

Trainee Welfare and Safety Policy

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



INSTITUTE of
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IPLS is committed to ensuring the welfare and safety of all trainees during completion of an IPLS course.

While IPLS is bound by the Regulations, as a signatory to the Code it is also required to follow procedures set out by the Code relating to concerns for the pastoral welfare and safety of international trainees.

Examples of concerns the IPLS may have in relation to a trainee could be:

- A trainee attending their classes regularly but not performing in their studies; or
- A trainee not attending class.

Participation

The Regulations set out the requirements for trainee participation in the Intake in which they are enrolled, as follows:

- (a) Section 4(1) of the Regulations requires a trainee to participate in every seminar, and demonstrate his or her best efforts in completing those seminars.
- (b) Section 4(2) requires an Instructor who believes a trainee is not participating in a seminar, or is not demonstrating his or her best efforts in a seminar, to inform the trainee of that belief and the basis for it.
- (c) Section 4(3) requires the National Director to withdraw a trainee from any skill assessment related to a seminar where the trainee does not participate and does not have an adequate reason for non-participation.

Resolving concerns

If IPLS has concerns regarding the welfare and safety of a trainee, the following procedure will be implemented:

1. The Senior Instructor at the relevant IPLS centre will meet with the trainee to establish the problem and offer counselling, if appropriate.
2. The Senior Instructor will encourage the trainee to meet and talk to relevant external support agencies, depending on the problem(s) that the trainee is facing.
3. If the trainee's performance does not improve following counselling, the trainee may be withdrawn from a skills assessment or from the intake, as per the Regulations.

Trainee information

IPLS is required by the Regulations and/or the Code to hold the following information about trainees (including international trainees) during completion of an IPLS course:

- Full name;
- Current address and contact number(s);
- Passport and permit details (if any); and
- Emergency contact persons and/or next of kin.

IPLS is required to keep all trainee information confidential, in accordance with the Privacy Act 1993, and subject to the declaration signed by a trainee upon enrolment.

Internal support services

Trainees requiring support or with questions regarding their care or welfare should contact the Enrolments Officer, Viola Laban, on 0800 776 374 or 09 358 1204, email v.laban@ipls.org.nz

External support services

The telephone number for emergency services in New Zealand is **111** (for Fire, Police and Ambulance).

The following agencies offer information and support services, which can be accessed by trainees:

Abortion	Family Planning Association	www.familyplanning.org.nz
Accommodation	Youth Hostel Association	www.yha.co.nz
After hours doctor	Ministry of Health	www.moh.govt.nz
Alcohol and drug education	Foundation for Drug and Alcohol Education	www.fade.org.nz
Budgeting advice	NZ Federation of Family Budgeting Services	www.familybudgeting.org.nz
Code of Pastoral Care for International Trainees	Ministry of Education	www.minedu.govt.nz
Community advice	Citizen's Advice Bureau	www.cab.org.nz
Counselling	Relationship Services	www.relate.org.nz
Dental emergencies	Yellow pages	www.yellow.co.nz
Disabilities	Health and Disability Commissioner	www.hdc.org.nz
Discrimination	Human Rights Commission	www.hrc.co.nz
Domestic violence	Women's Refuge	www.womensrefuge.org.nz
Driver education	Automobile Association	www.nzaa.co.nz
Education	Ministry of Education	www.minedu.govt.nz
Financial assistance	Work and Income NZ	www.winz.govt.nz
Gambling	Gambling Helpline NZ	www.gamblingproblem.co.nz
Harassment	Human Rights Commission	www.hrc.co.nz
Health	Ministry of Health	www.moh.govt.nz
Immigration	Department of Immigration	www.immigration.govt.nz
Legal advice	Community Law Centre	www.communitylaw.org.nz
Mental health	Mental Health Foundation of NZ	www.mentalhealth.org.nz
Police	NZ Police online	www.police.govt.nz

Pregnancy	Family Planning Association	www.familyplanning.org.nz
Rape	Rape Crisis	www.rapecrisis.org.nz
Sexual health services	Ministry of health	www.moh.govt.nz
Stopping smoking	The Quit Group	www.quit.org.nz
Suicide counselling	Lifeline	www.lifeline.org.nz
Tenancy services	Department of Building and Housing	www.dbh.govt.nz
Translation services	NZ Translation Services	www.ntis.co.nz

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