.e., Zoom meetings, e-mail, and shared [digital] documents. Occasional face-to-face workshops will be organised to support any key pieces of work as required.

- There will not be any sub-groups of this working group, though some pieces of work may require members to collaborate with or seek input from others outside of the working group. Refer 'sharing of information and resources' for details on this.
Work method in practical terms:

Meetings

- Meetings will be organised and chaired by the convenor
- For any face-to-face meetings, the convenor will coordinate all travel and accommodation requirements.
- Agenda items will be called for no more than a week ahead of planned meetings. However, the agenda will be determined by workstreams in progress and working group members reporting back.
- At the discretion of the convenor, additional people may be invited to any meetings when their expertise or perspective can add value.
- For maintaining meeting notes and outcomes, online meetings will be recorded. The convenor will coordinate collection of key notes and circulate these after the meeting. Members will be encouraged to take any relevant notes for themselves during meetings or face-to-face workshops.

Sharing of information and resources

- Resources relevant to the work of the working group will be shared via digital sharing platforms or e-mail.
- Any documents, resources, notes or outcomes from meetings will remain the property of NZR and must be returned or deleted (as advised) at the conclusion of working group term, or when a member leaves the working group.
- For some work to progress, documents may need to be shared beyond members of the working group. Any such sharing will be approved by convenor and any shared documents must be returned or deleted (as advised) at the conclusion of that piece of work.

Definition of terms

Framework: For the purpose of this working group, 'framework' refers to all aspects of design, development, delivery and evaluation of training and education. This includes learning progressions, resources to support delivery, modalities of delivery (e.g., face to face, online, blended, self-directed) and includes formal, non-formal and informal types of learning. A T&E framework provides structure and clarity of progression through a curriculum of learning with specific learning objectives aligned to an overarching philosophy.