



St John's College Self-Review Attestation Summary (Pastoral Care of Tertiary and International Learners Code of Practice 2021) November 2023

In 2021, the Ministry of Education released the [Education \(Pastoral Care of Tertiary and International Learners\) Code of Practice 2021](#) under the Education and Training Act 2020. Each year, all tertiary providers are required to carry out a self-review against this Code. The self-review broadly detailed below summarises our assessment of our implementation of the Code in 2023.

The code asks providers to reflect on their practice in 12 key outcome areas:

- **Outcome 1:** Learner wellbeing and safety system
- **Outcome 2:** Learner voice
- **Outcome 3:** Safe, inclusive, supportive, and accessible physical and digital learning environments
- **Outcome 4:** Learner safety and wellbeing
- **Outcome 5:** A positive, supportive, and inclusive environment in student accommodation
- **Outcome 6:** Accommodation admirative practices and contracts
- **Outcome 7:** Student accommodation facilities and services
- **Outcome 8:** Responding to the distinct wellbeing and safety needs of international tertiary learners
- **Outcome 9:** Prospective international tertiary learners being well informed
- **Outcome 10:** Offers, enrolments, contracts, insurance, and visas
- **Outcome 11:** International learners receiving appropriate orientation, information, and advice
- **Outcome 12:** Safety and appropriate supervision of international tertiary learners (this outcome relates to learners under 18 years of age and so is not applicable)

St John's carried out a self-review of Code outcomes 1-11, drawing on information gathered from multiple, diverse sources including but not limited to:

- Surveys (formal written and informal conversations) with students, staff, faculty, and other stakeholders
- Conversations with students representatives
- College policies
- Records of staff and faculty training sessions
- Incident register and records of learner complaints
- College handbooks

This process noted the areas we comply well and identified those places we could improve our practice. After undertaking this self-review process, we developed a detailed action plan to ensure St John's continues to take the relevant steps to

strengthen student safety and wellbeing. The Manukura is working with both Te Kaunihera members and appropriate staff to oversee the satisfactory implementation of this plan.

Overall, our self-assessment against the Code places us within the **Implemented** band. St John's didn't receive many complaints in 2023 and doesn't have any ongoing issues around student safety and wellbeing. This means that the relevant systems and processes are in place to ensure overall compliance with the Code:

Outcome 1:	Developing Implementation
Outcome 2:	Implemented
Outcome 3:	Implemented
Outcome 4:	Implemented
Outcome 5:	Implemented
Outcome 6:	Developing Implementation
Outcome 7:	Developing Implementation
Outcome 8:	Implemented
Outcome 9:	Implemented
Outcome 10:	Implemented
Outcome 11:	Implemented
Outcome 12:	Not applicable

			Well-implemented The Code is well-implemented
		Implemented The Code is implemented	<ul style="list-style-type: none"> • Thorough understanding of Code outcomes and requirements across the organisation • Diverse range of multiple perspectives sought, including robust practices, to reflect learner voice • Full consideration of Te Tiriti o Waitangi/Treaty of Waitangi and the Treaty principles (including partnership, protection, and participation) when implementing the Code. • Well-established practices in place to monitor against all Code outcomes and requirements • Highly effective reporting processes from self-review
	Developing implementation Implementation of the Code is underway, yet requires further work	<ul style="list-style-type: none"> • Sufficient understanding of Code outcomes and requirements across the organisation • Multiple perspectives sought, including sound practices, to reflect student voice • Good consideration of Te Tiriti o Waitangi/Treaty of Waitangi and the Treaty principles (including partnership, protection, and participation) when implementing the Code. • Relevant practices in place to monitor against all Code outcomes and requirements • Effective reporting processes from self-review 	
Early stages of implementation Implementation of the Code has not yet started or requires significant work	<ul style="list-style-type: none"> • Some understanding of Code outcomes and requirements across the organisation • Some perspectives sought, including adequate practices, to reflect learner voice • Some consideration of Te Tiriti o Waitangi/Treaty of Waitangi and the Treaty principles (including partnership, protection, and participation) when implementing the Code. • Some practices in place to monitor against all Code outcomes and requirements • Adequate reporting processes from self-review 	<ul style="list-style-type: none"> • No or limited understanding of Code outcomes and requirements across the organisation • No or limited perspectives sought. Practices to reflect learner voice non-existent or underway • No or limited consideration of Te Tiriti o Waitangi/Treaty of Waitangi and the Treaty principles (including partnership, protection, and participation) when implementing the Code. • No or limited practices in place to monitor against all Code outcomes and requirements • No or limited reporting processes from self-review 	

View the Self Review Attestation PDF below

2023 Code Self-Review Attestation (Tertiary)

For further information about Code self-review and attestation requirements, click [here](#).



Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority

Organisation details

	Organisation Details	Correct Details
Tertiary Education Organisation (TEO)	St John's Theological College	Yes
MoE number	7885	Yes

Contact details

This attestation is to be completed and signed by the CE or Chair of the Governing Board or their delegate. Please check the contact details below are correct. If you are delegating this authority, please provide the contact details of the person permitted to complete this attestation on your behalf.

	CE	Delegate (if applicable)
Name	Doctor Emily Colgan	No changes
Job title	Principal/Manukura	No changes
Email	e.colgan@stjohnscollege.ac.nz	No changes
Phone number	Phone	No changes

Enrolment details (domestic learners)

Did you enrol domestic learners in 2023?

Domestic learner enrolment	Yes
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What is the expected number of domestic enrolments between 1 January 2023 and 31 December 2023?

Total number of domestic learners	105
Number of domestic learners (under 18 years)	0

Enrolment details (international learners)

According to our records you are a Code signatory.

Code Signatory status response	Yes
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Did you enrol international learners in 2023?

International learner enrolment	Yes
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What is the expected number of international learners enrolled between 1 January 2023 and 31 December 2023?

Total number of international learners	8
Number of international learners (under 18 years)	0

Student Accommodation details

For the purposes of the Code, student accommodation is defined as “student accommodation which is exempt under section 5B of the Residential Tenancies Act 1986 (RTA), including where there is a written agreement between the tertiary provider and the accommodation provider under section 5B(1)(b)(ii) of the RTA.”

Based on this definition, do you provide student accommodation?

Student accommodation	Yes
Total number of beds available in your accommodation portfolio	Across our houses and cloister units we are able to provide accommodation for 151 people

What is the expected number of residents in your residential population between 1 January 2023 and 31 December 2023?

Total number of residents	We provide accommodation for 45 students (100 residents including their family members)
Number of international residents	8 international students (16 residents including their family members)

What is the total number of live-in accommodation staff?

Total number of live-in accommodation staff	9 College faculty members live onsite (plus their families) but they are not
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live-in
accommodation
staff.

Self-review of implementation of the Code

Using the chart in Appendix 1, rate your organisation's stage of implementation for each Code outcome that applies:

Outcomes 1 – 4 (applies to all tertiary providers)

Outcomes 5 – 7 (applies to all providers with student accommodation)

Outcomes 8 – 12 (applies to all providers enrolling international learners).

Outcomes for all tertiary providers

	Stage
Outcome 1: A learner wellbeing and safety system	Developing implementation
Outcome 2: Learner voice	Implemented
Outcome 3: Safe, inclusive, supportive, and accessible physical and digital learning environments	Implemented
Outcome 4: Learners are safe and well	Implemented

Outcomes for providers offering student accommodation

	Stage
Outcome 5: A positive, supportive and inclusive environment in student accommodation	Implemented
Outcome 6: Accommodation, administrative practices, and contracts	Developing implementation
Outcome 7: Student accommodation facilities and services	Developing implementation

Outcomes for providers enrolling international learners

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

Rate your organisation's overall stage of implementation for the Code.

Based on your ratings listed above, please rate your organisations overall stage of implementation of the Code

Overall implementation	Implemented
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Confirmation

In accordance with Outcome 1 and [clause 89](#) of the Code, I confirm that:

Action	Response
A self-review of the organisation's performance against the Code has been undertaken.	Yes
The resulting self-review report, including complaints and critical incidents data, is available in an accessible format to learners, staff, and the general public, on the organisation's website.	Yes https://www.stjohnscollege.ac.nz/
Any policy and operational changes identified from the self-review have been made and/or are included in an action plan.	Yes

Declaration

By submitting this form, you are attesting that the information provided is correct and that you are authorised to provide this attestation to NZQA for the organisation.

TEO name (legal)	St John's Theological College
MoE number	7885
Name	Dr Emily Colgan
Title	Manukura/Principal
Email	e.colgan@stjohnscollege.ac.nz
Phone	0274308330
Date of completion	2023-10-24

If you have any questions, please contact code.enquiries@nzqa.govt.nz or 0800 697 296.