



**Guidelines**

**Industry Standards Advisory Committee and the development and review of FQF National Qualifications**

Version Control	
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<b>Related FHEC documents: policies / procedures / guidelines, etc.</b>	Policy 2-1 Accreditation of FQF Qualifications levels FQF 1 - 10 2-1a-Procedures: Accreditation of National Qualifications FQF 1-6 2-1b-Procedures: Accreditation of Provider Qualifications FQF 1-10 2-1c-Procedures: Accreditation of University qualifications FQF 1-10 2-2-ToR - Terms of Reference Fiji Qualifications Council 2-1e-Form – Terms and Conditions Industry Skills Advisory Committees (ISACs) Fiji National Strategic Human Resources Plan 2011-2015
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**1. Purpose of the guidelines**

- 1.1. To support the commitment of the Fiji Higher Education Commission to the Industry Standards Advisory Committees (ISACs) as a means of engaging industry, education, or community stakeholders and relevant Higher Education Institutions (HEIs) in the development of National Qualifications.
- 1.2. To ensure that the National Qualifications developed in Fiji are aligned to the current and future needs of industries and the labour market and to community needs thereby contributing to economic growth and sustainability.

## **2. Industry Standards Advisory Committees (ISACs)**

### **2.1. ISACs are responsible for:**

- 2.1.1. The research and development of the proposed National Qualification.
- 2.1.2. Undertaking consultation with relevant industry, regulator, licensing body, or community to confirm the need for the qualification and ensure that the proposed qualification meets this need.
- 2.1.3. Providing advice and guidance.
- 2.1.4. Endorsing the final draft of the proposed National Qualification.
- 2.1.5. Ensuring that the accreditation submission meets the requirements of the FQF and the Quality Standards for Accreditation of FQF Qualifications 1 – 10.

## **3. ISAC Membership**

- 3.1. Members of the ISAC will include industry stakeholders, Higher Education Institutions and licensing authorities relevant to the appropriate programme.
- 3.2. ISAC members shall be identified in consultation with the relevant Industry, Licensing Authorities and HEI stakeholders. Industry ISAC members will also be given the opportunity to apply to be a member and be selected from an expression of interest.
- 3.3. A registered ISAC member is responsible for assisting in the development and review of National Qualifications and its standards that fall under their sector.
- 3.4. The ISAC will undertake the development process with the assistance, support and mentoring of the professional bodies related to this sector. Consultation with the sector may be undertaken in preparation for convening the ISAC to assist the ISAC in the efficient completion of its business.
- 3.5. The Chairperson must be a representative of the target group of the qualification.
- 3.6. The terms of reference of the ISAC is included in Appendix 1.
- 3.7. ISAC members shall receive the following for their contribution toward the development and review of national standards and qualifications, and other related industry related consultations: Certificate of Recognition' and reference letter as an ISAC member.

## **4. FQC responsibilities**

- 4.1. The FQC approves the development of a new National Qualification. The recommendation for the development of a new National Qualification based on:

- Clear justification on the need for the qualification.
- Evidence that the qualification meets the national needs as stipulated in the Fiji National Strategic Human Resources Plan 2011-2015.
- Evidence that the qualification meets the needs of learners, employers and the Fiji economy.

## **5. FHEC responsibilities**

- 5.1. The members of ISACs are recruited and recorded by the FHEC. Orientation and guidance for the ISAC members ensures that training and assessment meet industry requirements and that each qualification outlines the minimum level and number of credits a learner must achieve.
- 5.2. Establish an ISAC for the development of the National Qualifications and related standards for the relevant programme using the guidelines and information provided in the ISAC Terms of Reference document (see Appendix).

## **6. Development Process**

- 6.1. The FHEC, on the ISAC behalf, shall undertake preliminary research including consultation with industry, enterprise, education, legislative/regulatory or community stakeholders.
- 6.2. Preliminary research should confirm that:
  - There is support for the outcomes that the qualification will provide.
  - The purpose of the qualification can be identified.
  - The proposed qualification does not duplicate qualifications or components that already exist at the national level.
  - The proposed qualification meets a current and future need.
  - Major stakeholders have agreed to advise on the development of the qualification.
- 6.3. A summary of the research is to be recorded. The ISAC is responsible for confirming the need for the qualification.
- 6.4. The FHEC will organise the first ISAC meeting where members are oriented into the process of NQ development and assisted to undertake initial review of the research.
- 6.5. The ISAC will assist in the drafting of the qualifications.
- 6.6. The ISAC will work through the process to ensure the structure of the qualification and all components of the qualification are aligned and fit for purpose.

6.7. Further meetings or digital communication be required to complete deliberations on the finalisation of NQs, this will be managed by the FHEC Secretariat.

6.8. Support and administrative services will be provided to the ISAC by the FHEC Secretariat.

6.9. Nominated officer(s) at the FHEC shall be responsible for:

6.9.1. Scheduling consultations and agreeing on the process and agenda.

6.9.2. Ensuring that records are kept and agreed.

6.9.3. Managing feedback and ongoing development.

6.9.4. Ensuring that the requirements of the Procedures – Accreditation of National Qualifications 1- 6 are met.

6.9.5. Reporting to FQC, and the appropriate industry organisations.

6.9.6. Seeking resolution to any significant disagreements.

6.9.7. The relevant FHEC Secretariat staff member will complete a report at the end of each meeting. No allowances can be processed until this report is completed and forwarded to Corporate Services.

## **7. Evaluation of proposed NQs**

7.1. The procedure for accreditation is outlined in the Procedures – Accreditation of National Qualifications 1- 6. The ISAC is to adhere to this process.

7.2. Consultations for both the development and review of National Qualification shall involve stakeholders and licensing authorities specific to the sector. This includes both stakeholder consultation prior to the ISAC being convened and confirmation from the ISAC.

7.3. ISACs are to endorse the proposed National Qualification prior to the Accreditation Submission being submitted to the FHEC.

## **8. Review of NQs**

8.1. National Qualifications are accredited for a set period of time, e.g. up to 5 years. National Qualifications will be reviewed regularly and at least 6 months prior to the qualification's re-accreditation date as listed on the qualification document.

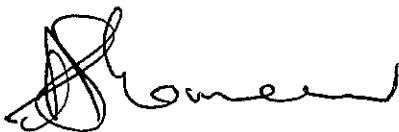
8.2. Should there be any concerns about a National Qualification (e.g. poor-quality feedback, lack of uptake, poor success and retention statistics), the review date may be brought forward from the original date listed on the qualification document.

8.3. Wherever possible, all National Qualifications within a discipline cluster will be reviewed concurrently to ensure coherence in the suite of qualifications.

8.4. The FHEC will reconvene the relevant ISAC for the review of a National Qualification and its components.

8.5. The ISAC will undertake the review process with the assistance and support of HEIs, Industry and professional bodies related to this sector. Feedback from HEIs and industry may be undertaken by the FHEC in preparation for convening the ISAC to assist the ISAC in the efficient completion of its business.

**9. APPROVED BY THE DIRECTOR, FIJI HIGHER EDUCATION COMMISSION**



**Dr Nikhat Shameem**  
Interim Director  
Fiji Higher Education Commission

Date 5/02/19.

## Appendix 1:

### INDUSTRY STANDARDS ADVISORY COMMITTEE TERMS OF REFERENCE

#### Background:

Higher education is essential for social, economic, political and cultural progress as it provides expanded opportunities for young people and adults to realize their potential and capabilities so that they can become productive and competitive in the workplace, constructive in the community, creative in their endeavours and responsible and peace-loving individuals.

The work of the Fiji Higher Education Commission (FHEC) is a major step towards the development and promotion of Fiji's higher education sector. It is in line with the government's priorities of achieving higher economic growth and making Fiji a knowledge-based society as stated in Pillars 5 and 9 respectively of *The Peoples' Charter for Change, Peace and Progress*.

To assist the FHEC to fulfil its role it has established the Fiji Qualifications Council (FQC). FQC is responsible to the Commission for:

- developing, implementing and maintaining the Fiji Qualifications Framework (FQF);
- developing, implementing and maintaining the criteria and processes for the accreditation and registration of qualifications; and
- ensuring that national standards and registered qualifications are internationally compatible.

Industry Standards Advisory Committees shall be established to assist the FQC fulfil its remit and identified in alignment with the government fields of learning priorities.

#### Objectives:

Industry Standards Advisory Committees (ISACs) shall be formally established:

- to support the Fiji Higher Education Commission's (FHEC) commitment to engage industry stakeholder, relevant professional bodies and selected institutions in the development of unit standards, workplace manuals, assessor guides and Fiji national qualifications; and
- to ensure that national qualifications developed and delivered by education providers in Fiji are aligned to the needs of industry and benchmarked to other recognised national and regional qualifications frameworks in other countries.

#### Role:

1. The Fiji Higher Education Commission, Fiji Quality Council (FQC), and Industry Standards Advisory Committees shall represent partnerships on behalf of the Government of Fiji (GOF) to develop and review national standards and qualifications for levels 1 to 6 on the Fiji Quality Framework.
2. FHEC/FQC and ISAC shall work collaboratively in the development of programmes to ensure that:

- Industry productivity and strategic development requirements are met;
- Trainees', and employers' best interests are assured; and
- A nationally and internationally credible Fiji Qualifications Framework is developed.

**Membership:**

There will be a maximum of 11 members for each ISAC. Members of the ISAC will include:

- 3 to 4 Industry Stakeholders from the relevant industry;
- 2 to 4 Higher Education Institutions representatives;
- Licensing Authorities relevant to the appropriate trade/programme;

Industry members will be identified in consultation with the relevant Industry and government department or appointed through an Expression of Interest. Vacancies will be advertised in January via the FHEC website and in the local newspaper. New members will be notified by the end of February.

Representatives from the Higher Education Institutions and Licensing Authorities will be identified and invited to become a member by the FHEC Director.

Members may be co-opted from time to time with the written permission of FHEC Director.

A member shall hold office for three years and shall be eligible for re-appointment of no more than two consecutive terms.

**Review:**

The ISAC terms of reference will be reviewed every three years.