



Policy for Annual Review of Compliance with the Code of Practice for the Pastoral Care of International Students

These guidelines should be read in conjunction with the document:
Definitions for Use with Trainee Policies and Guidelines

IPLS will conduct an annual review (the review) of all procedures and policies related to compliance with the **Code of Practice for the Pastoral Care of International Students** (the Code) in order to ensure that IPLS is up to date with all existing and new code requirements.

Ongoing compliance with the Code at IPLS will include:

- Feedback from all employees and trainees involved in the programme.
- An evaluation of performances against goals and objectives.
- Analysis of results of internal examinations.
- Analysis of international academic progress at the end of each intake.
- Feedback from instructors and the pastoral carer of international students (including social progress and integration) to the National Director.
- Completion of a Review of Compliance with the Code of Practice for the Pastoral Care of International Trainees on at least an annual basis.

The National Director will be responsible for:

- familiarising themselves with the provisions of the Code and the guidelines to support the Code;
- ensuring that IPLS 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 IPLS employees are appropriately informed of their obligations under the Code;
- ensuring the IPLS website is kept up to date;
- remaining up to date with all the Code amendments through the Ministry website, which can be viewed at www.minedu.govt.nz;
- resetting goals and objectives, in consultation with senior employees of IPLS (as appropriate);
- organising the review, and reporting all compliance information to the Council annually, at their October meeting;

- ensuring all review outcomes are recorded in a form that can be made available to the Ministry on request; and
- providing the Ministry with an annual update and assurance statement of compliance with the Code.

The Enrolments Officer will be responsible for:

Carrying out the annual review of compliance with the Code using the Review of Compliance with the Code of Practice for the Pastoral Care of International Trainees on at least an annual basis, and providing a copy of that review to the National Director for signing off.

This policy was reviewed on: 24 June 2010

Next review date: June 2011