

Code of Practice for the Pastoral Care of International Students

Newsletter February 2007

Happy New Year

This is the first issue of the Code of Practice Newsletter for 2007. We are sure that this year will bring as many exciting new opportunities and developments as 2006.

The staff at the Code of Practice office encourage staff members at education providers to use the office as a resource to assist you with any of those tricky Code matters that might pop up during the course of the year. In addition to assistance via email and telephone, the Code office also has a series of online resources that are regularly updated and may be useful tools during the year. Contact details for the office can be found in this newsletter.

The Code newsletter is emailed to education providers at least three times per year. All issues of the newsletters are available from the Ministry of Education's website at www.minedu.govt.nz/goto/international.

If you were not sent this newsletter directly and would like to subscribe to it, please email liz.nicholls@minedu.govt.nz and you will be added to the subscribers list.

Please also email Liz if you would like to make a contribution to the newsletter or would like an issue or topic covered.

The Code of Practice Team

For enquiries on the Code or comments about this newsletter please contact:

Liz Nicholls

Advisory Officer

Code of Practice

DDI: (09) 632 9481

Fax: (09) 632 9456

liz.nicholls@minedu.govt.nz

The Code Team

We would like to take the opportunity to introduce the Code Team...

The Code Team is a small team of 4 full time staff members that work from the Ministry of Education's regional office in Auckland. The Code is currently administered by the Ministry of Education. The role of the Code office is to approve Code applications and monitor education providers (who are signatories to the Code) for compliance with the Code. The team also provides good practice suggestions to pastoral care staff to assist them with meeting Code requirements.

If you have general enquiries, or you are not sure which team member to speak to, contact:

Emma Mackie, Senior Support Officer

DDI: 632 9513 or emma.mackie@minedu.govt.nz

If you are a school from the compulsory sector, please contact:

Judy Simpson, Senior Advisor International

DDI: 632 9512 or judy.simpson@minedu.govt.nz

If you are a public or private tertiary provider, please contact:

Liz Nicholls, Advisory Officer, Code of Practice

DDI: 632 9481 or liz.nicholls@minedu.govt.nz

If Judy or Liz are not available, please contact:

Jim Sinclair, Code Administrator

DDI: 632 9511 or jim.sinclair@minedu.govt.nz

We also have a generic email address in case one of the above does not work:

info.code@minedu.govt.nz

If you are unable to get hold of the specific person you are looking for, please feel free to contact one of the other staff members.

Important Enrolment Information for Schools

The Ministry of Education has released Circular 2007/1 (a revised version of Circular 2003/5) which provides information on the eligibility of enrolment for students in New Zealand schools. The new circular includes revised definitions for international/domestic students in the **compulsory schooling sector**. The new circular can be downloaded from the main Ministry of Education website - just enter the Circular name in the search box.

In addition to the circular there are two very useful definition tables on the international education website, one for schools and one for the tertiary sector. Just type in the following the link <http://www.minedu.govt.nz/index.cfm?layout=document&documentid=11132&indexid=11319&indexparentid=6663>

Six Monthly Reviews

All education providers that enrol international students in Years 7 & 8 of a school or aged 11-13 in any other provider will be asked to submit their first six monthly return for this year by **Friday 20 April**.

Providers will be sent a copy of the six monthly return sheet during March. Sample internal review forms for this age level will be available from our website.

The Code office will mail an acknowledgement letter when we have received your six monthly review. Please **retain a copy** of this letter in your Code of Practice file as it may be requested by the Education Review Office (ERO) or the New Zealand Qualifications Authority (NZQA) during your audits as an assurance that your institution is still compliant with the Code. A non-return may result in a referral by the Administrator to the International Education Appeal Authority.

Final Evaluation on the Code of Practice

The International Policy division of the Ministry of Education, in conjunction with the Christchurch College of Education, undertook an evaluation of the Code during 2006. The final evaluation report on the Code was completed towards the end of the year.

Sector, government and Ministry of Education advisory groups will have input into a discussion document on potential changes to the Code. The advisory groups' deliberations will be informed by feedback from a number of sources on how the Code is operating, as well as that received on the Code evaluation. Submissions on the discussion document will be invited during April/May 2007. A final decision on any

changes to the Code is scheduled for mid 2007. They will be Gazetted thereafter and the revised Code is expected to be implemented from 1 January 2008.

For more information about the Code consultation process, contact Andrew McLeod, 04 463 8717.

Sharing Best Practice

The Code Evaluation in 2006 highlighted a demand for the Code office to facilitate 'best practice' between education providers. The Code team currently attempts to facilitate information sharing through a limited number of cluster groups around the country, conference and workshop presentations and through our 'good practice' templates on the website. However we can't share best practices if we don't know about them!

The August 2006 edition of the Code newsletter on page 4, provided an opportunity for providers to send in their best practice suggestions or questions so that they could be included in subsequent newsletters. Unfortunately no suggestions have been made to the Code office as yet.

If you have good practice suggestions that you would like shared through this newsletter we would be delighted to receive them. If you would like the name or details of your institution to be omitted we are happy to arrange this.

Email comments and suggestions to liz.nicholls@minedu.govt.nz or send to the physical address at the end of this newsletter. Please note that due to the expect inflows of ideas, it may not be possible to include all contributions!

Urgent Note for Signatories Placing Students in Boarding Accommodation

Note: This advice is for schools only. It does not apply to state or private tertiary institutions.

The Education (Hostels) Regulations 2005 which came into force on 1 March 2006 require school hostels used solely or mainly for the accommodation of students enrolled at a registered school to be licensed.

Schools that place international students with a boarding establishment should check that the accommodation is licensed in accordance with the Education (Hostels) Regulations 2005.

More information is attached to this newsletter in a flyer from the Hostel Licensing Authority. All enquiries should be made to info.hostels@minedu.govt.nz.

ISANA Conference Sydney - December 2006

Jim Sinclair and Liz Nicholls were invited to present at the Australasian ISANA 2006 conference held in Sydney from 5-8 December.

Jim and Liz were part of a government plenary session with a representative from the Australian Department of Immigration and Multicultural Affairs (DIMA) and a representative from Australian Education International (AEI). The plenary session allowed us to present some of the similarities and differences between the New Zealand and Australian Codes and to discuss some of the challenges to international education for both countries in the next few years.

One of the biggest themes of the conference was potential new compliance challenges for Australian education providers following the imminent introduction of the Australian revised 'National Code'.

ISANA began as the Overseas Student Advisers' Network (OSAN) in 1989. It was formed as a special interest group of the Australian and New Zealand Student Services Association (ANZSSA), as a network of people in new roles of delivering support services to international students.

Until recently it has been predominantly a tertiary oriented organisation, however increasingly there is a focus within the organisation on the school sector.

ISANA has a New Zealand branch of the organisation which also holds an annual conference. If you are interested in ISANA, or would like to join, more information can be found at www.isana.co.nz

Diploma of International Education Services

The Pier Diploma of International Education Services is an Australian qualification offered online. The Diploma is aimed at professional staff working with international students, and in international education administration, to enhance their professional services to students and to their institutions.

It offers managers a strategy to ensure that their international students are provided with services and support from formally qualified staff competent in their professional roles.

The Diploma has been under development since 2004, and has drawn on extensive research in the area of international education, including the needs and interests of a range of people working in the area, at all professional levels.

The Diploma consists of 9 core and 3 elective subjects,

completed in a sequence. Single subjects may be taken by students not wishing to complete the full Diploma, and a certificate of attainment is awarded for these. Each subject focuses on developing the individual's competencies, and uses their experience to reflect on specific situations and issues.

While the Diploma is delivered online, it involves participation in Discussion Boards, where information and issues are shared. Tutors of each subject are readily available for support and guidance. Students undertaking the program should expect to devote approximately 3 hours per week, with additional time given to completing 3 assessment tasks per subject.

Although the Diploma is an Australian initiative, the course is open for New Zealanders. Currently there is one student enrolled who is working in the international education industry in NZ.

The main difference between Australia and NZ is the legislation (eg. National Code and the NZ Code of Practice). However, there is only one subject in the Diploma which involves the legislation and students from NZ would still be able to answer the questions making references to the NZ Code.

The Diploma has been successfully delivered to students since July 2006. It is now taking enrolments for Semester 1 commencing 12 March 2007. (ISANA members who enrol in the Diploma are entitled to a fee waiver for the final two subjects to complete the qualification.)

The online enrolment process is completed in 3 stages. Visit the PIER website www.pieronline.org and click on Online Diploma on the left hand menu. Click the blue box Apply here for Online Diploma and follow the prompts to complete and submit the application form.

- 1) Within a few days you will receive a letter of offer by email.
- 2) Accept your offer, and arrange payment of fees following the instructions on the website.
- 3) You will receive a confirmation of enrolment by email. Each time you log into the Diploma using your email, you can view your enrolment status.

For more information about Professional International Education Resources (PIER) please visit www.pieronline.org or contact:

Paula Souza
PIER Administration Officer
International Education Services
Ph: + 61 7 3832 7699, Fax: + 61 7 3832 9850

Resources

Chinese “Safe Sex” Booklet Resource

Many education providers still report that sexual health risks are among the biggest issues facing international students while studying in New Zealand.

The Chinese “Safe Sex” booklet has been produced to provide first language information to Chinese students studying in New Zealand. The booklet is an A5 size, 40 pages and full color resource. It is produced by Dream Media Ltd with the help of Chinese Gynecologist Ms Xiaolin Xu. This booklet aims to introduce appropriate contraception methods and awareness of abortion and STDs. Advice to see a doctor or other health specialists is provided all throughout this booklet.

To order the booklet or enquire, please contact Sylvia Calnan at Medical & Health Insurance Brokers Ltd. Preview the booklet at: www.dreammedia.co.nz

Phone number: 0800 500 113 / 07 9578484.

Email: sylvia@healthinsurance.co.nz

The New Zealand Education System: An Overview

This booklet is produced by the International Policy and Development Unit and provides a brief overview of our education system. The booklet is available in Traditional Chinese, Simplified Chinese, English, Japanese, Korean, Portuguese, Spanish, Thai, Vietnamese. The booklet can be downloaded from www.minedu.govt.nz/goto/international under the heading ‘Publications’. To order hard copies, please email international.unit@minedu.govt.nz with the number of copies you require and your postal details. A small fee is charged for orders of more than 20 copies (foreign language versions) or 50 copies (English version).

Guidelines for assisting International Students involved with Sexual Abuse Issues

A new resource is available from www.minedu.govt.nz/goto/international - Code of Practice - Good Practice Examples - Sexual Abuse Guidelines.

The Guidelines cover situations in which the international student is the victim or the offender. Topics include the signatory’s responsibilities under the Code, disclosure, care and protection issues, reporting to the police, supporting the student through the (legal) processes and medical and counselling care. It also provides the contact details of a nationwide list of support agencies.

Code of Practice Website

Please take the time to have a look at our website. The Code office is currently updating a number of documents so keep an eye out for the new versions!

If you are having difficulty locating any documents, please don’t hesitate to contact the Code office. In order to navigate the website go to:

www.minedu.govt.nz

on the right hand side there is a list of navy blue headings. Towards the bottom of the page is:

International Education

If you click on that heading you will get another set of blue headings which start with:

Strategy, policy and projects

Code of Practice for the Pastoral Care of International Students

Statistics

Click on the second heading to get most of the information for the Code.

Useful headings:

Information/resources for Code signatories - has most of the resources and good practice documents in this section.

Complaints procedures - refers to the information on the IEAA.

The Code Office has moved

Please update your address books and data bases.

The new physical address is:

Level 4, Eden Building 5
Cnr Edwin St & Normanby Rd
Mt Eden

The new postal address is:

Private Bag 92644
Symonds St
Auckland 1150