

Kia Ora, Greetings.

Happy New Year to all!

We hope that you all managed to have a break over the Christmas holidays and return to work ready to tackle another year.

If you have any questions or seek clarification on any points of the Code, please feel free to contact the Code office as we are here to assist on those tricky matters that can arise.

Take care over 2006

From left: Liz Nicholls, Carol Andrews, Judy Simpson, Jim Sinclair and Susanne Preuss.



The Code team.

Recording Information

All documents and paperwork that are sent to signatories by the Code of Practice office should be retained. When the audit agencies come to your institution to conduct an audit (ERO for schools, NZQA for private training establishments and language schools, and ITPQ for tertiary providers) they will be looking for evidence of compliance with the Code of Practice.

Paperwork from the Code office that might be asked for:

- Code of Practice Signatory Certificate
- Six monthly review forms and evidence that six monthly reviews have taken place for providers with young international students
- Letters confirming that the Code office has received the six monthly review form
- Provider update forms and evidence of annual review of information
- Letters confirming that the Code office has received the provider update form and assurance of Code compliance

It is very important that you retain this information so that you don't panic when it is time for your audit!

Six Month Reviews

This is a very earlier reminder that education providers that are signatories to the Code of Practice and enrol international students in Years 1-8 are required to complete a six monthly return sheet to the Code Administrator.

These will be due in April and September in 2006. Exact return dates will be publicised closer to the time.

Provider Updates

Each year the Code office sends Provider Updates to all secondary schools, private training establishments and tertiary institutions.

The return form gives education providers the opportunity to update the Code office on any staff changes or any changes in the address or contact numbers or emails for the provider. It is important to notify the Code office at any point during the year if any contact details change. If we don't have this information then we cannot contact you!

In addition, section 29.7 of the Code of Practice states that Signatories must advise the Administrator in writing about any change in:

- (a) Ownership;
 - (b) Legal status;
 - (c) Establishment name; and/or
 - (d) Student fee protection policy status;
- within 14 days of the change being made.

You must also let the Code office know if you no longer wish to remain a signatory to the Code of Practice. Please send or email a formal letter of withdrawal signed by the Principal, Board of Trustees, Manager or Owner.

If you need to notify the Code office about any changes, please contact:

Susanne Preuss,
Senior Support Officer
Phone: 09 374 5513
Fax: 09 374 5509

susanne.preuss@minedu.govt.nz



Exchange Programme Organisations (EPOs)

Schools that enrol exchange students **must be** signatories to the Code of Practice for Pastoral Care of International Students. Exchange students are the one category of international students who are entitled to enrol at a state school and who do not have to pay tuition fees. They are treated as domestic students only for *funding purposes*. Exchange students are students who are in NZ to study under an exchange programme approved by the NZ Government. A list of approved exchange schemes is held by the NZ Immigration Service.

Some schools, particularly rural schools, do not enrol foreign fee paying students but are signatories only for the purpose of enrolling exchange students. In order to assist these schools and other schools with exchange students, the Code office has developed an exemplar of a contract between the school and the exchange programme organisation (EPO).

Briefly this document gives the schools the ultimate responsibility for exchange students but allows the day-to-day responsibility for accommodation etc to be handled by the EPO coordinator. The contract should express/include anything that the school wants to make clear about the responsibilities and expectations of each party. An example of an EPO-School agreement is available on our website. For more information on exchange students or School/EPO Agreements please contact Liz Nicholls liz.nicholls@minedu.govt.nz

Immigration

The Department of Labour will raise the cost for student permits from \$70.00 to \$120.00 from the 28 February 2006. The online process cost remains \$70.00. Immigration New Zealand can be contacted on: 0508 55 88 55

Dependents of International PhD Students

As of the 1st of January 2006, children of an international student undertaking a PhD in New Zealand are now considered to be domestic students for the duration of their parent's study. These students do not come under the Code of Practice. However schools are encouraged to make medical and travel insurance a condition of enrolment and follow the framework of the Code for these students, as their healthcare is not publicly funded. Before enrolling students, schools should check all documentation to ensure that parents are officially enrolled at a New Zealand University in a Doctoral programme.

ISANA Conference Christchurch

At the end of November in Christchurch, ISANA held its 16th International Conference '*Internationalisation – Practical Solutions: A Trans-Tasman Workout*'. ISANA is the International Education Association of Australia and New Zealand. It is an organisation designed to inform its members, mostly pastoral care workers or student support staff, about changing trends in the international education industry through workshops, forums and networks. ISANA also advocates for the rights and interests of international students through consultation and liaison with governments and other agencies.

If you would like to know more about ISANA, the 2005 conference or to become a member, please visit www.isana.or.au or email secretariat@isana.org.au.

Agents!

For the purposes of the Code, as determined by the International Education Appeals Authority (IEAA), recruitment agents and accommodation agents that are used by education providers are 'arms' or extensions of those education providers. This means that an education provider using an agent assumes responsibility for the actions of that agent.

In order to protect the reputation of the education provider and to ensure the welfare of international students, it is important that all agents have their services agreed to in an agreement or contract with the education provider. . Written agreements are *strongly advised* when using recruitment agents. Signatories **must** have **written agreements** with all accommodation agents.

Contracts assist the education provider in recording its expectations of the recruitment or accommodation agent (ie: homestay company). Contracts can be used to support education providers in any disputes they have with agents, particularly arising from student complaints.

It is the responsibility of the education provider to advise the agent of their obligations under the Code. Contracts allow the provider to retain a written statement of the accommodation agent's acceptance of Code compliance.

Please ensure that the person or unit that is responsible for overseeing or arranging the accommodation of international students, reviews current contracts with agents.

Lack of a contract with any accommodation agent is a non-compliance with the Code of Practice for Pastoral Care of International Students.



Planning for Pandemics

While it might seem a very outside risk at present, history shows us that each century four global pandemics occur with varying degrees of intensity and fatalities. Perhaps the best known pandemic of the last century in New Zealand was the Spanish influenza pandemic of 1918. This 'flu' had a huge impact on New Zealand's population wiping out whole townships in some areas.

As the world is increasingly a 'global community', a widespread pandemic is certain to take place. What remains unknown is when this pandemic will take place and what the effects will be.

It is therefore extremely important that education providers plan for worst case scenarios to minimise the impact of an event like a pandemic on students, teaching staff and the overall provision of education services. Pandemic action plans are particularly important for providers that enrol international students as these students will potentially be stuck in New Zealand in the event that borders are closed.

The Ministry of Education is providing a Pandemic Planning Kit for the education sector. The kit includes:

- Planning Guide for Education Agencies and Providers
- Pandemic Action Plan for Early Childhood Education services
- Pandemic Action Plan for Schools.

DRAFTS of these resources are out for consultation in the education sector and on the Ministry of Education website at present. The resources will be finalised and made available on the Ministry's website in February 2006. Schools will be notified of this through the Education Gazette and education sector organisations' newsletters (eg NZSTA, NZPF, SPANZ, PPTA, NZEI). The Minister of Education will probably make an announcement also.

A Pandemic Action Plan for Tertiary Providers is to be developed in Feb/March 2006 by the Tertiary Education Commission. Some tertiary providers already have pandemic plans in place.

The Code office is also in the process of developing resources to assist education providers in meeting their responsibilities under the Code of Practice in the event of an emergency situation such as a pandemic.

Some of these resources will be included in the Pandemic Planning Kit, while other resources will be posted on the International/ Code of Practice section of the Ministry of Education's website. We will update education providers on the progress of these materials in the next newsletter.

Professional Development

Professional Development on the Code of Practice and for teachers that work with international students is undertaken through Education New Zealand. For information on current issues relating to international students and the international education market, please visit www.educationnewzealand.org.nz.

Other useful websites include:

Immigration at www.immigration.govt.nz
International Teacher Newsletter at www.educationnz.org.nz/eeidf/esolnewsletter
New Zealand Trade and Enterprise at www.nzte.govt.nz

Cluster Group meetings for PTEs and Tertiary

During 2006, Liz Nicholls, the Code Advisory Officer would like to trial some cluster group meetings for tertiary institutions, the private training establishments and language schools. The meetings will focus on updates of the Code, topics of special interest and questions about the Code. From the initial trials, Liz hopes to determine whether there is an interest from the sector in having these meetings.

The first trials will be in Auckland. A letter will be sent out to all PTEs and tertiary with the information. Details TBA.

Please email Liz (contacts below) if you have any suggestions regarding these events or any particular issue that you would like discussed.

Contacts

If you would like to make any comments on this newsletter, or have any questions, please contact:

Liz Nicholls
Code of Practice Advisory Officer
International Education Division (Auckland)
Ministry of Education
Private Bag 47 911
Ponsonby
Auckland
DDI: (+ 64) 09 374 5481 Fax: (+64) 09 374 5509
Email: liz.nicholls@minedu.govt.nz

