28 February 2022

To whom it may concern

Re: Expressions of interest for membership of Qualification Advisory Group for NZ Certificate in Refrigeration and Air Conditioning (Trade) (Level 4) review process

Dear Sir/Madam

We are pleased to invite expressions of interest from those wishing to take part in the Qualifications Advisory Group (QAG) process of the current review of the NZ Certificate in Refrigeration and Air Conditioning (Trade) (Level 4).

Hanga-Aro-Rau is the WDC (Workforce Development Council) representing the Manufacturing, Engineering and Logistics industries. We lead the development of industry qualifications, set industry standards and quality assure training provision against these industry standards.

Competenz will continue to facilitate programme development and provision of training for the Heating, Ventilation, Air Conditioning and Refrigeration sector, as may other Vocational Education providers once the qualification review process is completed.

Attached are Terms of Reference - please read these carefully for conditions of membership. We will be looking for 8-10 members for this advisory group, with a wide range of views, experience and knowledge.

If you have the applicable experience and passion please fill out the Expression of Interest form on Page 3 and return it to:

**Matt Gough, Industry Manager, Hanga-Aro-Rau** by **midday** **Tuesday 8 March 2022**.

Successful applicants will be informed no later than 5pm Tuesday the 9th of March 2022.

Thank you- we look forward to hearing from you.

Kind Regards

**Matt Gough**

Industry Manager

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| Text  Description automatically generated |  **M:**027 544 3515[www.hangaarorau.nz](https://aus01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.hangaarorau.nz%2F&data=04%7C01%7CMatt.Gough%40hangaarorau.nz%7Cafb3047be1304296890608d9d70b841a%7C469509a0f47e42458bf195deae62bd7f%7C0%7C0%7C637777267022481353%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=AdXrJG8CHNMEzVwBKGRrTuP5aff6U622JLaN7aNIDp0%3D&reserved=0)  |

**Qualification Advisory Group - Expression of Interest Form**

**For review of the:**

**New Zealand Certificate in Refrigeration and Air Conditioning (Trade) (Level 4)**

To register your interest in becoming a member of the RAC Qualification Advisory Group for the above review, please complete the following sections in this form and return it to **Matt Gough, Industry Manager, Hanga-Aro-Rau** by **midday** **Tuesday 8 March 2022**.

|  |  |
| --- | --- |
| **Full name:**  |   |
| **Job Title:**  |   |
| **Company/Organisation:**  |   |
| **Sectors you work in:**    |   |
| **Industry Association membership:**  |   |
| **Contact Details:** **(email/phone)**  |    |

|  |  |
| --- | --- |
| **Please describe your current relevant experience and expertise:**  |                |

**Do you have:**

|  |  |  |
| --- | --- | --- |
| Recent working knowledge of industry sector issues?  | **YES**  | **NO**  |
| An interest/commitment to the development of skills and training in your industry?  | **YES**  | **NO**  |
| Strong networking skills to communicate with and gain feedback from industry stakeholders?  | **YES**  | **NO**  |
| A working understanding of the current RAC qualification and training programme?  | **YES**  | **NO**  |
| A willingness to collaborate with Hanga-Aro-Rau and its delivery partners?  | **YES**  | **NO**  |
| The ability to work in a team?  | **YES**  | **NO**  |
| Availability and time to participate in meetings, email discussions, and consultation?  | **YES**  | **NO**  |