

## Terms of reference

**Project Title:** Member of ONOC’s Sport Industry Advisory Committee (IAC)

### A. Project Description

ONOC has developed a total of 14 Oceania Sport Education Programme (OSEP) courses designed to develop and deliver short training packages to address gaps in skills and competencies in the sport workplaces. In 2020, ONOC conducted its first external evaluation for OSEP and one of the key findings was that whilst OSEP is recognised and supported by the International Olympic Committee (IOC) and Olympic Solidarity (OS) and regarded across the Pacific and the wider Olympic communities as a gold standard in sports education and training, ONOC is not recognised neither as the Sport Industry lead or a training provider under the regional Leaders’ endorsed PQF nor are the OSEP courses registered under the Pacific Register of Qualifications and Standards.

In addition, with the influx of short trainings provided by sport organisations in the region, there is a need to appropriately develop micro-qualifications and have them recognised. This will add value to the certificates acquired by learners, and will enhance their employability.

A micro-qualification (MQ) is a subset or component of a qualification that is designed to address a specific need for which only certain skill sets are required. It is intended to facilitate a change in behaviour that will result in the learner being able to do something that he or she could not do prior to undergoing the training.

This project is a partnership between the Secretariat of Pacific Communities (SPC) and the Oceania National Olympic Committees [ONOC] for **four** of its sport courses. The MQ to be developed are as follows:

1. Management in Sporting Organisations,
2. Building Better Management,
3. Community Strength and Conditioning Coach,
4. Development Coach.

The micro-qualification will be developed in consultation with representatives that specialise in:

- sport management;
- technical coaching; and
- strength and conditioning.

This group of representatives will formally be called the Industry Advisory Committee (IAC). The purpose of the IAC is to develop training packages in consultation with the Educational Quality Assessment Program [EQAP] within SPC. The IAC will provide an industry-based perspective on the quality and relevance of an MQ. Ownership of the MQ will rest with ONOC and the respective IAC. However, intellectual property rights for an MQ shall vest solely with ONOC.

The other 10 courses will undergo the same process in 2022 and IAC groups will be formed to complete the MQ.

### B. Definitions

- B.1 ToR – Terms of Reference,
- B.2 IAC – Industry Advisory Committee,
- B.3 MQ – Micro-qualifications,
- B.4 PQF – Pacific Qualifications Framework,
- B.5 EQAP – Educational Quality Assessment Program.

### C. Scope of Work

Members of the IAC will be trained by the EQAP team and shall be responsible for ensuring that the requirements of a Micro-qualification meet industry standards. The functions of the IAC are to work collaboratively with the staff of ONOC and SPC’s EQAP to:

- C.1 Advise on the competencies and the standards of the Micro-qualification,
- C.2 Quality assure and endorse the MQ for implementation,
- C.3 Oversee the process for the development and approval of accredited training,
- C.4 Provide subject-specific expert advice and industry perspective to EQAP team,
- C.5 Ensure that the MQ complies with standards of the industry,
- C.6 Ensure that each Unit Standard and the relevant MQ is benchmarked to an appropriate level of the Pacific Qualifications Framework,
- C.7 Develop a Unit Standards Booklet, a Qualifications Document and other relevant materials as part of the MQ package.



#### D. Requirements and Expectations

- D.1 Submit their Curriculum Vitae, Names of two professional referees and copies of academic credentials,
- D.2 Submit on email a cover letter as an expression of interest with personal details relevant to MQ development,
- D.3 Liaise with their employer/supervisor for any leave arrangements to attend IAC meetings,
- D.4 Attend a 3-day training session prior to the commencement of the development of an MQ over 3 sets of 3 days sessions,
- D.5 Sign a contractual agreement with ONOC,
- D.6 Declare any real or potential conflicts of interest prior to appointment to the IAC or if any such conflicts arise during the MQ development process,
- D.7 Respect the diverse views of fellow IAC members and be sensitive to gender and culture in the deliberations,
- D.8 Contribute positively to consensus decision making.
- D.9 Develop MQ(s) in an effective and efficient manner responsive to the changing needs of all stakeholders including learners, instructors, institutions and the industry,
- D.10 Assist in the application of accreditation of the qualification.

#### E. Institutional Arrangement

- E.1 The IAC member will report to ONOC Manager Oceania Sport Education Program (OSEP),
- E.2 The IAC member will be required to attend either meetings in-person or virtually, depending on location, with the staff of EQAP and ONOC and actively engage in discussions,
- E.3 Meetings will be convened either for three consecutive days (in at least 3 sessions) and IAC members will be consulted on the timing of the meetings,
- E.4 If a member is not able to attend a meeting, he/she may nominate a person to attend on their behalf, for a single meeting day only,
- E.5 The nominated individual must have similar skills and knowledge to those required for the MQ being developed, Prior arrangement shall be made with the ONOC for such occurrences,
- E.6 Members who do not attend three consecutive meeting days may be requested to resign.

#### F. Duration of the Work

- F.1 The IAC member must be available to respond to questions from the members of the SPC EQAP Accreditation Committee, who will be responsible to review the MQ submitted,
- F.2 The IAC member will be required to be engaged throughout the development of the MQ of between 3- 4 meetings of 3 full days. These would be in May, July, Sept and October 2021 respectively,
- F.3. Those engaged remotely, method used to engage will be provided once confirmed.

#### G. Place of Work

- G.1 The IAC meetings will be held at the ONOC predetermined location,
- G.2. Those engaged remotely will have to organise access to office and meeting spaces, internet access and video conference facilities,
- G.3. ONOC will pay for these, through its member National Olympic Committees.

#### H. Qualifications of the Successful IAC member

For appointment as an IAC member, the candidate must have:

- H.1 relevant post-secondary education and training qualification for:
  - **Management in Sporting Organisations and Building Better Management:** Sport Qualification or Any Degree with an OSEP MOSO/ASMC or MEMOS certification;
  - **Community Strength and Conditioning Coach:** Degree in Sport science or any degree with Coaching Qualification;
  - **Development Coach:** Degree in Coaching or Any degree with a Coaching Qualification from OSEP or an International Federation Level 2 or higher or equivalent,
- H.2 high level of skills, knowledge and experience in the area of MQ being developed of at least 5 years plus either as a practitioner or lead course facilitator/trainer and/or curriculum developer experience,
- H.3 good communication and computing skills,
- H.4 independence and integrity.

Involvement in this significant project, allows you to contribute to the further growth of the regional sport sector in the Pacific.



## I. Schedule of Milestones and Allowances

In recognition of their participation and contribution towards the development of an MQ, each IAC member shall be eligible for:

- Allowance of FDJ\$100/day for attending IAC meetings and actively contributing, in person or off site.
- ONOC will cover travel and accommodation for those based in Fiji.

ONOC will make payments to the IAC according to the following payment schedule and associated deliverables:

Milestone/output	Deadline	Allowance
<b>Meeting 1</b> IAC members attend training workshop and collaboratively deliberate on the core competencies of the MQ.	26/05 – 28/05	FDJ\$100/day
<b>Meeting 2</b> IAC members edit the draft unit standards and develop draft Qualifications Document	21/07 – 23/07	FDJ\$100/day
<b>Meeting 3</b> IAC members finalise the Unit standards booklet and Qualifications Document.	28/09- 30/09	FDJ\$100/day
<b>Meeting 4</b> IAC members attend Stakeholder consultation and present the qualification for endorsement.	27/10 – 29/10	FDJ\$100/day

## J. Documents to be Developed

The documents that will be developed by the IAC are:

- J.1 **Unit Standards Template** – This template contains the requirements that must be contained in a Unit Standard,
- J.2 **Qualification Document Template** – This template contains the requirements that must be contained in a Qualification Document.

## K. Review of ToR

This ToR may be reviewed from time to time as and when deemed necessary by ONOC to ensure timely and quality delivery of the outcomes of the MQ development initiative. Members of the IAC shall be consulted to finalise the ToR following a review.

## L. Expression of Interest

L1. Interested experts can submit your interest using a cover letter outlining why you wish to be part of this IAC. Email to [onoc@onoc.org.fj](mailto:onoc@onoc.org.fj) with the following as the subject: Your **Surname, First Name Speciality Area ONOC IAC EOI** E.g. Smith Mary - Strength and Conditioning for ONOC IAC EO

L2. You must provide your most up to date CV, names and contacts of 2 professional referees, and copies of academic qualifications.

L3. **Deadline is COB 1159pm Friday April 30, 2021 Fiji time**

