

# The Code Self Review Report October 2023



## 1. Self Review summary

	Well implemented	Implemented	Developing Implementation	Early Implementation
	1	2	3	4
Outcome 1			3	
Outcome 2		2		
Outcome 3			3	
Outcome 4		2		
Outcome 8			3	
Outcome 9		2		
Outcome 10		2		
Outcome 11		2		
Outcome 12		2		
<b>OVERALL</b>		2		

## 2. Code Gap Analysis

A Gap analysis was undertaken and several areas were found to have gaps in evidence and also some gaps in practice.

Gaps in Evidence	Gaps in Practice
<ul style="list-style-type: none"> <li>▪ How we honour Te Tiriti in goals</li> <li>▪ Need to update “Change Diary”</li> <li>▪ Need a summarised version of Learner Wellbeing report to put on website</li> <li>▪ Need a Learner Wellbeing Report for Annual Review</li> <li>▪ Need to document Professional Development and staff conversations that have been happening informally</li> <li>▪ Need to populate Risk Register</li> </ul>	<ul style="list-style-type: none"> <li>▪ Calendarising ongoing review of the CODE</li> <li>▪ Get CODE questions as regular part of agendas for Student Rep and Staff meetings</li> <li>▪ Need to create an online student complaint form</li> <li>▪ Instigate “Mental Health Awareness” training for staff</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Need to find out what “incidents” need reporting to relevant government agencies</li> <li>▪ Need to provide for joint complaints</li> <li>▪ Need the Board to source a Dispute Resolution Scheme</li> <li>▪ Look at how to make counsellor booking scheme anonymous</li> <li>▪ Look at how to bring in student and Māori voice in planning of learning environments</li> <li>▪ Prepare a list of circumstances/ situations where the next of kin can be advised where student welfare and safety is at stake</li> <li>▪ Need to look more closely at how Te Tiriti o Waitangi is upheld</li> </ul>
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### Action Plan

Annual Review	
	1 Discuss how well our learner wellbeing goals are meeting Te Tiriti
	2 Create a summary Learner Wellbeing and Safety report which can be put on website
Code Administrator	
	1 Look at how we can make Self Review more regular and not just at attestation time!
	2 Calendarize putting CODE items on agenda of Staff meetings and Student Rep meetings
	3 Create a list of prompt questions for Student Rep meetings
	4 Put Student Complaint Form online and make accessible
	5 put a version of wellbeing Report on website
	6 Add the question "Are there any concerns emerging for the wellbeing and safety of the student body?" to student rep meeting agendas
	7 Look at PD in suicide awareness/ alcohol harm/ drug awareness/ healthy living/ mental health literacy
	8 Write up a PD plan
	9 Talk to Vanessa (Unitec) about the Mental Health awareness training
	10 What critical incidents need reporting to the authorities and to whom?
	11 Get online form for Student Complaint

12	Board to discuss Dispute resolution scheme
13	formalise values - to include inclusiveness
14	Strategic partnerships for Māori in satellite schools
15	Professional Development for Pasifika
16	Add clause into QMS 4.1 about involving students and Māori in facility design
17	Prepare a list of circumstances where a caregiver/ nominated person can be contacted
18	Need to populate Risk Register
19	Update Student Handbook for international students Insurance
20	Update Student Handbook for international students Immigration

### 3. Revised Board Policies and other documents

During this self review a number of Board Policies were updated including:

QMS 1.0 Goals and Objectives

QMS 5.2 Student Fee Protection Policy

QMS 5.4 Learner Wellbeing and Safety

QMS 5.5 Wellbeing and Safety of International Students

QMS 5.11 Privacy Policy

Also updated were:

- Student Handbook 2024
- Website pages – Fees/ International Students/ Withdrawal

### 4. Summary

As a signatory to the CODE there were already well developed systems in place for our International learners. 2022 was a year of bringing in the new aspects of the CODE and there was significant updating of Board policies including the introduction of some new ones. These have been bedded in in 2023 and our self review has judged us to be in the “Implementation” stage. There are some gaps – particularly in how we get the voice of learners into the picture – both in the planning and in the feedback. We also need to get an online system for anonymity of student concerns and requests for help. At the moment they need to come themselves to staff members. The other main “gap” was in getting ongoing review happening – getting CODE questions and considerations onto regular agendas. The appointment of the new Director of People and Culture at the start of 2023 who has direct input into the pastoral care of students and staff is probably the single biggest game changer for this year.