

International Learners Policy

This policy summarises how Ruawai College meets the requirements of the Code of Practice that apply to schools (Parts 1 and 2; and Part 7, Outcomes 13–22) and the Education and Training Act Subpart 6 – International Students. The Code is administered by NZQA and outlines what signatories must do to ensure the safety and wellbeing of their international learners. In each policy in this section, we address specific Code and legislative requirements.

At Ruawai College, the board has approved the enrolment of international learners (Education and Training Act 2020, s 519). Ruawai College is a signatory to the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code) and meets all Code requirements. The school takes all reasonable steps to maintain the wellbeing and safety of international learners and ensure, so far as possible, that they have a positive experience that supports their educational achievement (Education and Training Act, s 534). The board is responsible for ensuring the school (as a signatory provider) meets Code of Practice requirements. The principal assures the board once a year that the school is meeting Code of Practice requirements.

Ruawai College is known for providing excellent academic, social, and individual support for its international students. We value the contribution that they make to Ruawai College and enjoy the international perspective that they bring to the school. We offer a programme that teaches students to achieve academically in another language and gain entrance to universities worldwide.

Understanding the Code

We ensure that staff responsible for international learners and our international programme are familiar with the Code of Practice and **Code Guidelines**.

At Ruawai College the international director is responsible for keeping up to date with Code of Practice requirements and guidelines.

Applying the Code

As required by the Code, we have policies and practices in place that support the wellbeing and safety of international learners. In accordance with the Code, Ruawai College:

- recruits, informs, and enrolls international learners ethically and responsibly (Part 7, Outcomes 13–16)
- ensures that learners are offered appropriate orientation (Part 7, Outcome 17)
- provides a safe study environment and wellbeing support, and ensures, as far as practicable, that learners are in safe accommodation (Part 7, Outcome 18)

- provides learners with relevant information and advice to support their educational outcomes (Part 7, Outcome 19)
- manages withdrawal and closure reasonably and responsibly (Part 7, Outcome 20)
- has proper and fair procedures for addressing concerns and complaints (Part 7, Outcomes 21 and 22).

We apply the Code in a way that is appropriate to learner needs within particular contexts and that is consistent with Code expectations. Where the Code does not specify exactly what must be done and how, we use an evaluative, **evidence-based approach** recommended by the Code Guidelines to make decisions about what is reasonable, practicable, or appropriate for our international learners.

We apply the Code in alignment with our responsibilities under the Privacy Act 2020 and the Health Information Privacy Code 2020.

The principal assures the board that the school has completed a self-review of how it is meeting Code of Practice requirements and that the self-review attestation will be submitted by the due date – 1 December each year. See **Review Schedule and Board Assurances**.

Legislation

- Education and Training Act 2020

Resources

- NZQA | Mana Tohu Mātauranga o Aotearoa:
 - **The Tertiary and International Learners Code of Practice**  (see **Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021**)
 - **Code resources for school signatories**  (see **Guidelines for Code Signatory Schools**)