



PDRP Advisory Committee Meeting Minutes

Meeting Date: Tuesday, 17 March 2020
Meeting Location: Room 211 - Level 2, 32 Oxford Terrace, Christchurch

Present: Mary Gordon, Di Bos, Diana Gunn, Elly Grant, Faye Greenwood, Jacinda King, Jeannie Randles, Glynis Cumming, Kas Beaufill, Rebecca Syme, Jess Wolfenden, Shaye Miller, Sarah Gibbon, Jackie Nepia, Yvonne Thorpe

Apologies: Anna Wright, Becky Hickmott, Charmaine Driver, Sharon Pryor, Fiona Holmes, Janelle McStay, Julie Hedley, Julie Symons, Kelly Robertson, Lynne Johnson, Margaret Bigsby, Richelle Fogarty, Sandra McLean-Cooper, Sharon Hann, Wendy Davie, Kate Calvert, Anneke Clarke

Absent: Gwendolyn Johnson, Carole Kaffes, Julia Anderson, Lusia Lolotai, Margaret McDowell, Debbie O’Donoghue, Sarah Tan

Item #	Progress to Date
Last Minutes	Apologies were accepted, and the Minutes of the previous meeting were confirmed by Kas Beaufill (KB).
Partners Updates	Please refer to attachment. Southern Cross advised that they have an uptake of 70% on PDRP nationally.
Summary of Operational Meeting	External moderations are going well. E-portfolio progress update from Neil Hellewell: <ul style="list-style-type: none"> • Link with the E-portfolio template has been sent to the PDRP Operational group and the National PDRP forum members. Neil has had positive feedback. Need Advisory committee approval to “go live”. Becky Hickmott suggested within a two week timeframe. Mary Gordon gave approval to proceed.



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	<ul style="list-style-type: none"> Healthlearn has a package online to be completed prior to commencing e-portfolio /Performance appraisal. <p>COVID-19. Discuss with NCNZ extensions in light of this developing situation. The assumption is PDRP submission numbers will decrease, as what occurred during the Christchurch earthquakes. Di Boss (DB) will take this to the National forum members to discuss if they collectively approach NCNZ.</p> <p>DB gave an update from the National PDRP Meetings. The National Consistency Survey and data questions are now captured in one survey. The PDRP/NetP National conference to be held first week in May 2020 has been cancelled due to COVID-19.</p>

New Business

US4098 New Assessor Training Course - changes	<p>Open Polytechnic have made changes to how the New Assessor Training (US4098) will be delivered from 2020. This course will move to being fully on line.</p> <p>A telephone meeting was held recently with Karen Kane (Programme Delivery Manager, Open Polytechnic), BH and the PDRP team.</p> <p>Discussions to take place with PDRP Regional Coordinators regarding processes.</p>
Canterbury Region 5 Year Review	<p>The 5 Year review is now completed and includes 2019 data.</p> <p>Next review will be in 2025.</p>



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Portfolio sign off two Weeks Prior to Submission	<p>A partner organisation raised a concern regarding the challenge of meeting the two-week signoff on the applicant's portfolio prior to submission.</p> <p>Group suggested and agreed that if there was a comment and sign off by the co-ordinator regarding the delay, then that was acceptable. Action Point: Timeframe to be included in PDRP policy.</p>
PDRP Advisory Group Representation	<p>Discussion by Operational group if Chair from the Operational meeting, plus a minimum of 4 representatives, to attend the Advisory Group meeting on behalf of the Operational Group.</p> <p>If Zoom is available, attendance could be via Zoom if not able to attend in person.</p> <p>Provide collated Partner Updates to the Advisory Group.</p>
	Meeting closed at 1330 hrs.

Future Meetings

Date	Venue	Time
9 June 2020	Room 211, Level 2 - 32 Oxford Terrace, Christchurch	1300-1400
20 October 2020	Room 211, Level 2 - 32 Oxford Terrace, Christchurch	1300-1400