



NEW ZEALAND ACADEMIC & LEARNING INSTITUTE

# SUMMARY SELF-REVIEW REPORT 2022

2 November 2022

**CONTROLLED DOCUMENT**

Master version  
held by CEO

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## Strategic goals and strategic plans for supporting the wellbeing and safety of learners

### Strategic plan:

- Re Clause 7 (2) (a) - review learner wellbeing and safety strategic goals and strategic plans annually
- Re Clause 8 (1) - monitor learner wellbeing and safety monthly
- Re Clause 8 (1) – review quality of learner wellbeing and safety practices annually
- Re Clause 8 (2) - work with diverse learners and their communities annually to review the quality of wellbeing and safety practices
- Re Clause 9 - annually promulgate Summary Self-Review Report to all interested parties
- Re Clause 10 (1) - analyse learner and other stakeholder feedback annually, to identify emerging concerns about learners' wellbeing and safety or behaviour
- Re Clause 10 (2), and Clause 16 (1) – run annual staff workshops, to provide staff with ongoing training and resources tailored to their roles in the organisation, re the requirements of the New Code; and support all staff through a one-year Te Reo beginners learning programme that is delivered by an external provider
- Re Clause 10 (3) - annually review NZALI Health and Safety Manual
- Re Clause 12 – survey learners annually (as part of broader Stakeholder and Participant Feedback exercise)
- Re Clause 13 - review Complaints Register; and Reported Risks and Concerns Report; and Annual Complaints Report to Management, at least annually
- Re Clause 17 (2) – review programmes annually, to ensure learner goal setting is being consistently incorporated into all programmes
- Re Clause 18 – review Policy on Physical and Learning Resources; and review all resources, annually

- Regularly review, update (and keep up-to-date) website, and all relevant manuals, documents, handbooks, and protocols
- Make the New Code available to all learners and staff, in English and te reo Māori
- Promote the New Code on our website and in learning material
- Regularly update details of welfare support organisations listed in Programme Handbook
- Involve learners in the design of physical and digital environments when making improvements
- Engage with Māori and involve Māori in the design of physical and digital environments where appropriate
- Keep records of all plans, reviews, and action plans, and ensure the plans and reviews are made available in an accessible form to students, staff, and stakeholders annually.

**Revisions to strategic goals and strategic plans for supporting the wellbeing and safety of learners**

- [None. First year of operation of the New Code]

**Self-review of the quality of our learner wellbeing and safety practices**

- Self-review finalised 2 November 2022. New Code fully implemented. All necessary systems and protocols in place. All documentation up to date. No complaints received. Quality of learner wellbeing and safety practices assessed as good.

**NEW CODE SELF EVALUATION AND REVIEW 2022**

<b>Outcomes</b>	<b>Self-assessment from four options*:</b> <ul style="list-style-type: none"> <li>• Early stages of implementation</li> <li>• Developing implementation</li> <li>• Implemented</li> <li>• Well-implemented</li> </ul>
<p><b>Outcome 1: A learner wellbeing and safety system</b> Providers must take a whole-of-provider approach to maintain a strategic and transparent learner wellbeing and safety system that responds to the diverse needs of their learners.</p>	Implemented
<p><b>Outcome 2: Learner voice</b> Providers understand and respond to diverse learner voices and wellbeing and safety needs in a way that upholds their mana and autonomy.</p>	Implemented
<p><b>Outcome 3: Safe, inclusive, supportive, and accessible physical and digital learning environments</b> Providers must foster learning environments that are safe and designed to support positive learning experiences of diverse learner groups.</p>	Implemented
<p><b>Outcome 4: Learners are safe and well</b> Providers must support learners to manage their physical and mental health through information and advice, and identify and respond to learners who need additional support.</p>	Implemented

\* The four assessment options are:

Early stages of implementation	<p><b>No</b> or <b>limited</b> understanding of Code outcomes and requirements across the organisation.</p> <p><b>No</b> or <b>limited</b> perspectives sought. Practices to reflect learner voice <b>non-existent</b> or <b>underway</b>.</p> <p><b>No</b> or <b>limited</b> consideration of Te Tiriti o Waitangi/Treaty of Waitangi and the Treaty principles (including partnership, protection, and participation) when implementing the Code.</p> <p><b>No</b> or <b>limited</b> practices in place to monitor against all Code outcomes and requirements.</p> <p><b>No</b> or <b>limited</b> reporting processes from self-review.</p>
Developing implementation	<p><b>Some</b> understanding of Code outcomes and requirements across the organisation.</p> <p><b>Some</b> perspectives sought, including <b>adequate</b> practices, to reflect learner voice.</p> <p><b>Some</b> consideration of Te Tiriti o Waitangi/Treaty of Waitangi and the Treaty principles (including partnership, protection, and participation) when implementing the Code.</p> <p><b>Some</b> practices in place to monitor against all Code outcomes and requirements.</p> <p><b>Adequate</b> reporting processes from self-review.</p>
Implemented	<p><b>Sufficient</b> understanding of Code outcomes and requirements across the organisation.</p> <p><b>Multiple</b> perspectives sought, including <b>sound</b> practices, to reflect learner voice.</p> <p><b>Good</b> consideration of Te Tiriti o Waitangi/Treaty of Waitangi and the Treaty principles (including partnership, protection, and participation) when implementing the Code.</p> <p><b>Relevant</b> practices in place to monitor against all Code outcomes and requirements.</p> <p><b>Effective</b> reporting processes from self-review.</p>
Well-implemented	<p><b>Thorough</b> understanding of Code outcomes and requirements across the organisation.</p> <p><b>Diverse range of multiple</b> perspectives sought, including <b>robust</b> practices, to reflect learner voice.</p> <p><b>Full</b> consideration of Te Tiriti o Waitangi/Treaty of Waitangi and the Treaty principles (including partnership, protection, and participation) when implementing the Code.</p> <p><b>Well-established</b> practices in place to monitor against all Code outcomes and requirements.</p> <p><b>Highly-effective</b> reporting processes from self-review.</p>

#### Actions taken

- [None. First year of operation of the New Code]

#### Plans

- [None. First year of operation of the New Code]