

## **ANNUAL REVIEW OF COMPLIANCE WITH THE CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS' POLICY**

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Ormiston Senior College will conduct an annual review (the review) of all procedures and policies related to compliance with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code) in order to ensure that Ormiston Senior College is up to date with all existing and new Code requirements.

### **Ongoing compliance with the Code of Ormiston Senior College will include:**

1. Feedback from all employees and trainees involved in the programme.
2. An evaluation of performances against goals and objectives.
3. Analysis of results of internal examinations.
4. Feedback from staff and the International Student Manager (ISM).
5. Completion of a Review of Compliance with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code) Trainees on at least an annual basis.

### **The International Student Manager will be responsible for:**

- familiarising themselves with the provisions of the Code and the guidelines to support the Code;
- ensuring that Ormiston Senior College is compliant with the Code on an ongoing basis;
- approving changes to policies and procedures and filing them with the Ministry to ensure ongoing compliance;
- ensuring there is co-ordinated record keeping of collected and collated statistics in relation to:
  - academic progress
  - student grievances
  - accommodation issues
  - student welfare;
- implementing and updating policies and procedures;
- ensuring Ormiston Senior College employees are appropriately informed of their obligations under the Code;
- ensuring the Ormiston Senior College website is kept up to date;
- remaining up to date with all the Code amendments through the NZQA website, which can be viewed at [www.nzqa.govt.nz](http://www.nzqa.govt.nz)
- resetting goals and objectives, in consultation with staff at Ormiston Senior College (as appropriate);
- organising the review, and reporting all compliance information to the Board of Trustees at least annually
- ensuring all review outcomes are recorded in a form that can be made available to the Ministry of Education on request.

**Reviewed:**

June 2023

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Sibylle Townsend  
Presiding Member



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Date:

28/06/2023

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**Next Review:**

June 2024

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