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

Te Oranga me Te Haumaru Ākonga

Learner Wellbeing and Safety

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

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	Matapuna Training Centre			MoE number	9401	
Code contact	**Name**	Jodie Cook		**Job title**	CEO	
	Email	Jodie.cook@matapuna.co.nz		**Phone number**	06 8686094	
Current enrolments	**Domestic learners**	**Total #**	*# 89*	**18 y/o or older**		# 5
				Under 18 y/o		# 84
	International learners	**Total #**	# nil	**18 y/o or older**		#
				Under 18 y/o		#
Current residents	**Domestic learners**	**Total #**	# 89	**18 y/o or older**		# 5
				Under 18 y/o		# 84
	International learners	**Total #**	# nil	**18 y/o or older**		#
				Under 18 y/o		#
Report author(s)	Jodie Cook & pastoral care team.					

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
Outcome 2: Learner voice	Well implemented

Wellbeing and safety practices for all tertiary providers

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

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	The quality of pastoral care provided to the students, including health care (nurse on site one day a week), mental health support and counselling (psychologists on site); and social support provided by on-site social workers. The trust also provides kai every day for the students, and travel assistance to ensure that all barriers to students being able to access and achieve educational success are minimised.	2024 EER Report Student, staff, stakeholder and whanau voice.
Outcome 2: Learner voice	The PTE's focus on student agency (rangatiratanga). Students are encouraged to lead and manage the achievement of their learning goals. Student input and feedback is gathered regularly and acted on. Rangatahi leadership is encouraged through the student council which has a budget and autonomy to make decisions on behalf of the collective of students.	2024 EER Report Student, staff, stakeholder and whanau voice.

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	Matapuna is providing students with an opportunity to achieve educational success in a safe, caring and well-supported environment. Barriers are minimised, student agency is encouraged, and high expectations are set for rangatahi Māori to achieve success as Māori. Matapuna is continuing to uphold its values and legacy of quality self-assessment and performance	2024 EER Report Student, staff, stakeholder and whanau voice. Self-assessment data
Outcome 4: Learners are safe and well	See above	See above

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	Implement a more robust wellbeing curriculum in 2025.
Outcome 2: Learner voice	No gaps – continue to refine and adapt all processes.

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	No gaps – continue to refine and adapt all processes.
Outcome 4: Learners are safe and well	No gaps – continue to refine and adapt all processes.

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	Develop a draft curriculum Integrate into programmes Develop a delivery schedule for targeted wellbeing topics Include into annual planning	CEO/Principal, teaching team and pastoral care team	End of 2024 Term 1 2025 Term 1 2025 Term 1 2025	Review annual plan quarterly	Staff and student voice
Outcome 2: Learner voice	n/a				

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	n/a				

Outcome 4: Learners are safe and well	n/a				