

ANNUAL REVIEW OF COMPLIANCE WITH THE CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

Taratahi Agricultural Training Centre QMS Component

Category:	International	Policy Number:	QMS 25
Title:	Annual Review of compliance with the Code of Practice for the Pastoral Care of International Students	Date of Approval:	12 Oct 2006
Prepared by:	Education Delivery Manager	Date of Last Revision:	30 th July 2010
Authorised by:	Taratahi Board	Next Review Date:	June 2011

1. PURPOSE

Taratahi Agricultural Training Centre will conduct an Annual Review of all procedures and policies related to compliance with the Code of Practice for the Pastoral Care of International Students in order to ensure that Taratahi is up to date with all existing and new Code requirements.

Taratahi ensures that there is coordinated record-keeping of:

- i) Academic progress
- ii) Student grievances
- iii) Accommodation issues
- iv) Student welfare

Statistics on these are collated and reported on to the CEO by the Education Delivery Manager regularly.

2. ORGANISATIONAL SCOPE

This policy relates to all international students and related parties.

3. DEFINITIONS

4. RESPONSIBILITIES

The Education Delivery Manager has day to day responsibility for this policy.

5. THE PROCEDURE

The annual review will be carried out as follows:

Ongoing compliance with the Code at Taratahi will include:

- Feedback from all staff and students involved in the programme
- An evaluation of performances against the goals and objectives
- Analysis of results of external/internal examinations
- Analysis of international academic progress at the end of each term.
- Feedback from teachers, and Hostel staff of international students (including social progress and integration) to the Education Delivery
- Use of data from accommodation conferences and ongoing monitoring of international student accommodation as per the school's accommodation policy.

All Code compliance information, policies and procedures are reported to the Academic Committee, annually, at the commencement of each new year.

Education Delivery s Manager is responsible for organising this Review.

The Education Delivery Manager will be familiar with the provisions of the Code of Practice for the Pastoral Care of International students and the Guidelines to support the Code. The Education Delivery Manager is responsible for ensuring that Taratahi is compliant with the Code on an ongoing basis.

The Education Delivery Manager is responsible for checking the Ministry website updates.

The Education Delivery Manager will remain up to date with all Code amendments through the Ministry of Education/Code of Practice website, which can be viewed at: www.minedu.govt.nz/goto/international

The Academic Committee is responsible for approving changes to policies and procedures.

- Any changes will be filed with the Education Delivery Manager to ensure ongoing compliance
- The resetting of goals and objectives will be done in conjunction with the assistance of all staff who have dealings with international students.

The Education Delivery Manager is responsible for ensuring implementation of policy and procedures and updating the School's website.

The Education Delivery Manager will ensure that staff are appropriately informed of their obligations under the Code and that all changes in policies and procedures are implemented and updated as needed.

The Education Delivery Manager is responsible for providing the Code Administrator (i.e. Ministry of Education) with an annual update and assurance statement of Code compliance.

The Education Delivery Manager is the person responsible for ensuring that all review outcomes are recorded in a form that can be made available to the Administrator on request.

Policy Checklist

Section 7: Medical and Travel Insurance Policy

Section 9: Annual Review of Information

Section 13: Fee Protection Policy

Section 13: Refund Policy

Section 15: Support Services Policy

Section 16: Monitoring Attendance to Ensure Student Welfare

Section 17: Accommodation Policy: To include as appropriate, policies on:

Section 19: Boarding Establishments

Section 24: Grievance Procedures