ITE Programme Approval Panel Member
ITE Emergency Support Panel Member
Role Description
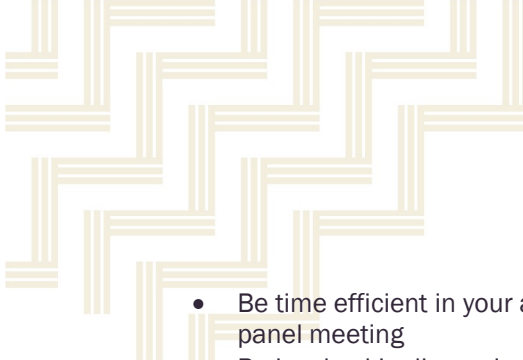
Expectations of Panel Members

- Any general conflicts of interest will be declared to the Teaching Council of Aotearoa New Zealand (Council) at the time of signing this contract. Any conflicts of interest specific to a panel or programme will be declared to the Council at the time of being asked to be a member of an ITE programme approval panel.
- Panel members will:
  - aim to keep themselves available, within reason, for panel membership when they have had advance notice of possible dates
  - thoroughly prepare for the panel by reading and considering all the material provided
  - avoid discussion about the material with other members of the panel prior to the panel meeting
  - act in good faith, with reasonable care, diligence, honesty and integrity, and to exercise the highest possible level of skill and judgement when serving in this role
  - preserve the intellectual property of the provider by keeping confidential all written material and oral discussion and to share it with no other person than fellow panel members at the panel meeting
  - return all material to the ITE provider or the Council when requested or destroy in a secure manner.

Prior to Panel
- Liaise with the relevant Lead Advisor at the Teaching Council
- Liaise with the ITE Advisor at the Council
- Liaise with the panel Chair
- Declare any perceived conflicts of interest
- Read, become familiar with, and analyse the documentation provided by the ITE provider in submission of their application for ITE programme approval
- Consider the areas in the panel reading identified by a Teaching Council Lead Advisor on the panel as being of specific interest
- Complete and submit to the Council a pre-panel evaluation form by the date requested prior to panel
- Request through the Council Lead Advisor any additional material/information from the ITE provider

Panel Meeting
- Participate and contribute in a way that demonstrates the values from Our Code, Our Standards; Whakamana, Manaakitanga, Pono, Whanaungatanga.
- Participate in and contribute meaningfully to the initial panel meeting, ensuring you are well prepared for the panel day/s
- Participate and contribute meaningfully to the panel meetings on the panel day/s
- Demonstrate respect for the role of the Chair
- Contribute to effective and ordered questioning to the provider

- Be time efficient in your actions to ensure the agenda is covered in the time allocated for the panel meeting
- Be involved in discussion with panel members, where decisions are reached via a consensus process
- Contribute to the panel's end of meeting summary of recommendations
- Contribute with other panel members to the writing of recommended conditions and/or suggestions

Post-panel Meeting
- Contribute to any meeting/s of the panel which is required following the panel meeting (this may be via phone conference or online medium.
- Where requested by the Chair, review provider response to condition/s and recommend whether the response adequately satisfies the condition/s
- Review and provide comment on any further documentation at the request of the Council

ITE Emergency Response Panel (if relevant)
- Prior to the panel meeting, read the proposed programme changes sent by the provider.
- Participate and contribute in a way that demonstrates the values from Our Code, Our Standards; Whakamana, Manaakitanga, Pono, Whanaungatanga.
- Participate and contribute meaningfully to the panel meeting.
- Be time efficient in your actions to ensure the agenda is covered in the time allocated for the panel meeting
- Be involved in discussion with panel members, where decisions are reached via a consensus process
- Contribute to the panel's end of meeting summary of recommendations
- Contribute with other panel members to the writing of recommended conditions and/or suggestions.