Self-review Toolkit for Tertiary Education Providers

Tool E: self-review report template

The Education (Pastoral Care of
Tertiary and International Learners)
Code of Practice 2021

Te Oranga me
Te Haumaru Ākonga

**Learner Wellbeing
and Safety**

NZQA

NEW ZEALAND QUALIFICATIONS AUTHORITY
MANA TOHU MĀTAURANGA O AOTEAROA

QUALIFY FOR THE FUTURE WORLD
KIA NOHO TAKATŪ KI TŌ ĀMUA AO!

Tool E: self-review report template

Use this optional template to shape your summary self-review report on your self-review of performance against the requirements of the Code.

If your organisation does not provide student accommodation and/or is not a Code signatory, **remove the parts** in this tool relating to **Student Accommodation (Outcomes 5-7)** and/or **International Tertiary Learners (Outcomes 8-12).**

TEO information

TEO Name	Bakels Training Organisation			MoE number	7945	
Code contact	**Name**	Yvonne Gysberts		**Job title**	Training School Administration Manager	
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Current enrolments	**Domestic learners** **243**	**Total #** **243**	#	**18 y/o or older**	241	
				Under 18 y/o	2	
	International learners	**Total #**	#	**18 y/o or older**	#	
				Under 18 y/o	#	
Current residents	**Domestic learners** **243**	**Total #** **243**	#	**18 y/o or older**	241	
				Under 18 y/o	2	
	International learners	**Total #**	#	**18 y/o or older**	#	
				Under 18 y/o	#	
Report author(s)	Yvonne Gysberts					

Stage of implementation for each outcome

Indicate the stage of implementation that most reflects your organisation's current level of understanding and practice for each outcome, based on the continuum provided in Appendix 1.

Organisational structures to support a whole-of-provider approach to learner wellbeing and safety

	Rating
Outcome 1: A learner wellbeing and safety system	<u>Well implemented</u> / Implemented / <u>Developing</u> / Early stages
Outcome 2: Learner voice	<u>Well implemented</u> / Implemented / Developing / Early stages

Wellbeing and safety practices for all tertiary providers

	Rating
Outcome 3: Safe, inclusive, supportive, and accessible physical and digital learning environments	<u>Well implemented</u> / Implemented / <u>Developing</u> / Early stages
Outcome 4: Learners are safe and well	<u>Well implemented</u> / Implemented / Developing / Early stages

Additional wellbeing and safety practices in tertiary student accommodation (in relation to domestic and international tertiary learners) – NOT APPLICABLE.

	Rating
Outcome 5: A positive, supportive and inclusive environment in student accommodation	Well implemented / Implemented / Developing / Early stages
Outcome 6: Accommodation administrative practices and contracts	Well implemented / Implemented / Developing / Early stages
Outcome 7: Student accommodation facilities and services	Well implemented / Implemented / Developing / Early stages

Additional wellbeing and safety practices for tertiary providers (signatories) enrolling international learners – NOT APPLICABLE.

	Rating
Outcome 8: Responding to the distinct wellbeing and safety needs of international tertiary learners	Well implemented / Implemented / Developing / Early stages
Outcome 9: Prospective international tertiary learners are well informed	Well implemented / Implemented / Developing / Early stages
Outcome 10: Offer, enrolment, contracts, insurance and visa	Well implemented / Implemented / Developing / Early stages
Outcome 11: International learners receive appropriate orientations, information and advice	Well implemented / Implemented / Developing / Early stages
Outcome 12: Safety and appropriate supervision of international tertiary learners	Well implemented / Implemented / Developing / Early stages

Summary of performance under each outcome

Organisational structures to support a whole-of-provider approach to learner wellbeing and safety

	Summary of performance based on gathered information (i.e. how effectively is your organisation doing what it needs to be doing?)	**How do you know?** (i.e. note supporting evidence with analysis to make sense of what it means)
Outcome 1: A learner wellbeing and safety system	Some areas are well-implemented and some are still developing.	Documents, policies, processes are well-designed and in place for H&S, QMS, Student Handbook information, Pastoral Care, SOP's for use of equipment, storage of personal information. Some more detail is being added to some areas.
Outcome 2: Learner voice	Very strong representation across training.	Pastoral Care, block courses, open enrolments, Student Handbook, general communications value students' autonomy, mana, and diverse cultural and learning needs.

Wellbeing and safety practices for all tertiary providers

	Summary of performance based on gathered information (i.e. how effectively is your organisation doing what it needs to be doing?)	How do you know? (i.e. note supporting evidence with analysis to make sense of what it means)
Outcome 3: Safe, inclusive, supportive, and accessible physical and digital learning environments	Some areas are well-implemented and some are still developing.	Documents, policies, processes are well-designed and in place for H&S, QMS, Student Handbook information, Pastoral Care, SOP's for use of equipment, storage of personal information. Ongoing development in Te Reo, tikanga Maori, and engaging with Maori.
Outcome 4: Learners are safe and well	Very strong representation across training.	Pastoral Care, block course observations, Student Handbook, general communications with employers and students, enrolment forms and disclosures recognise and respond to students who need additional support.