



CAPABILITY DEVELOPMENT WORKING GROUP (CDG)

TERMS OF REFERENCE 2023 (February)

VISION

Supporting improvement in the engineering, technical, safety and asset management capability of people in the electricity supply industry.

ROLE

The role of the Group is to provide collaboration, coordination across industry members and stakeholders, provide leadership to enable the sustainable people capability development and transitioning to technology for technical, safety and asset management professionals in the electricity supply industry.

OBJECTIVES

- To identify current and future capability needs - collaborate with industry, learners, providers and Government to understand current and future skill, knowledge and professional development needs in the electricity supply industry.
- To enhance the uptake and value of skill development for engineers, technical and safety professionals who are part of employed in the electricity supply industry.
- To create, support and/or implement delivery of relevant and quality learning and development programmes to meet industry needs.

BOUNDARIES

Included in scope

- CDG covers engineering and trade skills in the Electricity supply industry (from generation, transmission to distribution to the meter)
- Strategic long-term view on technology
- Learning for occupational licensing
- Supporting sectors such as contracting and consulting
- Three-year horizon for business plan

Excluded from the scope;

- Electricians (industrial, commercial and domestic)
- Delivery of training

FOCUS

To achieve these objectives EEA will focus on:

- identifying and prioritising capability and professional development needs within the electricity supply industry,
- Identifying and creating relevant and supportive training resources and learning tools,
- incorporating skill and capability development activities into structured industry frameworks that meets members' needs such as:



- obtaining for industry recognition of training,
- enabling strong engagement with the industry,
- supporting existing or new EEA resources (including guides),
- monitoring the quality of EEA courses and new delivery options, and
- monitoring future trends that may impact upcoming skills shortages and regulatory frameworks.

The PDWG does not aim to provide alternatives to existing qualifications systems but focuses on ongoing capability development for qualified professionals, technicians and tradespeople.

REPORTING

The group will:

- report to the EEA Executive Committee,
- develop an annual work programme for the EEA Executive Committee,
- liaise with the Safety Standards and Procedures Group (SSPG), the National Committee on Live Work (NCLW) and the Asset Management Group (AMG) on capability development requirements and any overlapping work areas,
- provide advice on skill and capability development and training where appropriate,
- disseminate information on professional development and training to EEA members,
- liaise with other stakeholders including, ENA (NZ), Engineering e2e, Tertiary Education Commission, Engineering NZ, HASANZ, Waihanga Ara Rau and training providers
- work on any other matters that the Group may find relevant.

PROPOSED MEMBERSHIP

The EEA Group members including the Chair will be appointed by the EEA Executive Committee. The group will comprise of a total of at least 8 members including:

- | | |
|------------------------------------|---------------------------------------|
| – One generation representative | – One transmission representative |
| – Two distribution representatives | – One contracting representative |
| – Two consulting representatives | – One equipment supply representative |

OPERATIONAL GUIDELINES

- i. Members represent a sector not an employer.
- ii. Decisions will be by consensus.
- iii. Unresolved issues will be referred to the EEA Executive Committee for resolution and their decision will be final.
- iv. CDG may second additional members or consultants to assist with its work programme
- v. CDG must ensure an appropriately balanced representation on project working groups
- vi. CDG will prepare an annual work programme for approval by the EEA Executive Committee.

REVIEW

The Terms of Reference should be reviewed annually. EEA will facilitate meetings, provide secretariat and operational support.

WORK PROGRAMME FOR 2022/23



As per outcomes agreed in EEA’s 2022/23 Business Plan:

- Survey member organisations to identify skill gaps and capability development needs
- Develop knowledge development programmes based on Member needs
- Convene a forum for trainers
- Review existing EEA courses

Stakeholder Analysis

Stakeholder	Influence/power	Interest	Engagement Strategy
ENA	High	High	Manage
Engineering NZ	Med	High	Work with
EWRB	Med	Med	Work with
MBIE	High	High	Manage
Electricity Authority	High	High	Manage
Commerce Commission	High	High	Manage
Waihanga Ara Rau	Med	High	Work with
Trainers	Med	High	Work with
Tertiary Education Commission	High	High	Manage