

# TONGA NATIONAL QUALIFICATIONS AND ACCREDITATION BOARD



## INDUSTRY TRAINING ADVISORY COMMITTEE (ITAC)<sup>1</sup> POLICIES Sept 2019

Please note:

Earlier versions of this document are obsolete.

---

<sup>1</sup> Industry Training Advisory Committees were previously known as Sector Working Groups

Contents

- 1. ITAC’s Official Title ..... 3
- 2. Establishment Authority ..... 3
- 3. Aims..... 3
- 4. Scope of Activities ..... 3
- 5. Membership..... 3
- 6. Quorum for ITAC meetings ..... 4
- 7. Terms of Reference..... 4
- 8. Remuneration ..... 5
- 9. Commitment Required ..... 5
- 10. Appendix 1 ..... 6
  - 1. Approval..... 6
  - 2. Review..... 6

## 1. ITAC's Official Title

The ITAC title must reflect the training fields and subfields it advises.

## 2. Establishment Authority

The ITAC is established by the relevant industries under the Tonga National Qualifications and Accreditation Regulations Part 2 Section 8 (5), which states:

“The Board shall approve short-life sector working committees or industry training advisory committees, with specified terms of reference, when required to develop or review national qualifications for a particular industry or community sector and adapt international qualifications to suit Tonga.”

## 3. Aims

The aims of the ITAC is to develop and endorse national qualifications that are relevant to Tonga, embraced by industry and maximise the potential for individuals to access full, freely chosen and productive employment, by improving links between TVET and the skills needed for jobs. TNQAB will assist in the establishment of the ITAC and the developer<sup>2</sup>.

## 4. Scope of Activities

ITACs are a key source of industry advice for the qualification developer, TNQAB and the Tonga Government. They provide streamlined, unique and timely advice to TNQAB, providers and stakeholders on the training and skill needs by the local industry sectors to facilitate the design and delivery of qualifications and training programmes that support workforce development, in particular, National Qualifications on the Tongan Qualifications Framework (TQF).

## 5. Membership

ITACs are made up of industry experts with relevant qualifications and experience. They represent their industries on training and related matters to support the Technical and Vocational Education and Training (TVET) system in Tonga. Each ITAC cover a specific industry sector.

Each ITAC will normally consist of 4 to 12 members and be made up of representatives with the following composition:

---

<sup>2</sup> The developer is the organisation or person(s) who take responsibility for the detailed development of a national qualification.

- Industry/professional associations in the sector;
- Regulatory authorities/licensing bodies (where applicable);
- Relevant training providers;
- Relevant employers and employee association
- Individual enterprises that represent the sector or field;
- Church/community groups with an interest in the area;
- Other representatives that the developer believes will assist the development process.

## 6. Quorum for ITAC meetings

A minimum number of four (4) TNQAB-registered members is required for an ITAC to meet to carry out its functions and duties.

## 7. Terms of Reference

The ITAC shall perform the following functions and duties:

- Advise on sector or sub-sector skills gaps and training needs;
- Advise on national *industry standards*<sup>3</sup>;
- Recommend technical experts to assist in researching the need for national qualification(s); and in the development of national qualification(s);
- Advise on likely pathways into and out of the proposed national qualification(s);
- Advise on economic, social and labour market trends in their area of expertise;
- Assist in the validation process by recommending people and organizations to be involved;
- Formally endorse, on behalf of the relevant industry/sector or community, that the proposed national qualifications descriptor accurately reflects the skills, knowledge and performance standards expected in the sector or sub-sector at the specified level;
- Inform the sector or sub-sector of training and national qualifications initiatives;
- Coordinate with other stakeholders not represented on the ITAC;

---

<sup>3</sup> Industry-specific awareness, attitudes, knowledge, skills, and competencies which are required to the successful completion of tasks that are vital to national development

- Assist TNQAB, if required, in identifying personnel for an expert panel to evaluate the national qualification for registration on the TQF and to evaluate applications for programme accreditation from training providers.
- Submit work plan to TNQAB, indicating the necessary details such as meeting dates, venue, objectives, outputs, etc.

## 8. Remuneration

ITAC members will be remunerated at TOP250/day (TOP125/half day).

## 9. Commitment Required

The actual input required by ITAC members in the development of a National Qualification will vary, depending on the size, level and scope of the qualification or qualifications and the resources available to the developer. It is not envisaged that the ITAC will actually write the programme or its components. The role of the ITAC is to provide guidance to the developer and to endorse the final product.

A typical national qualification development may require 3 or 4 ITAC meetings:

- To provide initial information on the need for the qualification and the competencies it should cover so that the developer can begin drafting the qualification;
- To provide feedback on the draft(s) of the qualification; and
- To endorse the final draft of the qualification.

## 10. Appendix 1

### 1. Approval

This policy was approved by the TNQAB Board of Directors on the following date: \_\_\_\_\_

### 2. Review

This policy will be reviewed in accordance with the schedule for review of TNQAB documents.  
The revisions will be summarized in the table below:

Date	Section Revised	Reason	Approved by & Date