

Appendix 4 - Connexis

Purpose of this document

This document focuses on the functions and areas that are defined as Qualifications Systems Functions (QSF). In no particular order of importance they are:

1. Develop, Set and Maintain Industry Qualifications and Skill Standards (primarily the 'maintain' component but there may also be urgent requirements to develop new standards identified by TITOs as part of the transition)
2. Moderation Activities
3. Endorse Programmes
4. Skills Leadership (primarily 'research and analysis')

It should be read in conjunction with the Workforce Development Council (WDC) transition summary document and the Connexis transition plan for arranging training and other functions.

Background

Connexis is located across New Zealand with its main office being based in Wellington where the majority of the QSF employees are based. There are also offices in Hamilton, Nelson and Christchurch along with home-based employees. There are approximately 63 staff with up to 7 staff undertaking partially or solely QSF functions. These QSF activities will be transferring to two Workforce Development Councils:

1. Construction and Infrastructure
2. Primary Industries

Timing

Unlike arranging training and other functions, QSF will be transferred from TITOs and NZQA at the same time – the execution is not staggered. This means that we will need to be aligned with other TITOs/NZQA in our activities.

There are a number of key dates that are relevant to the creation of WDCs:

1. Consultation with TITO/NZQA staff on organisational structure proposals will commence in late June 2021
2. Workforce Development Councils governance will be in place in early July 2021
3. WDC operational stand up will be on October 4, 2021 with staff in place and QSF transferred and expected to operate

As the WDC establishment activities, including design, are still in flight there is still the possibility of changes to the key dates outlined above. We will need to be proactive in engaging with the WDC Establishment Unit (EU) in order to mitigate the impacts of any date changes.

We expect that there will be a requirement for some of our staff to participate in activities, e.g. induction, before October 4.

Principles, Approach and Strategy

Connexis:

- intends to work collaboratively with the RoVE (Reform of Vocational Education) WDC Establishment Unit to minimise the impact of these changes on staff;
- will carefully manage the delivery and transfer of existing work to minimise the impact on industry, employers and learners;
- where possible, intends to support the minimisation of the cost of change on the vocational education system;
- will meet its obligations of being a good employer, including treating staff fairly and transparently;
- understands the need to be flexible, as the Workforce Development Councils are not in place and are still in the design process.

Communications

Connexis will proactively communicate with industry, employers and staff about what the implementation of WDCs will mean. We will work with the RoVE/EU communications team to ensure that the information is accurate and timely. We will, where practicable, coordinate with other TITOs and NZQA. Connexis have collaborated and have agreement with Primary ITO on the Rural Contracting standards and qualifications and will continue to engage with the TITOs involved in the CIWDC.

Mapping of Qualifications, Standards and Credentials

The following table describes the allocation of Qualifications, Standards and Credentials to WDCs.

	Construction & Infrastructure	Primary Industries
Qualifications	52	2
Standards	965	59

Managing the impact on Staff

The creation of WDCs will mean that Connexis is no longer required or able to undertake QSF functions as of the operational stand-up date (4 October 2021). As a result, there will need to be changes to the jobs that some staff undertake. Connexis has no roles that are 100% QSF and a small number that are a mix of QSF and arranging training.

Where Connexis no longer needs to perform some of the functions in a role, as they are WDC related but needs to continue to perform other functions Connexis will consult staff on changes to its structure to enable it to continue deliver the retained functions through Te Pūkenga. This consultation will happen in parallel to the consultation on the proposed WDC organisational structures.

The legislation enables the transfer of staff without redundancy where a role in a WDC is substantially the same as their current role. We note, however, there is no requirement for a WDC to employ any Connexis staff.

As the WDC organisations are outside Connexis's control, Connexis will not be able to control or conduct any selection process for staff in the WDCs. Nevertheless, Connexis intends to take all possible reasonable steps to:

1. Provide input into and expert guidance on QSF including the impact on job design, processes and other requirements;
2. Seek to understand the WDC organisational structures and position descriptions;
3. Determine, in conjunction with the WDC EU, the impact of these changes on Connexis staff;
4. Clearly communicate the proposed and final changes for Connexis staff, including providing a clear proposal for change for Connexis staff as part of the staff consultation process;

5. Support Connexis staff through any selection processes including provision of interview training and CV writing skills;
6. As appropriate, support staff to participate in WDC induction activities.

It is noted that staff whose roles are to be disestablished and who are not offered substantially similar roles within a WDC will be able to apply for vacant roles in all WDCs ahead of other candidates. [Under the legislation, staff in this category are still eligible for redundancy, but we intend to request the WDC to offer roles subject to redundancy entitlements being waived, as there will be ongoing employment]

Transfer of QSF Work in Progress and Data

Connexis intends to stop all QSF work on September 4, 2021. This is to allow the necessary activities to take place to support the smooth transition of work in progress and the data that supports QSF. This includes historical data.

Specifically, Connexis will:

1. Identify all existing QSF work;
2. Determine the status of that work (complete, in progress, to commence);
3. Determine what information or data is required to support that QSF;
4. Work with the WDC Establishment Unit to determine the best way to transfer the associated information and data;
5. Transfer the data in the manner and with the timing agreed with the WDC EU.

The EU data migration strategy has identified the following data types; Stakeholder Data, Qualification Data, Skills Standards Data, Moderation Data, Endorse Programme Data, Research and Analysis Data, Historical Data for supporting Business Process, Website Content Data, Files and Supporting Documents, Provider Data, Other data.

Transfer of Assets and Intellectual Property to WDCs

Excluding data, no assets or intellectual property will be transferred to a WDC.

Locations

Connexis is based in Wellington. The transfer of QSF will not provide any surplus office space for reuse in the vocational education system.

Continuity of Industry engagement approaches

To successfully undertake QSF industry engagement is needed. Connexis uses the following mechanisms:

Connexis Contact	Industry Audience
Chief Executive	<ul style="list-style-type: none"> • Industry associations • Connexis industry groups • Key Account CEOs
Field team	<ul style="list-style-type: none"> • Customers • Quality Assurance Assessor Forums
Industry Reference Groups	Industry practitioners and provider representatives who come together to advise on qualification and programme development
ENews/RoVE Bulletin, Website	<ul style="list-style-type: none"> • Mass market

We will work with industry and the WDC EU to continue (or replace) these industry engagement approaches.

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