

## Aide-Memoire: Draft initial guidance on implementing the Education (Pastoral Care of Domestic Tertiary Students) Interim Code of Practice 2019

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<b>To:</b>	Hon Chris Hipkins, Minister of Education
<b>From:</b>	Dr Karen Poutasi, Chief Executive
<b>Date:</b>	13 February 2020
<b>Reference:</b>	CR20224

### Purpose

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1. This aide memoire provides an overview of the rationale for, and development of, the initial guidance to support the implementation of the Education (Pastoral Care of Domestic Tertiary Students) Interim Code of Practice 2019 (interim Code).
2. The draft initial guidance is attached for your consideration and endorsement. We have attached two short appendices showing what additional pre-emptive guidance could look like. These appendices will be road-tested with a range of small to mid-sized providers.
3. This aide-memoire updates you on the proposed next steps for implementing the interim Code.
4. The draft guidance contains a foreword prepared by the Ministry of Education for your consideration and endorsement.
5. NZQA proposes to proactively release this briefing as part of the next publication of documents.

### Background

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6. The approach taken for the initial guidance aligns with the Cabinet paper that sought approval of the interim Code. It noted that the “interim Code is deliberately high level to avoid the unintended consequences that might arise without the full consideration of the implications for the sector; more detailed requirements will be set out in the ongoing Code of Practice following co-design with the sector in 2020.”

#### *Rationale for the guidance approach*

7. At a workshop on 28-29 January 2020, tertiary education providers, together with the presidents of the New Zealand Union of Students’ Associations (NZUSA) and Te Mana Ākonga (workshop group), met to consider options for guidelines on implementing the interim Code.

8. After considering a range of examples of detailed guidelines, including those for the Education (Pastoral Care of International Students) Code of Practice 2016, the workshop group recommended that, at this stage, the guidance should more generally describe how providers should approach implementing the interim Code. This form of guidance would acknowledge the diversity of students, providers and their operating contexts, and recognise that a 'one size fits all' approach is not appropriate.

*Approach to developing the initial guidance*

9. The workshop group developed a set of implementation principles, reflecting the interim Code outcomes. These principles are intended to promote a holistic and continuous improvement approach to implementing the interim Code. The principles act as a quick reference for all stakeholders, particularly students and their family and whānau, on what to expect from providers.
10. The group recommended that the initial guidance be kept brief, in a style and format readily accessible and understood by a wide range of providers, as well as students and their family and whānau.
  - a. Hence, the initial guidance introduces and contextualises the interim Code and provides high level information on its implementation. It directs providers to use their judgement and seek student input on how best to implement the interim Code to meet their students' needs and reflect their contexts.
  - b. NZQA will publish the interim Code and initial guidance as a single, easy to follow document that will also be available in Te Reo.
11. This approach recognises that the interim Code includes clear process steps for providers to follow.
12. The initial guidance also includes a draft foreword from you in recognition of the importance you place in the interim Code and its significance in realising the government's desire to put learners at the centre.

**NZQA's proposed sector capability development programme**

13. NZQA will undertake a sector capability development programme to support the implementation of the interim Code. This programme will evolve in line with the needs of the various parts of the sector.
14. Initial actions are likely to include:
  - a. responding to questions and issues as they emerge during implementation, including publishing responses to frequently asked questions (FAQs)
  - b. working with tertiary education sector bodies to plan and deliver workshops on implementing the interim Code including gaps analysis methodologies.

It is recommended you:

- I. **Endorse** the draft initial guidance and approach to support the implementation of the interim Code **Yes / No**
  
- II. **Endorse** the proposed foreword for the initial guidance **Yes / No**
  
- III. **Note** the actions proposed to develop capability within the tertiary education sector to support the implementation of the interim Code



Karen Poutasi (Dr)  
Chief Executive, NZQA  
13 February 2020

Endorsed/Noted

**Hon Chris Hipkins**  
Minister of Education

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