



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

November 2024

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. As a signatory to the Code, St John's Theological College is required to carry out a self-review against this Code.

The report below is a very brief summary of St John's Theological College's self-assessment of our implementation of the Code in 2024. A more detailed report and action plan is available upon request.

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 administrative 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

St John's College offers student accommodation and enrolls international students, outcomes 5-12 are applicable.

Throughout the year, St John’s College conducts an ongoing self-review of the Code outcomes 1-4, drawing on information gathered from multiple, diverse sources including but not limited to:

- Surveys, focus groups, and meetings (student surveys via survey monkey and informal conversations; wānanga; and focus groups) with students, staff, faculty, and other stakeholders
- Conversations with student representatives
- College policies
- Records of staff and faculty training sessions
- Minutes of various college committees, as well as relevant Anglican Church stakeholder committees
- Incident register and records of learner complaints
- College handbooks

These processes enable the College to identify areas where we comply well and highlight those places where we can improve our practice in relation to the Code. The information collected from these self-review processes inform our action plan to ensure that St John’s fulfils its obligations to the Code of Practice and uphold student safety and wellbeing. All members of St John’s College staff team are working alongside members of Te Kaunihera to implement this action plan.

Overall, St John’s self-assessment against the Code locates us within the **Implemented** band. St John’s College did not receive any formal complaints in 2024 and has not identified any ongoing issues related to student safety and wellbeing. There have been no critical incidents.

This means we are confident that the relevant systems and processes are in place to ensure overall compliance with the Code:

Outcome	Implementation Rating
Outcome 1	Well Implemented
Outcome 2	Well Implemented
Outcome 3	Implemented
Outcome 4	Implemented
Outcome 5	Well Implemented
Outcome 6	Implemented
Outcome 7	Implemented

Outcome 8	Implemented
Outcome 9	Well Implemented
Outcome 10	Well Implemented
Outcome 11	Well Implemented
Outcome 12	N/A

Please view the Self Review Attestation below

2024 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

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

Contact details

Please provide the contact details of the person completing this form. This attestation should be completed and signed by the CE, Chair of the Governing Board or their delegate.

Name	Hirini Kaa
Job title	Manukura
Email	h.kaa@stjohnscollege.ac.nz
Phone number	021 244 5292

Enrolment details (domestic learners)

Did you enrol domestic learners in 2024?

Yes or no?	Yes
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Enrolment details (international learners)

Are you an approved Code Signatory to Part 6 of the Code?

Yes or no?	Yes
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Did you enrol international learners in 2024?

Yes or no?	Yes
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If you answered yes above, what is the expected number of international learners enrolled between 1 January 2024 and 31 December 2024?

Total number of international learners	1
Number of international learners (under 18 years)	0

Student Accommodation details

The Code defines student accommodation 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?

Yes or no?	Yes
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Self-review of implementation of the Code

Using the chart in Appendix 1, rate your organisation's stage of implementation for each relevant Code outcome in the corresponding space below:

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 of implementation
Outcome 1: A learner wellbeing and safety system	Well implemented
Outcome 2: Learner voice	Well 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 of implementation
Outcome 5: A positive, supportive and inclusive environment in student accommodation	Well implemented
Outcome 6: Accommodation, administrative practices, and contracts	Implemented
Outcome 7: Student accommodation facilities and services	Implemented

Outcomes for providers enrolling international learners

	Stage of implementation
Outcome 8: Responding to the distinct wellbeing and safety needs of international tertiary learners	Implemented
Outcome 9: Prospective international tertiary learners are well informed	Well implemented
Outcome 10: Offer, enrolment, contracts, insurance, and visa	Well implemented
Outcome 11: International learners receive appropriate orientations, information and advice	Well implemented
Outcome 12: Safety and appropriate supervision of international tertiary learners	Not applicable

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 in the space below.

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. Please provide the link to your published self-review report in the space provided.	Yes URL link: https://www.stjohnscollege.ac.nz/
Any policy and/or operational changes identified through 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	Hirini Kaa
Title	Manukura
Email	h.kaa@stjohnscollege.ac.nz
Phone	021 244 5292
Date of completion	31/10/2024

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

Appendix 1: Continuum of implementation for the Code

<p>Early stages of implementation Implementation of the Code has not yet started or requires significant work</p>	<ul style="list-style-type: none"> • Some understanding of Code outcomes and requirements across the organisation 	<p>Implemented The Code is implemented</p> <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 	<p>Well-implemented The Code is well-implemented</p> <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
	<p>Developing implementation Implementation of the Code is underway, yet requires further work</p>		

<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 	<ul style="list-style-type: none"> • 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"> • participation) when implementing the Code • Relevant practices in place to monitor against all Code outcomes and requirements • Effective reporting processes from self-review 	<ul style="list-style-type: none"> • Well-established practices in place to monitor against all Code outcomes and requirements • Highly effective reporting processes from self-review
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