



Te Oranga me
Te Haumaru Ākonga

**Learner Wellbeing
and Safety**

Self-review Toolkit for Tertiary Education Providers

Tool E: self-review report template

The Education (Pastoral Care of
Tertiary and International Learners)
Code of Practice 2021

NZQA

NEW ZEALAND QUALIFICATIONS AUTHORITY
MANA TOHU MĀTAURANGA O AOTEAROA

QUALIFY FOR THE FUTURE WORLD
KIA NOHO TAKATŪ KI TŌ ĀMUA AO!

Tool E: self-review report template 2024

Use this optional template to shape your summary self-review report on your self-review of performance against the requirements of the Code.

If your organisation does not provide student accommodation and/or is not a Code signatory, **remove the parts** in this tool relating to **Student Accommodation (Outcomes 5-7)** and/or **International Tertiary Learners (Outcomes 8-12)**.

TEO information

TEO Name	Franklin Institute of Agri-Technology Ltd		MoE number	8028	
Code contact	Name	Rajinder Saini		Job title	Director/CEO
	Email	rupexnz@outlook.com		Phone number	027 278 2789
Current enrolments	Domestic learners	Total #	10	18 y/o or older	10
				Under 18 y/o	Nil
	International learners	Total #	21	18 y/o or older	21
				Under 18 y/o	Nil
Current residents	Domestic learners	Total #	Nil	18 y/o or older	Nil
				Under 18 y/o	Nil
	International learners	Total #	Nil	18 y/o or older	Nil
				Under 18 y/o	Nil
Report author(s)	Raj Saini				

Stage of implementation for each outcome

Indicate the stage of implementation that most reflects your organisation's current level of understanding and practice for each outcome, based on the continuum provided in Appendix 1.

Organisational structures to support a whole-of-provider approach to learner wellbeing and safety

	Rating
Outcome 1: A learner wellbeing and safety system	Well implemented / Implemented / Developing / Early stages
Outcome 2: Learner voice	Well implemented / Implemented / Developing / Early stages

Wellbeing and safety practices for all tertiary providers

	Rating
Outcome 3: Safe, inclusive, supportive, and accessible physical and digital learning environments	Well implemented / Implemented / Developing / Early stages
Outcome 4: Learners are safe and well	Well implemented / Implemented / Developing / Early stages

Additional wellbeing and safety practices for tertiary providers (signatories) enrolling international learners

	Rating
Outcome 8: Responding to the distinct wellbeing and safety needs of international tertiary learners	Well implemented / Implemented / Developing / Early stages
Outcome 9: Prospective international tertiary learners are well informed	Well implemented / Implemented / Developing / Early stages
Outcome 10: Offer, enrolment, contracts, insurance and visa	Well implemented / Implemented / Developing / Early stages
Outcome 11: International learners receive appropriate orientations, information and advice	Well implemented / Implemented / Developing / Early stages
Outcome 12: Safety and appropriate supervision of international tertiary learners	Well implemented / Implemented / Developing / Early stages

Summary of performance under each outcome

Organisational structures to support a whole-of-provider approach to learner wellbeing and safety

	Summary of performance based on gathered information (i.e. how effectively is your organisation doing what it needs to be doing?)	How do you know? (i.e. note supporting evidence with analysis to make sense of what it means)
Outcome 1: A learner wellbeing and safety system	Very well	Verbal and survey feedback
Outcome 2: Learner voice	Fairly well	Very low numbers, students have good access to staff and Management, and they have been interacting effectively

Wellbeing and safety practices for all tertiary providers

	Summary of performance based on gathered information (i.e. how effectively is your organisation doing what it needs to be doing?)	How do you know? (i.e. note supporting evidence with analysis to make sense of what it means)
Outcome 3: Safe, inclusive, supportive, and accessible physical and digital learning environments	Very well	Surveys, direct interaction with students
Outcome 4: Learners are safe and well	Very well	Direct feedback, Teachers, staff and Management kkeep a close eye on students' performance and behaviour.

Additional wellbeing and safety practices for tertiary providers (signatories) enrolling international learners

	Summary of performance based on gathered information (i.e. how effectively is your organisation doing what it needs to be doing?)	How do you know? (i.e. note supporting evidence with analysis to make sense of what it means)
Outcome 8: Responding to the distinct wellbeing and safety needs of international tertiary learners	Very well	<ol style="list-style-type: none"> 1. We are continuously in touch with the international students. 2. From time to time, the Director gives an opportunity to students if they want to talk to him in person to discuss their issues in person 3. International students feel at ease in approaching and talking to teachers, staff and management.
Outcome 9: Prospective international tertiary learners are well informed	Very well	<p>Students are supplied information about the courses available, fee structure and other aspects mostly directly by FiAT or its reputed agents.</p> <p>FIAT checks up with formal/informal conversation if they have been well informed.</p>
Outcome 10: Offer, enrolment, contracts, insurance and visa	Very well	<p>Offer letters are issued/revised on time and sent to students with a copy to their agent (if required)</p> <p>All students are insured during the period of their study with FIAT.</p>
Outcome 11: International learners receive appropriate orientations, information and advice	Very well	<p>Class teachers and staff provide formal orientation before the start of each term.</p>

Outcome 12: Safety and appropriate supervision of international tertiary learners	We don't have learners under 18 years of age.	
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Findings from gap analysis of compliance with key required processes

Organisational structures to support a whole-of-provider approach to learner wellbeing and safety

	Identified gaps in compliance with key required processes
Outcome 1: A learner wellbeing and safety system	PLEASE REFER TO ACTION PLAN
Outcome 2: Learner voice	

Wellbeing and safety practices for all tertiary providers

	Identified gaps in compliance with key required processes
Outcome 3: Safe, inclusive, supportive, and accessible physical and digital learning environments	
Outcome 4: Learners are safe and well	

Additional wellbeing and safety practices for tertiary providers (signatories) enrolling international learners

	Identified gaps in compliance with key required processes
<p>Outcome 8: Responding to the distinct wellbeing and safety needs of international tertiary learners</p>	
<p>Outcome 9: Prospective international tertiary learners are well informed</p>	
<p>Outcome 10: Offer, enrolment, contracts, insurance and visa</p>	
<p>Outcome 11: International learners receive appropriate orientations, information and advice</p>	
<p>Outcome 12: Safety and appropriate supervision of international tertiary learners</p>	

Summary of action plan

Include information on how actions will be monitored for implementation and success.

Organisational structures to support a whole-of-provider approach to learner wellbeing and safety

	Action/s to be taken	Owner	Due date	Plan for monitoring implementation	Measures of success
Outcome 1: A learner wellbeing and safety system	Continue to create awareness among staff and students on range of wellbeing and safety factors.	Raj Saini	Continue	Have three monthly student staff meetings to create awareness and give students to provide feed back	Feedback from feedback forms Direct interaction Students feel satisfied.
Outcome 2: Learner voice	Continue to maintain good personal rapport with the students	Teachers/staff	Continue	As the number of students is small and only one discipline of study, we are directly in touch with all the students	Feedback from feedback forms Direct interaction Students feel satisfied.

Wellbeing and safety practices for all tertiary providers

	Action/s to be taken	Owner	Due date	Plan for monitoring implementation	Measures of success
Outcome 3: Safe, inclusive, supportive, and accessible physical and digital learning environments	Continue to provide good working environment to students and staff	Raj Saini/Teachers. Staff	Continue	Review the needs every three months (Being done). Otherwise, teachers and staff are free to bring up issues as and when needed.	Feedback from feedback forms Direct interaction Students feel satisfied.
Outcome 4: Learners are safe and well	Continue keeping a close eye on students' behaviour and performance.	All teachers, staff and management	Continue	Continue our efforts to ensure that students are safe and well	Feedback from feedback forms Direct interaction Students feel satisfied.

Additional wellbeing and safety practices for tertiary providers (signatories) enrolling international learners

	Action/s to be taken	Owner	Due date	Plan for monitoring implementation	Measures of success
Outcome 8: Responding to the distinct wellbeing and safety needs of international tertiary learners	Continue our efforts to look after safety and wellbeing of international students	Management /teachers/staff	Continue	Have three monthly student staff meetings to create awareness and give students to provide feedback	Feedback from feedback forms Direct interaction Students feel satisfied.
Outcome 9: Prospective international tertiary learners are well informed	Update the student info annually and as and when there are some changes.	Raj Saini/Jackie Clarke	Annually/ As and when required	Ensure that the information is updated on time	Feedback from feedback forms Direct interaction Students feel satisfied.
Outcome 10: Offer, enrolment, contracts, insurance and visa	We will ensure that offer letters, insurances are done accurately and on time.	Raj Saini/Jackie Clarke	Continuous	Review the formats annually, update as and when required.	Informal Feedback from Agents and students
Outcome 11: International learners receive appropriate orientations, information and advice	Review and update information and procedures for student orientation.	Teachers. Management	Continuous	Review the formats annually, update as and when required.	Informal Feedback from Agents and students
Outcome 12: Safety and appropriate supervision of international tertiary learners	Continue efforts to ensure that the students are properly supported through supervision.	Teachers.staff and Management	Continuous	Review the formats annually, update as and when required.	Informal Feedback from Agents and students

