

CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

Application for Approval to enrol international students in Years 7 and 8 of a school, or aged 11 to 13 Years in any other education provider

*Education providers intending to enrol international students in Years 7 and 8 of any school, or aged 11 to 13 in any other provider, must obtain approval from the Code Administrator (the Ministry of Education). **Approval is not required for education providers who only enrol international students who live with their parents.***

To obtain approval, providers must complete this application form and submit it to the Code Administrator. Approval will be subject to a satisfactory on-site visit of the provider's premises. The information required only relates to international students in these Year levels (Schools) or age group (PTEs). This application also details the documents that need to be available at the site visit.

*When completing this application, providers should refer to the '**Guidelines for the Pastoral Care of International Students under the age of 14 years**', available from the Ministry of Education's website www.minedu.govt.nz/goto/international.*

Note that some words, such as 'residential caregiver', have a special meaning as defined by the Code. Please refer to the Code for clarification.

In this form, 'residences' is used to refer to all Code-compliant accommodation situations, including homestays, designated caregivers, and boarding establishments.

Please refer enquiries to Code of Practice Office

Phone - (09) 632 9513

Email – info.code@minedu.govt.nz

POST THE COMPLETED APPLICATION TO:

*Code of Practice Administrator
Ministry of Education
Level 4, Eden 5 Building
12-18 Normanby Road
Mt Eden
Auckland*

Provider Details

Name of Provider	
MOE Number	
Physical Address (if different from the postal address)	

Details of person responsible for making this application

Name	
Designation	
Phone Number	
Email Address	

(This must be a person who has authority to sign on behalf of the organisation, e.g. Principal, Chairperson, Manager, Director, Chief Executive)

Please name your provider's **Designated Person for Pastoral Care**, as required by the Code

Section 1: General Information

1. At the time of application, do you have any international students in these Year levels (Schools) or age group (PTEs) enrolled? *(please list all, including those that live with their parents)*

- Yes Enter the details below
 No Go to Question 4

Nationality	Number of Students
Total Students	

2. At the time of application, how long do these students plan to study with you?

Duration	Group/Individual	Number of Students
Less than three months	Group Students	
	Individual students	
Over three months	Individual	
Total Students		

3. Have you pre-enrolled any other international students in Years 7 & 8 (Schools) or aged 11-13 (PTEs) to start within the next six months?

- Yes Enter the details below
 No Go to Questions 6

Nationality	Number of Students
Total Students	

4. Do you have an approved **Group Student Policy**?

- Yes
 No

(This is required if you wish to enrol groups of students.)

5. How long do these students plan to study with you?

Duration	Group/Individual	Number of Students
Less than three months	Group Students	
	Individual students	
Over three months		
Total Students		

6. Is enrolment conditional on a minimum English requirement?

- Yes
 No

If yes, how is it tested?

7. Do you request reports / references?

- Yes
 No

Site Visit Requirements

Please have the following available for your site visit

- Application / enrolment forms that you require students / parents to fill out prior to enrolment
- International Student roll
- Evidence of funding available to met the pastoral care requirements for international students

Section 2: Accommodation

8. Please name your provider's **Designated Person or Unit for Accommodation**, as required by the Code:

9. Please name the person responsible for undertaking quarterly student accommodation interviews, as required by the Code:

10. What accommodation situations are all enrolled students living in? (Indicate all the situations apply and how many students in each type)

- Homestays _____
- Designated Caregivers * _____
- Parent ** _____
- Boarding Establishment _____
- School Boarding Hostel _____
- Temporary Accommodation _____

* You must have proof that these are relatives or close family friends

** Where the provider's enrolment policy includes students living with parents

11. Who visits student accommodation (as required by the Code) for your education provider?

- Staff member
- Contractor
- Accommodation agency

12. Please provide a brief description of relevant experience of the person / agency responsible for visiting student accommodation.

Please attach the following information:

- Accommodation Policy
 - Process for the selection and monitoring of student accommodation
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Site Visit Requirements

Please have the following available for your site visit

- If applicable, designated caregiver agreement and indemnity form
- If applicable, accommodation agency agreement
- Support information given to residential caregivers
- Checklist used during residential visits
- Record sheets used to record interviews with residential caregivers
- Evidence of student accommodation details
- The student interview process, including any forms filled out during the interviews

Section 3: Communication with Parents

Please attach the following information:

- The process for contacting parents prior to enrolment
 - Emergency contact procedures – for students, parents, residential caregivers in NZ, the provider’s crisis procedures for International students
 - Processes for ensuring students have regular telephone contact with their parents
 - The policy / process that sets out what other communication methods are available to students and how they are advised to students
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Site Visit Requirements

Please have the following available for your site visit

- Evidence of contact with parents prior to enrolment, including emergency contact details for parents
- Record of student communication with parents

Section 4: Access to support in student's first language

13. Describe the process and frequency by which students access support in their first language. This also includes cultural support.

14. Please list the key first language support persons and nationality supported. (Older students who are first language speakers can be used)

Name of support person	Nationality Supported	How this person supports the student	Suitability / experience of the support person

15. Please list the names and qualifications of the persons used for interpreting

Name of interpreter	Language supported	Qualifications

Section 5: Access to first language counselling

17. This refers to the provision of professional counselling with first language interpreting. Describe the processes for accessing first language counsellors (routine and emergency)

18. Please list the names and qualifications of the persons used for counselling

Name of Counsellor	Nationality Supported	Qualifications

Site Visit Requirements

Please have the following available for your site visit

- Evidence that first language counsellors have been accessed, if applicable

APPLICATION CHECKLIST

Section in Application form	Information Requested
Section 2 - Accommodation	<input type="checkbox"/> Accommodation Policy <input type="checkbox"/> Process for the selection and monitoring of student accommodation
Section 3 – Communication with Parents	<input type="checkbox"/> The process for contacting parents prior to enrolment <input type="checkbox"/> Emergency contact procedures <input type="checkbox"/> Processes for ensuring students have regular telephone contact with their parents <input type="checkbox"/> The policy / process that sets out what other communication methods are available to students and how they are advised to students

INFORMATION REQUIRED FOR SITE VISIT

Section in Application form	Information Requested
Section 1 - General	<ul style="list-style-type: none"> <input type="checkbox"/> Application / enrolment forms that you require students / parents to fill out prior to enrolment <input type="checkbox"/> International Student roll <input type="checkbox"/> Evidence of funding available to met the pastoral care requirements for international students
Section 2 - Accommodation	<ul style="list-style-type: none"> <input type="checkbox"/> If applicable, designated caregiver agreement and indemnity form <input type="checkbox"/> If applicable, accommodation agency agreement <input type="checkbox"/> Support information given to residential caregivers <input type="checkbox"/> Checklist used during residential visits <input type="checkbox"/> Record sheets that you use to record interviews with residential caregivers <input type="checkbox"/> Evidence of student accommodation details <input type="checkbox"/> Your student interview process, including any forms filled out during the interviews
Section 3 – Communication with Parents	<ul style="list-style-type: none"> <input type="checkbox"/> Evidence of contact with parents prior to enrolment, including emergency contact details for parents <input type="checkbox"/> Record of student communication with parents
Section 4 – Access to support in the student’s first language	<ul style="list-style-type: none"> <input type="checkbox"/> Be prepared to discuss how this has been made accessible to students – <u>note</u> this includes cultural support
Section 5 – Access to first language counselling	<ul style="list-style-type: none"> <input type="checkbox"/> Evidence that first language counsellors have been accessed, if applicable
Section 6 – Cross-cultural training	<ul style="list-style-type: none"> <input type="checkbox"/> Evidence of cross-cultural training undertaken