



SUMMARY OF THE EDUCATION

CODE OF PRACTICE

2021

PASTORAL CARE

OF

TERTIARY LEARNERS

SUMMARY OF THE EDUCATION CODE OF PRACTICE 2021

PASTORAL CARE OF TERTIARY LEARNERS

OUTCOME 1: LEARNER WELLBEING AND SAFETY SYSTEM

Providers must adopt a comprehensive approach to create and maintain a transparent system that supports the wellbeing and safety of their learners.

1. Process 1: Strategic Goals and Plans

- Providers must establish strategic goals and plans for learner wellbeing and safety, ensuring alignment with this code and Te Tiriti o Waitangi.
- Regular reviews and timely amendments to these plans are required.
- Collaboration with learners and stakeholders in developing and reviewing these plans is essential.

2. Process 2: Self-Review of Practices

- Providers must regularly assess their wellbeing and safety practices against established strategic goals. ([Process 1](#))
- Reviews should incorporate input from learners and relevant data, ensuring privacy compliance.
- Prompt action must be taken to address any identified deficiencies.

3. Process 3: Publication Requirements

- Providers must publicly share their strategic goals ([Process 1](#)), revisions, and self-review reports ([Process 2](#)) in accessible formats.

4. Process 4: Responsive Systems

- Providers need to gather information to identify and address emerging wellbeing and safety concerns and connect learners to culturally appropriate services.
- Ongoing training for staff on various topics, including cultural competencies and incident reporting, is required.
- Emergency response plans must be in place and communicated to learners, including clear protocols for decision-making and incident reporting.

OUTCOME 2: LEARNER VOICE

Providers must actively engage with learners to understand and address their diverse needs, respecting their mana and autonomy.

1. Process 1: Learner Voice

- Providers must foster relationships with their learner groups to collaboratively develop wellbeing and safety strategies and plans.
- Formal and informal channels for learners to express their voices should be established, along with resources to facilitate participation in decision-making.

2. Process 2: Learner Complaints

- Providers must ensure effective processes for handling complaints, including culturally responsive perspectives and support options for learners.
- Complaints should be managed transparently, with clear communication about handling and progress.
- Annual reporting on complaints and outcomes should be made to stakeholders.

3. Process 3: Compliance with a relevant Dispute Resolution Scheme

- Providers must be familiar with and comply with the Relevant Dispute Resolution Scheme rules, as non-compliance may result in sanctions from the code administrator.

Overall, the code emphasizes a strategic, inclusive, and transparent approach to ensuring the wellbeing, safety, and voices of learners are given priority and upheld.

OUTCOME 3: SAFE, INCLUSIVE, SUPPORTIVE, AND ACCESSIBLE LEARNING ENVIRONMENTS

Providers are required to create physical and digital learning environments that are safe and support all learner groups.

1. Process 1: Safe and Inclusive Communities

- Implement practices to reduce harm from discrimination, racism, bullying, and harassment.
- Working with learners and staff to recognize and address these issues.
- Foster an inclusive culture that promotes cultural needs and aspirations.

- Provide learners with information that promotes understanding, connection, and collective responsibilities.
- 2. Process 2: Supporting Learner Participation and Engagement**
- Provide opportunities for learners to participate and share their views in a sharing and caring environment.
 - Provide for the development of social, cultural, personal and spiritual intellectual interaction.
 - Communicate in total immersion reo Māori and tikanga Māori to enhance the identity and culture of Māori learners.
- 3. Process 3: Physical and Digital Spaces**
- Ensure safe, healthy learning environments with no cultural access barriers.
 - Involve Māori in the design and development of physical and digital resources.

OUTCOME 4: LEARNERS ARE SAFE AND WELL

Providers must help learners manage their physical and mental health and respond to those who need additional support.

- 1. Process 1: Information for Basic Needs**
- Provide learners with essential information to help manage personal and basic needs (housing, food, clothing).
 - Provide information to gain access to community services and to understand rights as tenants.
 - Ensure healthy food options are available on campus.
- 2. Process 2: Promoting Health Awareness**
- Create opportunities that will provide for the wellbeing of physical and mental health.
 - Share information about accessing health services and reporting health concerns.
 - Support learners in making positive choices for their wellbeing.
- 3. Process 3: Proactive Monitoring and Responsive Practices**
- Collect contact details for learners (18 and older) to facilitate communication about wellbeing.
 - Enable confidential communication regarding health needs.

- Identify at-risk learners and ensure appropriate support pathways are in place.
- Accommodate learners with disabilities or health difficulties and respond sensitively to disruptive behaviours.
- Maintain records of risks and concerns related to the administration of the code.

Overall, the code highlights the importance of creating inclusive, safe learning environments and providing comprehensive support for learners' wellbeing.

Hardship Fund Allocations

Date	Name	Reason	Amount	HAFL
				\$20,700.00
15/08/2021	Thomas Rapana	Rent	\$ 1,750.00	\$18,950.00
22/08/2021	Thomas Rapana	Rent	\$ 1,750.00	\$17,200.00
24/08/2021	Rachel Hall	Food	\$ 200.00	\$17,000.00
24/08/2021	Rosa Laugesen	Food	\$ 200.00	\$16,800.00
29/09/2021	Thomas Rapana	Rent	\$ 1,750.00	\$15,050.00
1/10/2021	Ashley Clark	Food	\$ 200.00	\$14,850.00
1/10/2021	Te Raunatia Saunderson	Food	\$ 200.00	\$14,650.00
6/10/2021	Thomas Rapana	Rent	\$ 1,750.00	\$12,900.00
6/10/2021	Leah Mehana	Food	\$ 300.00	\$12,600.00
13/10/2021	Thomas Rapana	Rent	\$ 400.00	\$12,200.00
14/10/2021	Teresa Rahiri	Car repairs	\$ 600.00	\$11,600.00
14/10/2021	Adrienne Robson	Car repairs	\$ 470.00	\$11,130.00
15/10/2021	Bodelle Te Wao	Car repairs	\$ 1,000.00	\$10,130.00
20/10/2021	Mykaela Ripia	Power bill	\$ 1,262.93	\$ 8,867.07
20/10/2021	Bodelle Te Wao	Car repairs	\$ 995.73	\$ 7,871.34
12/11/2021	Kirsten Putland	Car repairs	\$ 1,835.94	\$ 6,035.40
19/11/2021	Rawhiti Williams	Car repairs	\$ 3,000.00	\$ 3,035.40
24/11/2021	Danielle Tahuri	Rent	\$ 2,250.00	\$ 785.40
24/11/2021	Danielle Tahuri	Food	\$ 500.00	\$ 285.40
8/12/2021	Gina Houia	Power Bill	\$ 220.80	\$ 64.60
			Amount Spent	\$20,635.40
			Amount Remaining	\$ 64.60

Hardship Fund Allocations				
Date	Name	Reason	Amount	HAFL
				\$ 5,000.00
17/02/2022	HanaMere Knight	Kai	\$ 200.00	\$ 4,800.00
17/02/2022	Tarryn Tetai	Kai	\$ 200.00	\$ 4,600.00
18/02/2022	Danielle Tahuri	Rent	\$ 750.00	\$ 3,850.00
18/02/2022	Tarryn Tetai	Rent	\$ 250.00	\$ 3,600.00
21/02/2022	Haereata Berryman-Savage	Power	\$ 260.81	\$ 3,339.19
22/02/2022	Te Ira Tohu	Kai	\$ 250.00	\$ 3,089.19
22/02/2022	Noarangi Rogers	Kai	\$ 150.00	\$ 2,939.19
22/02/2022	Donny Kohunui	Kai	\$ 150.00	\$ 2,789.19
22/02/2022	Haereata Berryman-Savage	Kai	\$ 200.00	\$ 2,589.19
22/02/2022	Henare Withers	Kai	\$ 300.00	\$ 2,289.19
22/02/2022	Kees Grootjan	Gas	\$ 80.00	\$ 2,209.19
22/02/2022	Te Ira Tohu	Gas	\$ 80.00	\$ 2,129.19
22/02/2022	Mary Clarke	Gas	\$ 50.00	\$ 2,079.19
22/02/2022	Donny Kohunui	Gas	\$ 100.00	\$ 1,979.19
22/02/2022	Te Ira Tohu	Kohanga Bill	\$ 101.00	\$ 1,878.19
22/02/2022	Donny Kohunui	Board	\$ 250.00	\$ 1,628.19
22/02/2022	Noarangi Rogers	Board	\$ 250.00	\$ 1,378.19
22/02/2022	Tarryn Tetai	Board	\$ 250.00	\$ 1,128.19
22/02/2022	Tarryn Tetai	Kai	\$ 230.00	\$ 898.19
23/02/2022	Danielle Tahuri	Rent	\$ 750.00	\$ 148.19
2/03/2022	Tiriarangi & Mosese	Rent	\$ 148.19	\$ 0.00
		Amount Spent	\$ 5,000.00	
		Amount Remaining	\$ 0.00	

Hardship Fund Allocations				
Date	Name	Reason	Amount	HAFL
				\$10,000.00
2/03/2022	Tiriarangi & Mosese	Rent	\$ 411.81	\$ 9,588.19
2/03/2022	Tarryn Tetai	Board	\$ 250.00	\$ 9,338.19
4/03/2022	Mary Clarke	Rent	\$ 590.00	\$ 8,748.19
4/03/2022	Mary Clarke	Water	\$ 32.28	\$ 8,715.91
4/03/2022	Hinetemoa Teepa	Rent	\$ 1,000.00	\$ 7,715.91
4/03/2022	Hinetemoa Teepa	Water	\$ 400.37	\$ 7,315.54
22/02/2022	Tarryn Tetai	Gas	\$ 100.00	\$ 7,215.54
7/03/2022	Tarryn Tetai	Kai	\$ 460.00	\$ 6,755.54
9/03/2022	Lesley Maikuku	Laptop	\$ 599.00	\$ 6,156.54
11/03/2022	Serenity Taua	Kohanga Bill	\$ 765.00	\$ 5,391.54
11/03/2022	Serenity Taua	Phone	\$ 115.26	\$ 5,276.28
11/03/2022	Serenity Taua	Kai	\$ 500.00	\$ 4,776.28
11/03/2022	Te Ira	Kohanga Fee	\$ 112.00	\$ 4,664.28
15/03/2022	Te Ira	Laptop	\$ 2,249.00	\$ 2,415.28
17/03/2022	Tipene Message	Gas	\$ 100.00	\$ 2,315.28
14/04/2022	Nathan Kahu	Kai	\$ 100.00	\$ 2,215.28
14/04/2022	Nathan Kahu	Gas	\$ 80.00	\$ 2,135.28
14/04/2022	Levi Wijohn	Kai	\$ 100.00	\$ 2,035.28
14/04/2022	Levi Wijohn	gas	\$ 80.00	\$ 1,955.28
19/04/2022	Vinnie Wihongi-Scalabrini	Kai	\$ 200.00	\$ 1,755.28
20/04/2022	Brenda Lee Heremaia	Laptop	\$ 1,755.28	-\$ 0.00
Amount Spent			\$ 10,000.00	
Amount Remaining			-\$ 0.00	