

HFE Workforce Development Project (HFE WDP) Plan - High-level by Quarter 11 November 2020

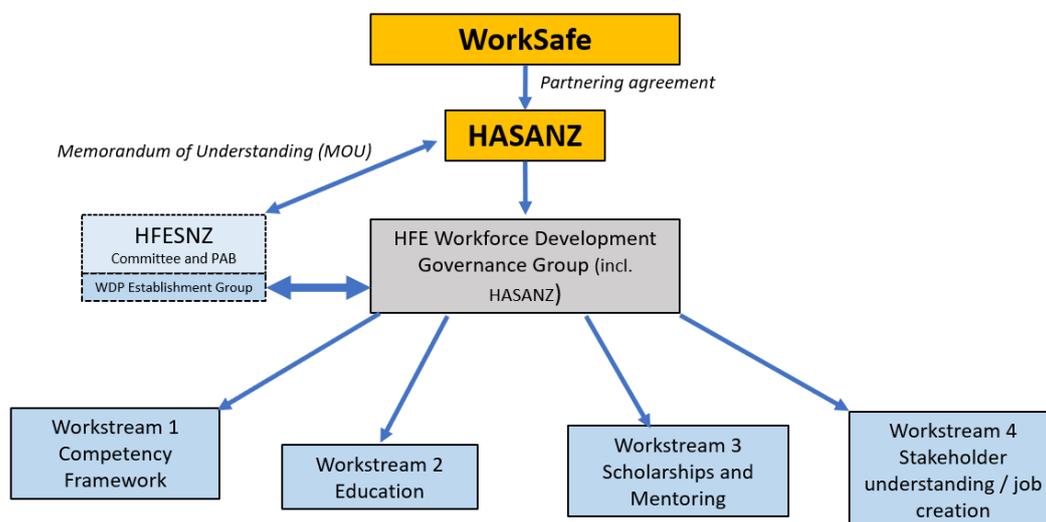
WorkSafe NZ ("WorkSafe") and the Health and Safety Association of New Zealand ("HASANZ") entered into a Partnering Agreement commencing September 2020, completion date 31 March 2023. A stocktake of the professional health and safety workforce undertaken by HASANZ in 2019 identified challenges for the HFE workforce, including lack of critical mass, demographic pressures, lack of a comprehensive New Zealand-based education pathway, and poor stakeholder awareness of HFE roles and capabilities. WorkSafe and HASANZ have agreed to implement an initiative to address these gaps and develop short and longer-term plans for building HFE capacity, capability and stakeholder understanding. Funding will be disbursed to HASANZ to manage the programme of activity in conjunction with and on behalf of its member association the Human Factors and Ergonomics Society of New Zealand (HFESNZ). The WDP therefore provides HFESNZ with a unique opportunity to create a shared vision for HFE in NZ.

This document sets out an overview of the project, the main aims, and key timeframes. HFESNZ members have the opportunity to participate in this work – and are invited to consider whether and how they might like to get involved.

HFE Workforce Development Project

The project is being overseen by the HFE WDP Governance Group (HASANZ chair, HFESNZ chair, HFESNZ member). The key bodies involved are identified in Figure 1. The initial project set-up phase is driven by the WDP Establishment Group which sits within the HFESNZ committee.

Figure 1. HFE WDP organisational diagram



The aims of this project are firstly, to upskill individuals in HFE knowledge/ability and secondly, to create a demand for HFE expertise across key sectors. Four workstreams are required, these are: competence framework; HFE education; scholarship and mentoring; and stakeholder understanding and job creation. More detail about each is provided below with workstreams in all instances required to develop a detailed plan before subsequent implementation. More background can be found in the earlier HASANZ and HFESNZ documents regarding this work (see references).

Workstream 1 – Competence Framework Review

The purpose of the competence framework review is to provide a base for the subsequent development of a tertiary education programme that will comply to the standards of certification with the HFESNZ and IEA.

Scope – Competence Framework Review workstream

- a. Develop a more detailed workstream plan that builds off the main HFE workstream project plan
- b. Review existing HFE competence frameworks
- c. Build cultural competence into the HFESNZ framework.

Workstream 2 – HFE Education

The purpose of the HFE Education workstream is to develop a tertiary education programme that complies with the standards required for HFESNZ certification. This workstream will work with NZ Universities to develop a fit for purpose sustainable HFE education programme. The workstream will build off previous work undertaken by NZ Universities and involve all education providers.

Scope - HFE Education workstream

- a. Develop a more detailed workstream plan that builds off the main HFE workstream project plan
- b. Oversee the development of a HFE tertiary education programme
- c. Ensure all NZ universities and relevant stakeholders are represented.

Workstream 3 – HFE Scholarships and Mentoring

The purpose of the HFE scholarship and mentoring workstream is to increase the current capacity and capability of HFE professionals through the awarding of scholarships and development and implementation of a mentoring programme.

Scope - HFE Scholarships and Mentoring workstream

- a. Develop a more detailed workstream plan that builds off the main HFE workstream project plan
- b. Oversee the setup and award HFE Scholarships leveraging off the existing HASANZ scholarship programme
- c. Identify appropriate education and training for professional members of HFESNZ to undertake mentoring and support roles. This will involve professional leadership activities and leveraging off other H&S disciplines mentoring programme (where appropriate).

Workstream 4 – Stakeholder Knowledge and Job Creation

The purpose of this workstream is to raise the profile of HFE across key sectors in NZ. It is likely to involve extensive networking and adopting a creative approach in identifying and realising opportunities for HFE in terms of job creation.

Scope - The Stakeholder Knowledge and Job Creation workstream

- a. Develop a more detailed workstream plan that builds off the main HFE workstream project plan
- b. Identify key stakeholders and develop content, collateral, case studies, videos, etc that can be used to showcase the value of HFE
- c. Work creatively to increase the reach and influence of HFE across all sectors, networking as appropriate.

Key Milestones

The workstreams are:

- a) Competence Framework Review
- b) HFE Education
- c) HFE Scholarships and Mentoring
- d) Stakeholder knowledge and job creation

Timeframe	Workstream	Activity	Milestone date
October 2020	Project initiation	<ul style="list-style-type: none"> Establish Governance Group Establish Terms of Reference for Governance and each Workstream Implement an initial working group 	October 2020
November 2020	Project initiation	<ul style="list-style-type: none"> Run expression of interest process to select Project Leads and Team Members for each Workstream Establish initial project teams 	December 2020
	Competence Framework Review	<ul style="list-style-type: none"> Establish the Project Team Identify key stakeholders and others. (i.e. academics, cultural advisors, education providers). Begin review existing competencies against NZ and overseas frameworks 	December 2020
	HFE Education	<ul style="list-style-type: none"> Establish the Project Team Begin research into current HFE Education options for baseline and refresher core skills initially focussed on: <ul style="list-style-type: none"> Begin investigating gaps by understanding the breadth of technical skills HFE's require by determining a guideline for core skills Investigate barriers and develop a plan to address these as appropriate. Overview of current HFE training gaps and barriers and plan for addressing them. 	December 2020
	HFE Scholarships and Mentoring	<ul style="list-style-type: none"> Develop detailed project plan for workstream 	Tbc
	Stakeholder understanding	<ul style="list-style-type: none"> Not a priority initially. However, run joint webinars and CPD with other associations. 	Tbc
March 2021	Competence Framework Review	<ul style="list-style-type: none"> Competence framework updated and endorsed by HFESNZ Executive 	31 March 2021
	HFE Education	<ul style="list-style-type: none"> Interim report delivered 31 March describing current gaps and opportunities in NZ HFE education pathway. Continue research and information gathering 	31 March 2021

	HFE Scholarships and Mentoring	<ul style="list-style-type: none"> Review current state (numbers, availability etc) of Assessors and Mentors Review existing mentoring programmes offered through other HASANZ associations and other groups Begin marketing of the HFE Scholarships Adjust existing HASANZ scholarships processes for HFE (i.e. online form, panellists) 	Tbc
	Stakeholder understanding	<ul style="list-style-type: none"> Determine scope for a small research exercise to understand the role and the perceptions of HFEs amongst other H&S disciplines and other stakeholders. Plan the development of materials and activities that shows skills, synergies, and collaboration with other stakeholders to ensure co profession understanding and a multidisciplinary approach to engaging the OHS professions. 	Tbc
June 2021	Competence Framework	<ul style="list-style-type: none"> Rollout out revised competence framework to members. Implement into CPD and other systems 	31 August 2021
	HFE Education	<ul style="list-style-type: none"> Complete interim options analysis for HFE pathways Identify barriers and ways to overcome them 	31 August 2021
	HFE Scholarships and Mentoring	<ul style="list-style-type: none"> Draft recommendations on the most appropriate mentoring programme (leveraging off other programmes where possible) Run HFE scholarships process and award at least three scholarships 	31 August 2021
	Stakeholder understanding	<ul style="list-style-type: none"> Establish a programme to explain the role and value of HFEs (including in-conjunction with other H&S disciplines and stakeholders). Delivery (and where appropriate 'co-delivery') of materials via diverse media Development of a resource in collaboration with other associations (ie, NZOHS, NZOHNA) 	Tbc
Aug 2021	YEAR TWO MILESTONES	<ul style="list-style-type: none"> Set milestones for year 2 	31 Aug 2021
Sept 2021	Competence Framework Review	<ul style="list-style-type: none"> Continue rollout out revised competence framework to members. 	30 September 2021
	HFE Education	<ul style="list-style-type: none"> Finalise and implement a 2021/22 plan to expand high priority HFE Education based on the prior research and identify ways to resolve any barriers. 	

	HFE Scholarships and Mentoring	<ul style="list-style-type: none"> Begin rollout of mentoring programme Scholarship recipients assigned mentors, attend field days and similar 	
	Stakeholder understanding	<ul style="list-style-type: none"> Undertake and agree on external activity – based on this project and engagement with other H&S Disciplines 	
Dec 2021	Competence Framework	<ul style="list-style-type: none"> Framework in active use for CPD, certification etc. 	
	HFE Education	<ul style="list-style-type: none"> Continue to rollout expanded HFE Education. Review uptake and adjust as necessary 	
	HFE Scholarships and Mentoring	<ul style="list-style-type: none"> Continue trialling mentoring programme Set overall goals and specific objectives to ensure the uptake and mentoring across geographical areas. Implement training programme to increase mentor availability 	
	Stakeholder understanding	<ul style="list-style-type: none"> Undertake agreed external activity – based on this project and engagement with other H&S Disciplines 	
Mar 2022	Competence Framework	<ul style="list-style-type: none"> Framework in active use for CPD, certification etc. 	
	HFE Education	<ul style="list-style-type: none"> Review 2021 progress and implementation Finalise plan for 2022. Determine opportunities beyond the high priority 	
	HFE Scholarships and Mentoring	<ul style="list-style-type: none"> Review 2021 progress and implementation Finalise plan for 2022 	
	Stakeholder understanding	<ul style="list-style-type: none"> Continue with agreed external activity 	
June 2022	Competence Framework	<ul style="list-style-type: none"> Review rollout out of revised competence framework to members. Adjust as required. 	
	HFE Education	<ul style="list-style-type: none"> Determine whether the initial project goals were achieved Identify areas for further development 	
	HFE Scholarships and Mentoring	<ul style="list-style-type: none"> Evaluation of mentor training and work to date. Plan to address any challenges identified 	
	Stakeholder understanding	<ul style="list-style-type: none"> Determine satisfaction of stakeholder understanding and engagement Identify areas for further development 	
Aug 2022	YEAR THREE MILESTONES	Set milestones for year 3	31 Aug 2022
Sept 2022	Competence Framework		
	HFE Education		

	HFE Scholarships and Mentoring		
	Stakeholder understanding		
March 2023	Competence Framework		
	HFE Education		
	HFE Scholarships and Mentoring		
	Stakeholder understanding		
End of project		Final report	March/April 2023

References:

Bidwell, S. *'Overview of the human factors and ergonomics profession in New Zealand'*. (December 2019). HASANZ.

HASANZ. *'Building the Professions: HASANZ Health and Safety Workforce Pipeline Report'*. (November 2019).

HFESNZ/HASANZ. *'A Proposal for New Zealand Human Factors/Ergonomics Workforce Development'*. (May 2020).

HASANZ/WorkSafe NZ. *'Partnering Agreement Schedule 8 – Initiative Commitment: Human Factors and Ergonomics Workforce Development'*. (September 2020)