

MAY 2006

Code Updates

This is the second issue of the Code of Practice Newsletter for 2006. All issues of the newsletters are available from the Ministry of Education's website at www.minedu.govt.nz/goto/international.

The Code office is a resource to assist education providers with meeting the requirements of the *Code of Practice for Pastoral Care of International Students*. If you have any questions or concerns about the Code, please don't hesitate to contact us on the details at the end of this newsletter.

The Code of Practice Team

Update of Code Statistics

The following is a list of current statistics on the Code.

Total number of signatories: 1224

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|----------------|-----|
| School sector: | 870 |
| PTEs: | 313 |
| State TEIs: | 31 |
| Subsidiaries: | 10 |

New signatory applications pending: 7
Applications/signatories withdrawn: 103
No. of closures/mergers/deregistered: 82
Suspended/Removed: 0

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 should have submitted their first six monthly return for this year by Friday 5th May 2006. If you have not completed this return, please do so as soon as possible.

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.

Please note that a non-return may result in a referral by the Administrator to the International Education Appeal Authority.

Annual Reviews of Compliance

Section 9.1 of the Code requires that signatories review all information provided to prospective international students at least annually.

Section 30.3 of the Code states that signatories must review their own performance to ensure compliance with the Code and that outcomes of this review must be recorded in a form that can be provided to the Administrator.

The provider update, to be sent out in September, will ask for an assurance that these reviews have been undertaken. This does not mean that providers are required to undertake their reviews in September. The review could be undertaken during the year or an annual review date set. However accurate records of these reviews must be kept as audit authorities may ask to see them.

Code Updates for PTEs and Language Schools

Thank you to all the people that the Code office's recent trials of Cluster Group meetings in Auckland. Your feedback was greatly appreciated. In response to your feedback, any future sessions will allow more time for discussion, a brain storm at the outset of meetings to ensure all participant's areas of concern are addressed and a more detailed invitation about what you can expect from the meeting to ensure that providers register the appropriate people.

If you have any issues following the meetings that you wish to discuss, or if you are in a region outside Auckland and are interested in having a cluster group session in your area, please contact Liz Nicholls at liz.nicholls@minedu.govt.nz

Planning for Pandemics

The Ministry of Education's Pandemic Planning Kits for Schools and Tertiary Education Organisations is now available from the Ministry of Education's website at www.minedu.govt.nz (top left corner). The kits are designed for education providers that want to get started on developing their own pandemic influenza plans. Resources designed by the Code office specifically for education providers that enrol international students will be available from the same website soon.



CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

Enrolling Primary-Aged International Students

The Code requires that education providers enrolling international students in Years 1-6 in a school or aged 10 and under in a private training establishment must ensure that they are living with a parent for the entire length of their stay in New Zealand. There are several good practice suggestions that providers enrolling primary aged students should consider incorporating into their enrolment processes to ensure that they remain compliant with the Code.

Section 15.7 of the Code says that institutions that enrol students under the age of 18 must make contact with their parents prior to enrolment. Section 15.8 says institutions must communicate regularly with parents.

To prove that providers have had contact with parents prior to the enrolment, they must sign an enrolment form and provide their contact details. It is also suggested that parents are asked to sign an acknowledgement with the institution that they must stay in the country at all times or their child may be disenrolled and steps be taken to notify immigration.

To ensure the parents are in the country at the time of the enrolment, it would be a very good idea to meet the parents while they are enrolling students, not just the agent. When meeting the parents on enrolment, schools could copy the parent's passport and permit details to ensure that they are:

- (a) able to stay in NZ for the duration of their child's enrolment
- (b) all names match the names on the enrolment forms
- (c) ask for a copy of the student's birth certificate with the parent's names for verification. If the student is Korean, you can ask them for a copy of their Korean family register.

All this documentation should be checked before enrolling a student and a student should not attend until it has been verified.

International/Domestic Students

Sometimes it is difficult to remember who is classified as a 'domestic student' and who is not in the compulsory school sector. There are two places you can go to determine whether a potential student is an international or domestic student.

The first site provides a table of all classifications which you can download from: http://www.minedu.govt.nz/web/downloadable/dl11132_v1/domestic-students-in-school-sector-table.doc

The second reference document (which contains the same information as the table above) is the Ministry of Education's circular 2003/5. You can download this document from <http://www.minedu.govt.nz/> under "General Publications" on the right hand side of the web page.

Police Vetting

The Police Vetting office is finding it difficult to process police vetts within the 20 days specified in the Privacy Act. Providers are urged to make applications for police vetting well in advance and to have extra homestays already police vetted for emergency use.

Where designated caregiver police vetting is required immediately, providers can request urgency in their application to the Police but this must be supported by evidence.

Police Vetting Procedures

There are 4 steps that should be taken when undertaking police vetting.

Step 1: Ensure potential homestay families complete the Consent of Disclosure of Information Police Vetting form on the institution's letterhead. All people over 18 (except for other international students) that have regular access to the student should be police vetted not just one member of the family.

Step 2: Consent to Disclosure forms should be returned to the provider, photocopied and kept on the homestay's file. The original should be sent to the Police Vetting agency in Wellington.

Step 3: Processed forms will be returned to the provider where a designated person should assess the appropriateness of the application. The findings should be recorded on the file under the headings 'clear', 'reservations' or 'failed'.

Step 4: All forms must be shredded after processing.

Exchange Students and Exchange Organisations

During April, Jim Sinclair and Liz Nicholls met with the New Zealand Council for Intercultural Exchanges to discuss strengthening the relationships between their regional representatives and pastoral care support structures in schools that have exchange students.

It was recognised that the most positive experiences of exchange students occur when there is a good relationship between the exchange programme, the student and the school.



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Government approved exchange organisations have been approved by the Code office to deliver aspects of pastoral care to exchange students, however schools are ultimately responsible for the welfare of the student as signatories to the Code of Practice.

The Code office suggests that in order to ensure all Code requirements are met, the school and the exchange programme should have a written agreement which sets out the communication procedures and expectations of both parties. This will assist both the organisation and the school in the event of an emergency. An agreement template is available on our website at www.minedu.govt.nz/goto/international under 'Exchange Programme Organisations'.

Evaluation of the Code of Practice

The International Division of the Ministry of Education in Wellington has contracted the Christchurch College of Education to evaluate the *Code of Practice for the Pastoral Care of International Students*.

The purpose of the evaluation is to assess the impact of changes made to the Code in 2003, to provide comprehensive information for key stakeholders on the implementation of the Code, and to assist current and future policy making for the Code. The evaluation will seek to answer the question: is the Code providing an effective framework for the pastoral care of international students?

The fieldwork for the research began in May with a survey of a representative sample of education providers and a range of international students. Site visits and focus groups will be undertaken in June and interviews with stakeholders will begin in July. The final report will be available in late 2006.

A Chance for Students to Win an iPod!

As part of the evaluation, the research team has created an online survey for international students. Please encourage your students to complete the survey which can be found at www.ipod.cce.ac.nz Every respondent will have the chance to win an ipod.

IEAA Annual Report

The annual report of the International Education Appeal Authority is in draft form and will be finalised over the next couple of months. All education providers that are signatories to the *Code of Practice* will receive a hard copy towards the end of July.

The IEAA report contains representative summaries of cases presented to the Authority over the last year.

Providers are encouraged to read the reports to ensure that their documentation and practices do not fall into any of the categories mentioned in the report where they may be subject to a complaint by an international student.

Past annual reports for 2002-2003 and 2003-2004 are available from the Ministry of Education website at www.minedu.govt.nz/goto/international under 'Report of the International Education Appeal Authority'.

Important New Zealand Gazette Notice 2006

Please note that all questions should be directed to your local office of the Ministry of Education and not the Code office.

Pursuant to section 2 (1) (e) of the definition of the term "domestic student" and section 4A (1) of the Education Act 1989, the Minister of Education, by and through the Senior Manager, National Operations, Ministry of Education, acting under delegated authority, gives the following notice.

1. Title and commencement—(1) This notice may be cited as the Education (Domestic Students) Notice 2006.

(2) This notice shall come into force on the day after the date of its publication in the New Zealand Gazette.

2. Persons to be treated as if they are not foreign students—For the purposes of Parts I to III and section 79 (2) of the Education Act 1989, foreign students of the following kind, class or description are persons who are required to be treated as if they are not foreign students and who are entitled to enrol at State schools:

- (a) A foreign student who is the dependent child of any person who is the holder of a residence permit under the Immigration Act 1987 and
 - (i) whose application for permanent residence under the Immigration Act 1987 has been received and is being considered for approval by Immigration New Zealand at the time the student enrolls; or
 - (ii) whose application is still being considered for approval by Immigration New Zealand at the beginning of each subsequent school year.
- (b) A foreign student who is the dependent child of a New Zealand citizen and whose application for citizenship is being considered for approval by the Department of Internal Affairs.

Dated at Wellington this 17th day of May 2006.

GRAEME MARSHALL, Acting Senior Manager, National Operations, Ministry of Education.



CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

Step By Step Guide to the International Student Survey

The International Division of the Ministry of Education in Wellington is publishing a step by step guide to using the International Student Survey which was conducted in 2003. The guide is being published to enable providers to conduct the survey for themselves, selecting the questions from the national survey that reflect their own purposes.

The guide package includes a printed copy of the guide, with an accompanying CD. The CD contains an electronic version of the guide, a national averages document and a computer programme that enables providers to generate a questionnaire in English, Chinese (Mandarin), Korean and Japanese based on the questions they have selected for their own survey.

Providers may wish to use the programme to:

- compare the responses of their students with national averages, thereby identifying strengths and weaknesses in their current services and facilities;
- monitor the experiences of their international students and their evaluations;
- collect relevant information of interest to education providers;
- assess the effectiveness of interventions/changes over time; and
- optimise marketing strategies.

It is expected that the guide will be published within the next few weeks. Providers wishing to receive a copy of the guide and CD-ROM (at no charge) should email:

international.publication@minedu.govt.nz

You should head your request with "Step by Step Guide", and include the name of the contact person and the name and postal address of the institution. Alternatively you can phone the International Division's Support Officer on 04 463 8787.

It is expected that a repeat of the 2003 national survey will be conducted later this year. The Ministry will therefore be keen to receive feedback on the Step by Step Guide to ensure it is of maximum use to providers in the future.

Please note that a help-desk facility will be available for those using the guide. Details on how to access this facility will be included with the guide.

Code of Practice Website

For those who are not very familiar with the Code of Practice website, please take the time to have a look.

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 there is one that says:

International Education

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

Code of Practice for the Pastoral Care of International Students

The Export Education Industry Development Fund and Levy

Export Education Strategy

Click on the first heading to get into most of the information for the Code. This includes the *Guidelines to the Code*, a list of current signatories to the *Code*, exemplars for good practice, information on the IEAA and the *Code of Practice* newsletters.

The website is constantly updated with new information so it is a good idea to check the website every couple of months. The Code office is currently updating a number of documents so keep an eye out for the new versions!

Other useful websites and resources:

<http://www.nzqa.govt.nz/>

<http://www.immigration.govt.nz/>

<http://www.educationnz.org.nz/eedf/esolnewsletter>

www.educationnz.org.nz

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